



**ARGOSY UNIVERSITY | SAN FRANCISCO BAY AREA**

*Student Handbook 2006–2007*





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# Introduction

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## **ABOUT THIS HANDBOOK**

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

The *Argosy University/San Francisco Bay Area Student Handbook* incorporates by reference the *Argosy University 2006–2007 Academic Catalog* and *Campus Specific Addenda*. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your *Academic Catalog* and the *Campus Addenda*.

## **WELCOME FROM THE CAMPUS PRESIDENT**

Welcome to Argosy University/San Francisco Bay Area. We are honored that you have selected Argosy University to further your professional education, and we are committed to supporting your educational progress both inside and outside the classroom. Over the coming months, I trust you will experience Argosy University San Francisco Bay Area as a large extended family where not only do you see progress in your education, but also where you feel you belong.

This *Student Services Handbook* gives you ready access to all the vital information you will need to assure a successful academic experience. All faculty and staff, like students, consult this handbook to refresh ourselves on policies, procedures, resources, and a myriad of details too numerous to retain in one's brain! Keep it handy and consult it often. It will be a ready and reliable resource for you.

Thank you for choosing Argosy/San Francisco Bay Area. We are proud of our programs and our students. We look forward to assisting in your professional education and to your participation in our vibrant community.

Best wishes,

Lucille H. Sansing

*President, Argosy University/San Francisco Bay Area*

## **JURISDICTION/SUBJECT TO CHANGE**

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

# Campus Information

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## **CAMPUS FACILITIES**

### **Location**

Argosy University/San Francisco Bay Area is located at 999-A Canal Boulevard, in Point Richmond, California. The campus is situated in an attractive, modern building; adorned with a glass façade, creating an environment filled with natural light. Conveniently located near a major freeway, the campus offers easy access to the entire Bay Area. The quaint town of Point Richmond hosts a variety of restaurants and recreational areas and is surrounded by marinas. The campus is just minutes away from the beautiful bay and some of the best sailing in Northern California. The San Francisco Bay Area, a long-time leader in the field of psychology, has numerous hospitals, clinics, schools and other social services agencies that offer excellent training opportunities for students. Local schools provide our education students with teaching opportunities and jobs. Our proximity to Silicon Valley and other business centers provide a wide variety of opportunities for our students in the business programs.

### **Offices**

Administrative and faculty offices include all faculty, program chairs, training department administrators and assistants, campus administrators and administrative assistants, student services, admissions, and student finance personnel.

### **Classrooms**

There are currently eight classroom areas that provide for classes from eight to thirty students. Classrooms are equipped with TVs, VCRs, DVDs, wipe boards and overhead projectors. LCD projectors are also available upon reservation.

### **Library**

The library houses the book, journal, and video collections; a TV/VCR/DVD set with 6 sets of headphones, and a photocopier; in addition to study space and a stand-up computer for catalog access.

### **Computer Lab**

A separate computer lab is available to all students. There are computers with MS Office, several assessment scoring programs, (Rorschach, CVLT, & D-KEFS), Statistical Package for the Social Sciences (SPSS), the CAPIC database (for clinical psychology practica and internships), the library catalog, and the Internet. There is a high-capacity, high-speed, dual sided printer and a transcription machine.

### **Clinical Intensive Training Area**

The Intensive Training Facility consists of four therapy treatment rooms, a central teaching area, and a waiting room. The facility is used by students who conduct live clinical sessions while receiving direct clinical guidance with clients who have come from the surrounding community. Each treatment room is equipped with a one way mirror, audio sound system, a tape recorder, ear pieces, a microphone, headphones, and are furnished with sofas, chairs, tables and lamps. The central teaching area is equipped with chairs, which students use to view therapy sessions in progress as well as the use of attending lecturers.

### **Student Mailboxes/Program Notification Hallway**

Student Mailboxes for all graduate programs are available for students. Program specific information such as jobs, events and relevant information is posted in this hallway.

### **Student Lounge**

The student lounge has vending machines, tables for eating and study, couches, and bulletin board areas.

### **Security**

The building is protected by an alarm system, which is activated each evening. We also have an on-campus security guard scheduled Monday – Friday 6:00 – 10:00 p.m. and Saturday and Sunday 3:00 – 7:00 p.m.

## **TRANSPORTATION**

### **Driving Directions to Argosy University/San Francisco Bay Area**

#### *From San Francisco:*

|  |           |
|--|-----------|
| Cross the Bay Bridge toward OAKLAND              |           |
| From the Bay Bridge, take I-80 E/I-580 W         | 4.1 miles |
| Take I-580 West exit towards RICHMOND/SAN RAFAEL | 0.3 miles |
| Merge onto I-580 W                               | 4.8 miles |
| Take the CANAL BLVD Exit                         | 0.2 miles |
| Turn LEFT onto CANAL BLVD                        | 0.6 miles |

#### *From the NORTH (Vallejo area):*

|  |                           |
|--|---------------------------|
| From the Carquinez Bridge, take I-80 W               | (approximately) 7.0 miles |
| Take the RICHMOND PARKWAY/FITZGERALD DR Exit         | 0.2 miles                 |
| Turn RIGHT onto RICHMOND PARKWAY                     | 5.2 miles                 |
| Proceed on RICHMOND PARKWAY stay middle or left lane |                           |
| RICHMOND PARKWAY turns into CANAL BLVD               | 0.5 miles                 |

*From the WEST (Marin County/San Rafael):*

From US-101 take I-580 EAST RAMP towards  
RICHMOND BRIDGE/OAKLAND

|  |           |
|--|-----------|
| Merge onto I-580 East                              | 2.2 miles |
| Follow I-580 across the Richmond/San Rafael Bridge | 5.4 miles |
| Take the CANAL BLVD Exit                           | 0.3 miles |
| Turn RIGHT onto CANAL BLVD                         | 0.5 miles |

*From the SOUTH (Oakland):*

Take I-580 ramp towards SAN FRANCISCO/HAYWARD

|  |           |
|--|-----------|
| Merge onto I-580 WEST RAMP               | 0.3 miles |
| Merge onto I-580 WEST                    | 1.3 miles |
| I-580 W becomes I-580 W/I-80 E           | 4.1 miles |
| Take I-580 W towards RICHMOND/SAN RAFAEL | 0.3 miles |
| Merge onto I-580 W                       | 4.8 miles |
| Take the CANAL BLVD Exit                 | 0.2 miles |
| Turn LEFT onto CANAL BLVD                | 0.6 miles |

*From the EAST (Walnut Creek):*

From I-680, take CA-24 West toward Oakland

|  |            |
|--|------------|
| From I-680, take CA-24 West toward Oakland     | 12.5 miles |
| Take I-580 ramp towards SAN FRANCISCO/RICHMOND | 1.0 miles  |
| Take I-80E/I-580W toward RICHMOND/BERKELEY     | 4.0 miles  |
| Take I-580 W towards RICHMOND/SAN RAFAEL       | 0.3 miles  |
| Merge onto I-580 W                             | 4.8 miles  |
| Take the CANAL BLVD Exit                       | 0.2 miles  |
| Turn LEFT onto CANAL BLVD                      | 0.6 miles  |

*From All Directions:*

Continue through the intersection at W. Cutting (there will be a Chevron gas station); travel .25 mile on Canal, and take the driveway on the right, just after the white sign, 1001 Canal Boulevard, Argosy University is in the middle of the building.

**East Bay Public Transportation**

For additional information please visit the San Francisco Bay Area Transit Information Web site at [www.transitinfo.org](http://www.transitinfo.org)

**AC Transit: 510.839.2882**

Buses connect San Francisco with East Bay cities in Alameda and West Contra Costa counties, including Oakland and Berkeley. In San Francisco, AC Transit buses depart daily from the Transbay Terminal at First and Mission Streets (1/2 block from Golden Gate University). During peak commute hours, buses run 8 to 30 minutes apart. During non-rush hours, they run 15–60 minutes apart. To obtain complete schedule information, call the number above. Fares vary according to the distance traveled. Commuter ticket books are available at a discount.



**BART: 510.465.2278**

Bay Area Rapid Transit (BART) rail lines link the East Bay with San Francisco. There are five routes that service the East Bay: Richmond to San Francisco/Colma; Fremont to San Francisco/Colma; Fremont to Richmond; Pittsburg/Bay Point to San Francisco/Colma; and Dublin/Pleasanton to San Francisco/Colma. Please consult a BART station map for more information regarding East Bay routes and stations nearest you. BART trains run from 6:00 a.m. to midnight Monday through Saturday and 9:00 a.m. to midnight on Sunday. Fares vary according to the distance traveled. All trains and stations are wheelchair accessible. For information regarding schedules, fares, and special services call BART.

More information available on the relocation guide located at [www.ausfba.com](http://www.ausfba.com).

**CAMPUS ORGANIZATION**

The campus is organized into the following administrative departments: Admissions, Student Services, Academic Program Departments, Library, and the Department of Training. Contact information is in the sections on Building Administration Contact Information and Academic Services.

**BUILDING AND OFFICE HOURS****Building Hours (Hours in all departments may vary during breaks and on holidays)**

Argosy University/San Francisco Bay Area building hours are:

Monday – Friday: 8:30 a.m. – 5:30 p.m.\*

Saturday and Sunday 8:30 a.m. – 6:30 p.m.\*\*

*\*Campus is open later on days when evening classes are in session.*

*\*\*Campus will close at 5:00 p.m. on weekends when classes are not in session.*

**Admission Hours**

Argosy University/San Francisco Bay Area Admission's Office hours are:

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

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

**Computer Lab Hours**

Argosy University/San Francisco Bay Area Computer Lab Hours are:

“When the school is open, the Lab is open.”

**Library Hours**

Argosy University/San Francisco Bay Area Library Hours are:

Monday–Thursday: 9:00 a.m. – 7:00 p.m.

Friday: 9:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 10:00 a.m. – 3:00 p.m.

*Term Break Library Hours*

Monday–Friday: 9:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 10:00 a.m. – 3:00 p.m.

*Term Breaks*

August 20, 2006–September 4, 2006 (2-week break)

December 17, 2006–January 7, 2007 (3-week break)

April 22, 2007–May 6, 2007 (2-week break)

August 19, 2007–September 3, 2007 (2-week break)

**Student Services/Student Finance Hours**

Argosy University/San Francisco Bay Area Student Services (Registrar, Bursar, and Financial Aid) hours are:

Monday–Thursday: 8:30 a.m. – 5:30 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 8:30 a.m. – 5:00 p.m.

**International Student Services Hours**

Monday: 1:00 p.m. – 6:00 p.m.

Tuesday: 9:00 a.m. – 6:00 p.m.

Wednesday: 1:00 p.m. – 6:00 p.m.

Thursday: 9:00 a.m. – 6:00 p.m.

**Academic Department Hours**

See Academic Services

**ADMINISTRATION CONTACT INFORMATION****Campus Information**

Argosy University/San Francisco Bay Area

999-A Canal Boulevard

Point Richmond, CA 94804-2777

Phone: 510.215.0277

Toll Free: 1.866.215.2777

Fax: 510.215.0299

Admissions Phone: 510.837.3709

Direct Lines: **510.837 + extension**

## Administration

| Name  | Campus Extension |
|---|------------------|
| <b>Dr. Lucille Sansing</b><br><i>Campus President</i><br>lsansing@argosyu.edu       | ext. 3703        |
| <b>Cecilia Angat</b><br><i>Business Manager</i><br>cangat@argosyu.edu               | ext. 3700        |
| <b>Shireen Burns</b><br><i>Office Manager/HR Coordinator</i><br>shburns@argosyu.edu | ext. 3701        |
| <b>Morgan Kiser</b><br><i>Administration Assistant</i><br>mkiser@argosyu.edu        | ext. 3702        |

## Admissions

| Name  | Campus Extension |
|---|------------------|
| <b>John Stofan</b><br><i>Director of Admissions</i><br>jstofan@argosyu.edu                      | ext. 3709        |
| <b>Tina Jacobs</b><br><i>Managing Associate Director of Admissions</i><br>tjacobs@argosyu.edu   | ext. 3705        |
| <b>Cynthia Sirkin</b><br><i>Project Associate Director of Admissions</i><br>csirkin@argosyu.edu | ext. 3708        |
| <b>Ellen Levitan</b><br><i>Senior Assistant Director of Admissions</i><br>elevitan@argosyu.edu  | ext. 3706        |
| <b>Reena Torres</b><br><i>Assistant Director of Admissions</i><br>mrtorres@argosyu.edu          | ext. 3710        |
| <b>Sherry Humphrey</b><br><i>Assistant Director of Admissions</i><br>shumphrey@argosyu.edu      | ext. 3704        |
| <b>Sophia Ward</b><br><i>Assistant Director of Admissions</i><br>sward@argosyu.edu              | TBA              |
| <b>Cherise Preston</b><br><i>Admissions Coordinator</i><br>cpreston@argosyu.edu                 | ext. 3707        |

## Library Services

| Name  | Campus Extension |
|---|------------------|
| <b>Julie Griffith</b><br><i>Director of Library Services</i><br>jgriffith@argosyu.edu | ext. 3715        |
| <b>Patricia Ward</b><br><i>Librarian (Wednesday and Sunday)</i><br>pward@argosyu.edu  | ext. 3717        |
| <b>Library</b><br><i>Library Assistant</i>  | TBA              |
| <b>Library</b>  | ext. 3753        |

## Student Government

argosysga@hotmail.com

## Student Services

| Name   | Campus Extension |
|--|------------------|
| <b>Lewis Bundy</b><br><i>Director of Student Services</i><br>lbundy@argosyu.edu      | ext. 3712        |
| <b>Monica Garcia</b><br><i>Associate Registrar</i><br>mgarcia@argosyu.edu            | ext. 3711        |
| <b>Ariana Heller</b><br><i>Senior New Student Coordinator</i><br>aheller@argosyu.edu | ext. 3755        |
| <b>Kellie Geldreich</b><br><i>New Student Coordinator</i>                            | ext. 3751        |
| <b>Mara Palumbo</b><br><i>Student Services Assistant</i><br>mpalumbo@argosyu.edu     | ext. 3713        |

## Student Financial Services

| Name  | Campus Extension |
|---|------------------|
| <b>Adrian Ramos</b><br><i>Associate Director of Student Finance</i><br>aramos@argosyu.edu | ext. 3714        |
| <b>Mara Palumbo</b><br><i>Student Services Assistant</i><br>mpalumbo@argosyu.edu          | ext. 3713        |

## International Advisement

| Name  | Campus Extension |
|---|------------------|
| <b>Megan Fanouth-Nguessan</b><br><i>Senior International Student Advising</i><br>mfanouth@argosyu.edu | ext. 3718        |

## Online Classes Support

*Technical Support (available 24/7): 1.866.256.5883 ext. 1*

## Colette Landry

*Online Coordinator*

Phone: 312.279.3956

Fax: 312.424.7282

E-mail: clandry@argosyu.edu

Demo Course: <http://online.argosyu.edu/>

## ACADEMIC SERVICES

### Academic Advising

Each Department has its own policies of Academic Advising based on the size and format of the program. Please see below for your program's contact person.

Direct Lines: 510.837 + extension

### Business

*Office Hours: By Appointment*

| Name   | Campus Extension |
|--|------------------|
| <b>TBA</b><br><i>Program Chair of Business Programs (Grad)</i>   | TBA              |
| <b>Dr. Shaun Aghili</b><br><i>Interim Program Chair Bachelor of Science in Business Administration Program</i> | TBA              |

### Education

*Office Hours: By Appointment*

| Name  | Campus Extension |
|---|------------------|
| <b>Dr. Keyes Kelly</b><br><i>Interim Program Chair Education Programs</i><br>kkeyes@argosyu.edu | ext. 3740        |
| <b>Mary Lespier</b><br><i>Teaching Credential Analyst</i><br>mlespier@argosyu.edu               | ext. 3741        |

## **Psychology**

### **Counseling and Forensic Psychology Programs**

*Office Hours: As Posted Each Semester in the Counseling Psychology Department and By Appointment*

| <b>Name</b>   | <b>Campus Extension</b> |
|---|-------------------------|
| <b>Dr. Lou Rappaport</b><br><i>Associate Dean of the College of Psychology and Behavioral Sciences and<br/>Program Chair of Counseling Psychology and Forensic Psychology</i><br>lrappaport@argosyu.edu | ext. 3738               |
| <b>Susan Langdon</b><br><i>Administrative Assistant</i><br>slangdon@argosyu.edu   | ext. 3735               |
| <b>Amy Brom</b><br><i>Practicum Coordinator MA Counseling Psychology Program</i><br>abrom@argosyu.edu   | ext. 3730               |
| <b>Christene Mayerchak</b><br><i>Assistant Practicum Coordinator MA Counseling Psychology Program</i><br>cmayerchak@argosyu.edu   | ext. 3737               |
| <b>Dr. Julie Hepworth</b><br><i>Director of Counseling Psychology Dissertation</i><br>jhepworth@argosyu.edu   | ext. 3732               |

### **Bachelor (BA) in Psychology (Degree Completion)**

*Office Hours: Appointments Available Monday–Friday and Evenings*

| <b>Name</b>   | <b>Campus Extension</b> |
|---|-------------------------|
| <b>Dr. Jennifer Persing</b><br><i>Program Chair of BA in Psychology Program</i><br>jpersing@argosyu.edu | ext. 3744               |
| <b>Dr. Gladys Ato</b><br><i>Core Faculty/Advisor</i><br>gato@argosyu.edu                                | ext. 3700               |

### **Doctor of Psychology and Masters Degrees in Clinical Psychology**

*Office Hours: By Appointment*

| <b>Name</b>   | <b>Campus Extension</b> |
|---|-------------------------|
| <b>Dr. Andrea Morrison</b><br><i>Dean of the College of Psychology and Behavioral Sciences and<br/>Program Chair of Clinical Psychology Programs</i><br>amorrison@argosyu.edu | ext. 3725               |
| <b>Dr. Randy Wyatt</b><br><i>Director of Clinical Training</i><br>rwyatt@argosyu.edu  | ext. 3728               |

## ACADEMIC RESOURCES

### **Disability Services**

Coordinated by the director of Students Services

### **Information Literacy Tutorial**

Information is located on [www.ausfba.com](http://www.ausfba.com).

### **Professional Writing Courses**

Refer to the *Academic Catalog* for more information.

### **Tutoring Services**

Coordinated by the director of Student Services and department chairs.

### **Turnitin**

Turnitin is used by all faculty and many students to check papers submitted for classes for plagiarism and writing style problems. To log in to Turnitin, go to [www.turnitin.com](http://www.turnitin.com) and follow the on-screen instructions to create a user profile. An instruction book is available both on the Turnitin Web site and in the library.

## WEB SITES AND PUBLICATIONS

### **Argosy Web sites**

[www.ausfba.com](http://www.ausfba.com) (*Argosy University/San Francisco Bay Area Student Resource Web site*)

Resources include forms, schedules, resources and links to other Argosy Web sites.

<https://banner.argosyu.edu> (*Student Link*)

Student Link allows students to view personal information, schedules, transcripts, grades, register for classes, view financial statements and financial aid status.

[www.argosyu.edu](http://www.argosyu.edu) (*Argosy University official Web site*)

This site allows students to view all national Argosy Campus information, apply for admission, access to financial aid links, career services and online courses.

<http://argosy-class.com> (*Online Classes*)

Allow students to log into online courses and view online course offerings nationwide.

<http://argosyu.edu/sanfranlib.htm> (*Campus Library Web site*)

This site gives students access to all Argosy University/San Francisco Bay Area library services including hours of operation, library databases and links.

<http://direct.mbsbooks.com/argosy.htm> (*MBS Books*)

This Web site is where students can buy new and used textbooks.

## **Argosy Publications**

### *APA Application Guideline Guidebook (Published annually)*

This publication provides methods and tools to obtain an APA Internship (PsyD students)

### *Argosy University Academic Catalog (Published annually in the fall semester)— online at [www.ausfba.com](http://www.ausfba.com)*

This publication includes an introduction to all Argosy University institutions and programs nationwide including: institutional policies, students' rights and responsibilities, admission policies, financial policies and assistance, academic policies and procedures, student life, academic programs, course descriptions and listings.

### *Argosy University Campus Addenda to the Catalog (Published annually in the fall semester)—online at [www.ausfba.com](http://www.ausfba.com)*

This publication includes Argosy University/San Francisco Bay Area campus specific information about academic and institutional policies.

### *Clinical Research Project Manual (Published annually by the Clinical Psychology program)—online at [www.ausfba.com](http://www.ausfba.com)*

This publication contains detailed information on how to conduct a clinical research project which is part of the required part of the PsyD in Clinical Psychology program.

### *Clinical Training Manual (Published Annually by the Clinical Psychology program)—Available from the Clinical Training Office.*

This publication includes detailed information on Practicum and Internship Training which is part of MA and PsyD Clinical Psychology program.

### *Counseling Psychology Practica Placement Database and Forms (Published Annually by the Counseling Psychology program)—online at [www.ausfba.com](http://www.ausfba.com).*

This publication includes detailed information and the forms required for Practicum Training, MA in Counseling Psychology.

### *Dissertation Handbook for Counseling Psychology (Published Annually by the Counseling Psychology program)—online at [www.ausfba.com](http://www.ausfba.com).*

This publication contains detailed information and the forms required to complete a Counseling Psychology Dissertation.

### *Dissertation Handbook for Education (Published annually)—online at [www.ausfba.com](http://www.ausfba.com)*

### *Dissertation Handbook for Business—online at [www.ausfba.com](http://www.ausfba.com)*

### *Financial Aid Guide (Published annually)—Available at the Student Services office.*

Includes information, forms and links for Financial Aid at Argosy University/San Francisco Bay Area

### *Registration Bulletin (Published each term)— Mailed out to students each term.*

This publication includes detailed information on registration and payment policies and procedures. It also gives details on Add/Drop Policies, Refund Policies, Return of Title IV funds and Enrollment requirements. These policies are also published online at [www.ausfba.com](http://www.ausfba.com)



This publication informs new students on relocation resources and referrals.

## **EMERGENCY PROCEDURES AND CLOSINGS**

**In case of a life threatening situation, dial 911.**

If life is in danger, please EVACUATE the building in a calm manner—DO NOT RUN. Please help those who need assistance due to physical impairment. You must exit the building on the 1st floor. There are four doors located on the 1st floor.

### **Front Exit**

The Entrance Door is in the main lobby.

If the entrance door is too dangerous to go through, there are three other doors through which to exit.

### **Rear Exits**

There are two doors in the back wing of the building, which exit into the parking lot on the side of the building. There is also one door in the back of the Intensive Clinic that exits to the parking lot on the side of the building.

The designated gathering location in the event of an evacuation is the Quality Inn Hotel. It is located on 999 West Cutting Blvd, at the intersection of Canal Blvd. about one block from the campus (next to the Chevron gas station). Please gather with your class and instructor at the Quality Inn to be given further instruction on what to do.

### **Reporting an Emergency**

If a non-life threatening emergency occurs, please alert the front desk who will inform the appropriate parties for help. If the front desk is unavailable, please alert a staff/faculty member of the situation. The following is a list of phone numbers in the event of an emergency:

|                 |                                   |              |
|-----------------|-----------------------------------|--------------|
| Police          | Richmond Police Department        | 510.215.0373 |
|                 | Police Department (non-emergency) | 510.233.1214 |
| Fire Department | Richmond Fire (non-emergency)     | 510.307.8031 |
| Gas & Electric  | PG&E                              | 800.743.5000 |
| Neighbors       | Water Treatment Plant             | 510.412.2009 |
| Air Quality     | Bay Area Air Quality              | 800.334.6367 |
| Building Owners | Bombay Partners                   | 510.236.0300 |

### **Fires**

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers on each floor of the School.

In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and s/he will alert the fire department.

**Police**

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

**Building Security**

The building is protected by an alarm system, which is activated each evening. We also have an on-campus security guard Monday–Friday 6:00 p.m.–10:00 p.m. and Saturday and Sunday 3:00 p.m.–7:00 p.m.

**Theft**

If a theft has taken place, please report it immediately to the Office Manager.

**Accidents and Illness**

When there is doubt as to the procedure in case of medical emergency, immediate medical advice should be secured by dialing 911. Anyone who is injured or becomes ill at Argosy University/San Francisco Bay Area should be directed or taken to an Emergency Room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

**Incident Reports**

A complete report of every incident, no matter how minor, should be made within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or School, and names and addresses of witnesses.

Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

**School Closings**

In the event of threatening weather, the School may be closed by the President or a designee. All students will be notified. Students should keep up to date contact information with the Student Services office in case of school closings.

# Student Services and Resources

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## REGISTRATION

Registration procedures are set up to provide maximum flexibility for students. Argosy University/San Francisco Bay Area offers online registration during predetermined periods of time, as well as paper registration which can be dropped off or mailed in. Registration Bulletins are published prior to each term and provide detailed information on registration policies, deadlines, payment options and refund policies. Registration policies and forms are available online at [www.ausfba.com](http://www.ausfba.com). Click on “Registration” to see the policies and forms. Students can view their schedules online at Student Link.

### Registration Deadlines and Dates

In order to provide flexibility of registration options, there are several registration deadlines and dates which vary depending upon the student’s payment method, status and program.

#### 1. *Payment Deadlines:*

- a. *Financial Aid Students* must have a complete and approved financial aid application prior to the registration period. If financial aid does not cover the total tuition and fees for the registration period, students must provide an additional payment method through the Payment Arrangement Form.
- b. *Cash Pay Students (Students Not on Financial Aid)* must provide a Payment Arrangement Form with a valid form of payment during the pre-registration period. This form is due on the date published in the *Registration Bulletin* which is prior to registration. Students will have to provide a credit card number to register without financial aid.

#### 2. *Priority Registration:*

- a. *Time Tickets* are set for some programs to allow students with more credits to register earlier for classes. The programs that offer this option are assigned a time ticket which is published in the *Registration Bulletin*.
- b. *Online Priority Registration:* All students who register online have priority over students who register through paper registration.
- c. *Paper Priority Registration:* Students who register by paper during the priority registration period will be processed after online registration. Please see the *Registration Bulletin* for further information on drop-off or mail-in Registration.
- d. *New Student Priority Registration:* New students may have an opportunity to register for classes prior to priority registration for classes specifically offered for first year students.

**3. Late Registration:**

Students are assessed a \$50 late registration fee if they register during the late registration period as listed in the *Registration Bulletin*.

**4. Last Day to Register:**

Students who do not register by the last day to register as printed in the *Registration Bulletin* may be dropped from the program.

**5. Add/Drop Registration:**

Students may change their registration online during the online registration period. After online registration is over, students must complete an Add/Drop Form and submit it to the registrar. Students who make changes to their schedule after the start of the term will need the signature of their program chair to add a class. There is a \$50 fee for dropping a class after the start of the term. The Add/Drop Form and the *Academic Catalog* outline the impact of adding and dropping classes on students' grades, financial aid, international status, and VA benefits. Add/Drop Forms are available online at [www.ausfba.com](http://www.ausfba.com) or on the registration table on campus.

**6. Course Availability/Cancellation:**

All courses are subject to change. Courses may be cancelled due to low enrollment. Students will be contacted if their course is cancelled.

**7. Payment Deadlines:**

Students are subject to payment deadlines as outlined in the *Registration Bulletin*, *Academic Catalog* and on the payment forms. These policies require students to be paid in full for the prior term at the point of registration and have a payment set up according to payment policies or have a complete and approved financial aid application on file which covers tuition for the term the student is registering for. Students will have a hold on their account at the point of registration or will have their registration returned if the above conditions are not met.

**8. Holds:**

Students must clear all holds on their account prior to registering. Holds may be placed put on student accounts for incomplete registration, incomplete admissions or financial documentation, balances on their accounts from previous terms, incomplete financial aid, and library materials not returned. Students must contact the appropriate department to clear a hold on their account.

## **COURSE TRANSFERS AND WAIVERS**

### **Graduate Transfer Credits**

Graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for transfer to a graduate level program at Argosy University/San Francisco Bay Area, students the following steps will be followed:

1. Students must submit a Course Transfer Form to the Student Services Department for each transfer course requested. Attached to the form should be an official transcript, a course syllabus, and additional documentation as needed. This form needs to be submitted within one year of matriculation into the program. Incomplete forms will be returned to the student.

2. The Student Services Department will review the form to see if it meets the general criteria for a Transfer. If these criteria are met, the form will then be submitted to the appropriate academic department for review. Course transfers will be either approved, denied or more information will be requested.
3. Approved transfer forms will be returned to the student for payment which is \$50 for each approved waiver. Students should submit these forms with payment to the Student Services office.

See the current *Argosy University Academic Catalog* and *Campus Academic Catalog Addendum* for additional Graduate Transfer Credit Criteria prior to submitting graduate credit transfer forms for review.

### **Undergraduate Transfer Credits**

Undergraduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. Transfer credit evaluation is completed during the admissions process to ensure that a student has the appropriate number of transfer credits for admission to a Bachelor's Completion program. Upon acceptance, students will be advised of the number of transfer credits that have been identified for credit toward their Argosy University/San Francisco Bay Area degree program.

### **Waiver/Course Substitution**

Waiver/course substitution criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for waiver to a program at Argosy University/San Francisco Bay Area, students must submit a Course Waiver Form for each course waiver requested. Waived courses do not reduce the number of courses required to be taken in-residence. If approved, students will need to submit \$50 fee with the Course Waiver Form to the Student Services Department for each approved waiver.

### **Courses Taken at Other Argosy University Campuses**

With prior approval of their program chair/dean, matriculated students may apply courses taken at another Argosy University campus to their degree program at Argosy University/San Francisco Bay Area campus. Please see the *Academic Catalog* for detailed information on this subject.

## **STUDENT FINANCE**

The Student Finance office is available to answer questions about financial aid, billing issues, payment plans and scholarships. Students can also view their accounts, financial aid history and status, and payments on Student Link. All forms and links to financial aid applications and resources can be found at [www.ausfba.com](http://www.ausfba.com). Please also review the "Financial Policies and Assistance" section of the *Academic Catalog* for current financial responsibilities to ensure registration completion.

Resources Available through the Student Finance office include:

- Direct Deposit Form
- Payment Plan Form
- Financial Aid Check List (a list of all steps needed to apply for federal financial aid)
- Argosy University Financial Aid Guide
- Financial Aid Lender and Contact List
- Loan Consolidation Kits
- Federal Financial Aid Applications
- Alternative Loan Applications (Credit Based Loans)
- Scholarship and Grant Applications
- Loan Deferment Documentation
- Other resources as necessary.

### **TRANSCRIPT REQUESTS**

Transcripts are available for students through Student Link or through the Student Services Office. Students requesting an official transcript must complete and sign a Transcript Request Form and submit to the Registrar's Office. Transcript Request Forms are available at the registration table or online at Student Resource Site at [www.ausfba.com](http://www.ausfba.com). Click on "Transcript" and you will see the form. Please allow a two week turn around on transcripts.

### **INFORMATION CHANGES**

It is the student's responsibility to report all changes in name and address to the Student Services/Student Finance office.

#### **Address and Name Change Procedures**

Change of Address/Change of Name Forms are located on the wall rack on the first floor of the building. Forms are also located online at the Student Resource Site [www.ausfba.com](http://www.ausfba.com). Change of Address/Name Change Forms should be submitted to the Student Services office. Please allow one week for updates. Addresses and names can be viewed for accuracy on Student Link. Students can update their e-mail addresses through student link.

#### **Release of Information**

Students needing any type of information released to a third party including financial statements, degree verifications, enrollment verification or a billing statement must fill out a Release of Information Form. This is the same form as the Transcript Request Form. These forms are available at the registration table or online at Student Resource Site at [www.ausfba.com](http://www.ausfba.com).

## **INTERNATIONAL STUDENT INFORMATION**

Our Senior International Student Advisor provides nonimmigrant alien-international students with services related to immigration issues. The advisor works closely with our students to provide current and updated information, as well as any other student services support needs throughout an academic program. International students are provided with an *International Student Handbook*. The handbook includes useful academic and administrative policy information. We encourage all student to read the in depth information regarding Argosy policies both in the *International Student Handbook* as well as in the *Argosy University Academic Catalog*. We also provide various government Web sites to keep students abreast of changing laws that relate to your student non-immigrant status.

International students are required to maintain health insurance coverage for the duration of their studies at Argosy University. Students who do not possess health insurance upon applying to Argosy University/San Francisco Bay Area must be prepared to purchase health insurance through an approved Argosy University provider upon commencement of studies.

## **HEALTH AND LIABILITY INSURANCE**

### **Liability Insurance**

All students on Practicum or Internship are required to pay for professional liability insurance. This fee is added to all practical classes and is included in Internship fees for Clinical Psychology programs. Questions about liability insurance should be directed to the clinical training office at of their program or to obtain proof of coverage or online at [www.ausfba.com](http://www.ausfba.com).

#### *Clinical Programs:*

Dr. Randy Wyatt     510.837.3728

#### *Counseling Program:*

Amy Brom             510.837.3730

### **Student Health Insurance**

Argosy University makes available to students a student health insurance plan through a third party provider. Contact student services for more details.

## **STUDENT EVALUATIONS AND SURVEYS**

Students will be given confidential mid-term course evaluation forms at the mid point of each course and end-of-term course evaluations at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction.

## GRADUATION

### Petitioning to Graduate

Specific Program Graduation Requirements are outlined in the *Argosy University Academic Catalog* or *Addenda* as well as on the Petition to Graduate Form.

1. Students who are planning to graduate need to submit a Petition to Graduate Form with \$150.00 graduation fee (check or credit card charge) to the Student Services Office **by the first day of the last term in which they register**. Student who hands in their Petition to Graduate Form late incomplete will not be processed until the following term and may not be able to participate in the graduation ceremony.
2. Petition to Graduate Forms are reviewed **at the end of term** in which the student submits the forms when all grades for the term have been received.
3. It is the student's responsibility to make sure all **"Incomplete"** and **"In-Progress"** grades are changed as well as all program requirements including meeting their practicum, internship and CRP requirements by the end of the term in which they graduate. Students are encouraged to review their academic transcripts every semester to make sure any "Incomplete" or "In-Progress" courses have been updated. Academic transcripts can be found on **Student Link** <https://banner.argosyu.edu>.
4. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/Dissertation requirements, DANTES/Tests (for BA programs)practicum/internship contract requirements, and course repeats) by the end of the term in which they petition to graduate.

### Diplomas

Diplomas are ordered once every term after the end of the term in which the student complete their requirements and after all grades for the term have been submitted. Students who have incomplete or in progress grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

### Commencement Services

Commencement Services are held for students annually in the fall for students who graduated in the previous summer, spring and fall terms. Please see the Petition to Graduate form located online at [www.ausfba.com](http://www.ausfba.com) or at the registration table for specific dates regarding Commencement Ceremonies. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/Dissertation requirements, DANTES/Tests/practicum/internship contract requirements, and course repeats).



## STUDENT GOVERNMENT

### A letter from the Student Government Association President

Dear Student,

On behalf of the Student Government Association and the entire student body here at the Argosy University San Francisco Bay Area campus, I would like to extend my warmest welcome to you.

As the student government president of this leading and diversity-rich campus, I am excited that you have joined our close community. The Student Government Association (SGA) plays a vital role in campus life. We seek to represent the students' interests, needs, and welfare within the university. It is our desire to promote open communication on issues affecting student life and your educational needs. The SGA has been influential in all university related policies and procedures that impact the students' welfare and we are continually working towards improvement of existing policies. The SGA offers numerous educational opportunities outside the classroom, including the Brown Bag lecture series and providing various activities where students can engage in social, intellectual, and cultural activities. We are always looking for ways to increase these events and are open to your suggestions.

I hope, and anticipate, that you will enjoy your experience at Argosy University. I want to wish you the very best in your future professional endeavors. If I can be of further assistance, please do not hesitate to email me at [Argosysga@hotmail.com](mailto:Argosysga@hotmail.com). I will be more than happy to answer any of your questions. Your input is critical in ensuring that SGA is working toward the goals that are important to you!

Best Wishes,

Chantel Curbo

*President*

*Student Government Association*

### Student Government Association

#### *Officers*

|                      |                     |
|----------------------|---------------------|
| President:           | Chantel Curbo       |
| Vice President:      | Kristie McGowan     |
| Secretary/Treasurer: | Tekesia Jackson     |
| Activities Director: | TBA                 |
| Faculty Advisor:     | Dr. Andrea Morrison |

### Contact Information

Student Government has a table in the Student Lounge that has student information on it. The Suggestion Box is located on the SGA table in the student lounge.

Other ways to contact Student Government are through the Student Government mailbox located downstairs and you may also Email student government at [argosysga@hotmail.com](mailto:argosysga@hotmail.com)

## **STUDENT ACTIVITIES**

### **Annual Events**

#### *Student Government Elections*

Nominations for student government begin in February and Elections are held at the end of March. Your newly elected student government officers take office the beginning of the summer term. (The Vice President automatically is appointed as President for the following term.)

#### *Student Government Meetings*

Student Government has meetings on average once a month in the student lounge. These meetings are open to all students to discuss concerns and issues.

### **Parties**

*September:* Welcome Party and Mixer

*November:* Annual Holiday Party

*June:* Annual Summer Barbecue

More student events will be announced

### **Brown Bag Lunches**

Brown Bag Lunches are meetings and lectures held in the Student Lounge once a month during the lunch hour. In the past topics have included from working with diverse populations, transference issues as a therapist, introductions to theoretical orientations, student/professor round table on academic standards at Argosy University/San Francisco Bay Area , resume writing, and application process for Practicum.

### **Annual Orientation**

Each start of the term Argosy University/San Francisco Bay Area holds a mandatory student orientation for each program of study to welcome our incoming students. It is important to attend this orientation to receive pertinent information relating to the policies and operations of Argosy University/San Francisco Bay Area while meeting faculty, staff and fellow students.

### **Buddy System**

The Peer Program matches a current student with an incoming first year to be their “buddy”. This person is here to answer any questions you have regarding starting your program here at Argosy. Contact information will be provided to you at orientation.

### **Student Activity Board**

In the Student Lounge is an activity Bulletin Board. This board is for students to get connect with each other to study, running partners, play sports, go to the movies, etc.

## **PROFESSIONAL ORGANIZATIONS**

### **Student Organizations**

*Diversity Committee:* TBA

*Gender Committee:* Brooke Baron

*Taiwanese Group:* Jack Yang

*Argosy University/San Francisco Bay Area Business Club:* Ijaz A. Quereshi

### **Professional Organizations**

*APAGS:* American Psychological Association for Graduate Students (APAGS) is involved in legislation affecting the field of psychology, issues concerning graduate students in the field of psychology and implementing rules and regulations for graduate programs. The APAGS bulletin Board is located in the upstairs hallway next to the Computer Lab.

*APA:* All psychology students are encouraged to become members of the American Psychological Association (APA) by filling out the application located in the student lounge.

Education and Business Organizations are also available. Please contact the departments for further information.

## **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 with supervisors, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

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

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

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

### **Academic Dishonesty/Plagiarism**

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

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

**Institutional Review Board**

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

**Department Committee***Student Professional Development Committee*

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

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

## STUDENT PROFESSIONAL DEVELOPMENT COMMITTEE POLICIES AND PROCEDURES

### I. Purpose and Scope

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

#### *a) Monitoring Academic Progress*

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

#### *b) Monitoring Professional Competence and Conduct*

All students are expected to demonstrate professional behavior that conforms to the standard codes of conduct of their respective disciplines. It is the job of all faculty members to evaluate students for clinical and/or professional competence during their entire course of study. For example, students in the College of Psychology and Behavioral Sciences and in the College of Health Sciences are expected to demonstrate professional behavior that conforms to the guidelines developed by

the Student Competence Task Force of the Council of Chairs of Training Councils (CCTC), December 4, 2003. Faculty in the Colleges of Psychology and Health Sciences programs are asked to evaluate each student in the following competency areas:

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

Sample behaviors that could result in referral to the committee are: Student demonstrates an inability to control anger  
uses insulting or profane words  
uses intimidating tactics  
demonstrates inability to tolerate cultural or lifestyle differences  
demonstrates dishonest or unethical behavior

- Self-awareness, self-reflection, and self-evaluation; examples of which include the following:
  - Ability to formulate and express observations/impressions
  - Interpersonal interactions provide evidence that student understands how one's behavior affects relationships with others

Sample behaviors that could result in referral to the committee are: Student demonstrates a lack of awareness or inability to manage own limitations and responsibilities; for example, does not allow enough time to study, turns assignments in late with some regularity  
avoids responsibility for situations by blaming others

- Openness to process of supervision; examples of which include the following:
  - Uses professional language to communicate even when agitated, uses the appropriate chain of command, etc.
  - Subsequent clinical work samples and/or interpersonal interactions reveal evidence that student has understood and applied supervisory feedback

Sample behaviors that could result in referral to the committee are: Student demonstrates overt hostile reaction to supervision  
refuses or is unable to adjust behavior in response to clearly communicated feedback

- Resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner; examples of which include the following:
  - Demonstrates ability to respond constructively to feedback from supervisors or program faculty with minimal defensiveness
  - Is able to acknowledge own role in creating problems such as, contributions to or exacerbation of a situation
  - Offers appropriate responses given a situation
  - Demonstrates ability to act constructively to prevent and resolve issues and openness to solutions proposed by others
  - Demonstrates tolerance for the shortcomings and mistakes of others

Sample behaviors that could result in referral to the committee are: Student consistently fails to give appropriate credit to others  
demonstrates pattern of overreaction to a small slight  
demonstrates inability or refusal to accept academic inquiry or disagreement or to work collaboratively in a professional or academic environment

## **II. Procedures**

### ***a) Referral Procedure***

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

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

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

### ***b) Committee Procedures***

The following procedures govern the actions of the SPDC:

- The student should be notified in writing of the requirement to meet with the committee, the date and time of the meeting and the reasons for the referral. The meeting should be held within 30 days of the date of receipt of the complaint.



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

- The committee shall inform the student and appropriate faculty of its decision and any remediation requirements in writing within 30 business days of the date of the meeting. In all cases, the faculty should describe the problems before it and the recommended solutions in specific detail.

#### *c) Requesting Additional Evaluation by Professionals*

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

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

#### *d) Appeal Process*

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

### **III. Committee Membership**

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

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

## **CAMPUS COMMITTEE**

### **Student Conduct Committee**

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

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

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

The SCC is the only committee that has the authority to dismiss the student from Argosy University.

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

## **STUDENT CONDUCT COMMITTEE POLICIES AND PROCEDURES**

### **I. Purpose and Scope**

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

### **II. Procedures**

#### *a) Complaint Procedures*

Any member of the University including faculty, staff, students, clinical supervisors, may file a complaint against any student for misconduct or for otherwise being in violation of University policies. The complaint must be prepared in writing and

directed to the director of Student Services as co-chair of the committee or his/her designee. Complaints should be submitted within 30 business days after the alleged violation occurred.

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

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

#### *b) Committee Procedures*

The following procedures govern the actions of the SCC:

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

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

#### *c) Mandatory Evaluations*

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

#### *d) Administrative Leave of Absence*

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

#### *e) Violations of Law*

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

#### *f) Appeal Process*

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

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

### **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 (graduate and undergraduate core). In the event of a referral from a Student Professional Development Committee (SPDC) a faculty member from the respective program who is not a member of the referring SPDC, should be added as a voting member for that referral. The referring SPDC will be notified of the hearing and informed that a representative may be asked to provide information to the SCC. The campus president accepts nominations from the chief academic officer and selects the members. A student member may be selected by the faculty members of the committee.

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

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

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

### **STUDENT COMPLAINT PROCEDURE**

Students may use this complaint procedure to address complaints that are not otherwise covered by a more specific policy. Students who have a complaint regarding grades should refer to the “Grade Appeal Procedures” in section 7 of the *Academic Catalog*. Students with complaints about possible bias and harassment should refer to the “Student Grievance Procedure for Internal Complaints of Discrimination and Harassment” in section 2 of the *Academic Catalog*. The institutional community benefits from prompt resolution of issues. Before pursuing the Student Complaint Procedure, the student should first discuss the problem or complaints with the individuals involved in the complaint. Students presenting complaints for resolution must present them in writing within 45 days of the incident prompting the complaint. Faculty, staff, and administrators should make a prompt response in order to answer any questions or resolve the complaints brought to their attention.

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

- For complaints about faculty members written complaints may be brought to the faculty member’s campus dean or program chair (or campus vice president of Academic Affairs if such a position exists at the campus). This individual will appoint a third party or parties to hear both sides of the dispute and present a recommendation to the school dean or program chair (or campus vice president of Academic Affairs). The school dean or program chair will forward a decision in writing to the student within 45 days of the receipt of the complaint.

- For complaints about campus administrators who are not the campus president, written complaints may be brought to the campus president, who will appoint a third party or parties to hear the dispute. This party will present a recommendation to the campus president who will forward a decision in writing to the student within 45 days of the receipt of the complaint.
- For complaints about the campus president, the matter should be presented in writing to the Argosy University president, who will appoint an appropriate third party or parties to hear the dispute. This party will present a recommendation to the Argosy University President who will forward a decision to the student in writing within 45 days of the receipt of the complaint.

Students may appeal the outcome of a final student complaint resolution by following the Argosy University Student Right to Appeal process in section 4 of the *Academic Catalog*.

#### **California Student Right to Appeal**

If a complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the Bureau for Private and Postsecondary and Vocational Education (1625 North Market Boulevard, Suite S202, Sacramento, CA 95834, 1.916.574.7720).

### **STUDENT RIGHT TO APPEAL**

#### **Appeal of Academic Probation, Disciplinary Action, Dismissal**

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

## **APPEALS COMMITTEE PROCEDURES**

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

## **APPEALS COMMITTEE MEMBERSHIP**

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

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

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



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

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

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

### **UNRESOLVED DISPUTES**

If a dispute cannot be resolved satisfactorily after exhausting the institution's complaint or appeals procedures, the student may file a complaint with the campus state licensing agency or Argosy University's institutional accrediting agency, the Higher Learning Commission. Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.800.621.7440, [www.ncahlc.org](http://www.ncahlc.org).

Contact information for the state agencies can be found at the beginning of section 1 of the *Academic Catalog*.

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

### **ADMINISTRATIVE LEAVE OF ABSENCE**

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

## STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. Students with complaints not related to discrimination or harassment should refer to the *Academic Catalog* for “Student Complaint Procedure” if regarding grades, to the “Grade Appeal Procedure.” The Student Grievance Procedure is intended to provide a fair, prompt, and reliable determination about whether the Argosy University nondiscrimination policy has been violated.

1. Complainants are encouraged to file a written complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should present the complaint in writing to the director of Student Services or vice president of Academic Affairs at your campus, or if the complaint is about those individuals themselves, then to the campus president. This individual will investigate the complaint or appoint an appropriate investigator. The complaint should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the student. In most cases, the person accused of discrimination will be notified of the complaint.
2. The person accused of discrimination will have up to fourteen calendar days to respond to the complaint in writing, if he or she so requests in writing. The signed written response should be submitted to the investigator.
3. The director of Student Services or vice president of Academic Affairs will investigate the allegations promptly without regard to whether or not the accused has submitted a written response. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. It is the sole discretion of the investigator to remove or prohibit from attending anyone who disrupts the meeting. In a sexual harassment case, meetings between the complaining student and the accused together may be optional not mandatory.
4. The investigator will determine whether a violation of the Argosy University nondiscrimination policy has occurred, and will issue a written determination within 45 days of the receipt of the complaint. If the investigator determines that the policy has been violated, he or she will also recommend corrective action.
5. The student may appeal any final decision under this policy by using the procedures of the Student Right to Appeal described in the *Academic Catalog*.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedure described in the *Academic Catalog*.

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

### **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 or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

### **Definition of Sexual Harassment**

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

- a. 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;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

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

### **Other Forms of Harassment**

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

### **Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, Argosy University will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will

be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, Argosy University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

### **ARGOSY UNIVERSITY ANTI-HAZING POLICY**

Hazing involving Argosy University/San Francisco Bay Area 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 San Francisco Bay Area. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Campus President Dr. Lucille Sansing, Ph.D located at 510.837.3703 or [Lsansing@argosyu.edu](mailto:Lsansing@argosyu.edu). 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.

### **DRUG-FREE WORKPLACE AND CAMPUS**

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

## **Effects of Drugs and Alcohol**

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

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

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

## **Health Risks Associated with the Use of Alcohol**

### *Short-Term Risks*

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

### *Long-Term Risks*

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males — testicular atrophy and breast enlargement
- In females — increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 – 12 years.

## **Health Risks Associated with the Use of Drugs**

### *Amphetamines (Speed, Uppers)*

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### *Deliriants (Aerosols, Lighter Fluid, Paint Thinner)*

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

### *Depressants (Barbiturates, Tranquilizers, Methaqualone)*

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

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

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

### *Intravenous Drug Use*

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

### *Marijuana and Hashish*

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

### *Stimulants (Cocaine)*

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

### *Narcotics (Heroin, Morphine, Codeine, Opium)*

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

## **Sanctions**

### *Argosy University/San Francisco Bay Area Sanctions*

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

### *State and Federal Sanctions*

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

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

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

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

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

### **Convictions for Drug-Related Offenses**

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

### **Danger Signals Indicating a Drug or Alcohol Problem**

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

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

### **Counseling**

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

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

### **Argosy University/San Francisco Bay Area Resources**

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Argosy University/San Francisco Bay Area 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 Monica Garcia, 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/San Francisco Bay Area 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/San Francisco Bay Area officials who have been determined by the school to have legitimate educational interests in the records. A school official is
  - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
  - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Argosy University/San Francisco Bay Area has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.

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

### **III. Record of Requests for Disclosure**

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Argosy University/San Francisco Bay Area officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Argosy University/San Francisco Bay Area 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/San Francisco Bay Area 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 Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at Argosy University/San Francisco Bay Area 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/San Francisco Bay Area, 999-A Canal Boulevard, Point Richmond, CA 94804. 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 director of Student Services 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/San Francisco Bay Area 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/San Francisco Bay Area 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/San Francisco Bay Area. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Argosy University/San Francisco Bay Area 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/San Francisco Bay Area 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/San Francisco Bay Area 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/San Francisco Bay Area 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/San Francisco Bay Area 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

# Library, Computer Lab and Bookstore

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## **LIBRARY**

Visit the Library's Web site at <http://www.argosyu.edu/sanfrancisco/library.asp> (Scroll down half a page and click on the Library button on the left side of the screen. A drop-down menu will appear with additional library links.)

### **Reference Services**

- The Library strives to have a librarian in the Library during all open hours. We're available in person, by phone, by email, and by appointment.
- The Library holds **Library Orientations** for all programs, and also **Dissertation Workshops** arranged by faculty. The Library can hold research sessions for up to 10 patrons in the Computer Lab and is also happy to work with patrons one-on-one. For a more personalized, in-depth training session, a 1-1/2 hour session can be scheduled in advance.
- In addition to our online resources, which include hundreds of full-text journal articles, electronic books (e-books), and full-text dissertations, Argosy University San Francisco Bay Area librarians have created bibliographies and user guides for both programs and special topics, such as the "Forensic Resources Guide" and the "Tests & Measurements Reference Books."

### **Collection**

- The library owns over 5,500 books, 600 videos, 95 active journal subscriptions, 150 dissertations, and 595 psychological assessment kits.
- Books may be checked out for one month; journals and videos may be used onsite.
- A TV with a VCR/DVD player with six sets of headphones is available for viewing videos.
- Tests may only be checked out for authorized use.
- We welcome and rely on students and faculty to help us develop our collection by recommending books and films for purchase.

### **Online Catalog**

The catalog is available on the Internet and allows you to search for materials at our location or at all Argosy University campuses. The catalog also provides links to over 21,000 electronic books (fully digitized and available online).

### **Password Protected Databases (Journal Articles)**

You must be a confirmed Argosy University/San Francisco Bay Area student to use Password protected databases. Contact the library for passwords.

*PsycINFO*: From the American Psychological Association (APA), contains more than 2 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as the 1800s. 97 percent of the covered material is peer-reviewed. Journal coverage, which spans 1887 to present, includes international material selected from nearly 2,000 periodicals in more than 25 languages.

*PsycArticles*: A definitive source of searchable full-text, peer-reviewed scholarly and scientific articles in psychology. The database contains more than 40,000 articles from 56 journals – 45 published by the American Psychological Association (APA) and 11 from allied organizations. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1985 to present.

*Psychology and Behavioral Sciences*: This database provides nearly 575 full text publications, including nearly 550 peer-reviewed titles. This database covers topics such as emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods. Nearly every full text title included in this database is indexed in PsycINFO.

*Academic Search Premier*: The world's largest academic multi-disciplinary database provides full text for nearly 4,650 serials, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

*Business Source Premier*: This is the industry's most used business research database, providing the full text for more than 8,800 serials. It provides full text back to 1965 and searchable cited references back as far as 1998. Coverage includes virtually all subject areas related to business.

*Regional Business News*: This database provides comprehensive full-text coverage for regional business publications and incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

*LIRN (Library & Information Resource Net)*: Contains abstracts and full-text in all academic areas, including Infotrac & ProQuest databases. Additional resources include: Health Reference Center, Computer Database, General Business File ASAP, Business & Company Resource Center and Books in Print.

*Digital Dissertations*: Downloads of full dissertations from 1997 – present are free; for dissertations older than 1997, 24-page previews are available. Argosy University/San Francisco Bay Area is the only Argosy campus with full-text access to this database.

### **Journal Sources**

Journals don't circulate but can be photocopied in the library—the library copier makes “book copies” (i.e., copying two journal pages at once), which is a real time-saver. Copies are .05 per page.

If you have a citation or list of references from a non-Argosy source, you can check the Ebsco A–Z listing of all online full-text journal subscriptions for the journal titles.

### **Interlibrary Loan (ILL)**

As part of Argosy University, the library offers free interlibrary loan with the other 12 campuses. Over 670 individual titles can be found at Argosy Union List of Serials. Items not available from within the Argosy system may be obtained for a small fee. Instructions for requesting ILL items are included in the library's database user guides available in the library and in the wall rack outside the library.

### **Northern California Consortium of Psychology Libraries (NCCPL)**

The library is a member of NCCPL, which provides access to a diverse range of psychology collections. Please see the librarian for details.

### **Computer Lab**

There are computers (in the computer lab and library) with Microsoft Office, several assessment scoring programs, (Rorschach, CVLT, & D-KEFS), Statistical Package for the Social Sciences (SPSS), the CAPIC database (for practica and internships), the library catalog, and the Internet. There is a high-capacity, high-speed, printer and a transcription machine.

### **Library Publications**

The following documents can be found in the acrylic wall racks in the library, the computer lab, and outside the library office:

- Library Services & Computer Facilities Memo
- APA Style for Class Papers (APA Cheat Sheet)
- Research Using Subject Headings
- Psychology Research Guide
- Research Tips for Class Papers
- NCCPL Brochure (Blue)—Psychology consortium libraries' hours and lending policies
- UCB's EdPsych Library—directions, hours, and photocopying information
- UCB's Business Library—directions, hours, and photocopying information
- LC Call Number Classification and Understanding Call Numbers
- CRP Research Guide & Flow Chart
- Information Literacy Tutorial Outline

- Database Guides
  - Psychology-PsycInfo
  - Education
  - Business

*(All 3 of the previous user guides also include LIRN instructions [full-text journal databases], & ILL procedures.)*

- Digital Dissertations
- Mental Measurements Yearbook Database (Buros)
- Textbook Ordering Information (MBS) in student Lounge

## **BOOKSTORE AND MATERIALS**

### **Textbooks and Supplemental Reading Materials**

MBS Direct Required course textbooks are listed with MBS Direct. Select the San Francisco Bay Area campus or Argosy Online option, then your course number. Section letters are important if more than one is listed. Phone orders (800.325.3252) are faster than Web orders; however, for Web orders, there is a 20% shipping discount for items shipped via UPS overnight or 2-day service.

#### *How to Order Books through MBS*

Go to [www.ausfba.com](http://www.ausfba.com) and Click on Bookstore (How to Order Books through MBS) <PDF>

### **Course Syllabi and Assignments**

Course syllabi are given out to students at the beginning of class. Classes taught on weekends may post their Course Syllabi on the Student Resource Site [www.ausfba.com](http://www.ausfba.com) 3–4 weeks before the beginning of the term. The syllabi will list the course objectives, reading assignments, textbooks, attendance requirements and instructor contact information.



# Campus Security Report and Crime Statistics

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## **ARGOSY UNIVERSITY/SAN FRANCISCO BAY AREA CAMPUS JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT — MAY 2006**

### **Introduction**

The Argosy University/San Francisco Bay Area Campus is providing the following information to all of its employees and students as part of the Argosy University/San Francisco Bay Area Campus commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Lucille Sansing at Argosy University, 999-A Canal Boulevard Point Richmond, CA 94804, 510.215.0277.

### **Campus Security and Crime Prevention Policy**

Argosy University/San Francisco Bay Area Campus Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy in their mailboxes. The report is distributed to all students through the *Campus Handbook*.

### **Reporting Crimes and Emergencies**

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Argosy University/San Francisco Bay Area Campus Office Manager, Shireen Arshad. Reports are kept in a secure location in the office manager's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University/San Francisco Bay Area Campus that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Argosy University/San Francisco Bay Area Campus facilities to the Office Manager, Shireen Arshad either in person or by calling 510.215.0277.

If the Office Manager, is not available, you may contact Campus President and the City of Richmond Police Department by dialing 911.

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

In the event of fire or medical emergencies, staff and employees should contact the City of Richmond Police by dialing 911 and then notify the Office Manager, Shireen Arshad.

#### **Policies for Preparing the Annual Disclosure of Criminal Statistics**

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

#### **Security and Access to the Institute**

It is the policy of the Argosy University/San Francisco Bay Area Campus that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University/San Francisco Bay Area Campus policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to check in at the front reception area.

#### **Access to Academic Buildings**

The reception area staffs are responsible for the greeting of all faculty and staff is available on the First Floor of the entrance to Argosy University at 999-A Canal Boulevard, Point Richmond, CA 94804. After hours, the building is protected with by an alarm system. Suspicious persons are questioned and asked to leave.

#### **Relationships with Local and State Police**

Argosy University/San Francisco Bay Area Campus is located in Point Richmond, CA. The Argosy University/San Francisco Bay Area Campus maintains a close working relationship with the Richmond police department with periodic contact initiated by the director of Student Services and office manager personnel to ensure that the Argosy University/San Francisco Bay Area Campus is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by notices placed in faculty, staff and student mailboxes as well as postings around campus.

### **Programs to Inform Students and Employees about Campus Security**

All new Argosy University/San Francisco Bay Area Campus employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus if applicable, and procedures for reporting any criminal activity or emergency. Argosy University/San Francisco Bay Area Campus have no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Office Manager in a secure location.

### **Programs to Inform Students and Employees about the Prevention of Crimes**

Argosy University/San Francisco Bay Area campus provides in-service programs during new student staff orientations designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event Argosy University/San Francisco Bay Area Campus working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices via e-mail.

Students are requested to review the *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the *Argosy University/San Francisco Bay Area Campus's Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

### **Off-Campus Student Organizations**

At the present time, Argosy University/San Francisco Bay Area Campus does not have any off-campus student organizations.

### **Drug and Alcohol Policies**

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

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

### **Programs and Procedures Regarding Sexual Assault**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during orientations each terms. Referrals on sexual assault issues are available in the Student Services office. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s request, housing personnel, security, the director of Student Services, the Executive Committee or other Argosy University/San Francisco Bay Area Campus officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call the Richmond Rape Crisis Hotline at 510.239.7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Argosy University/San Francisco Bay Area Campus will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported,

the victims of such crimes have the right to request that Argosy University/San Francisco Bay Area Campus personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Argosy University/San Francisco Bay Area Campus housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: California Dept. of Health Services located online at [http://www.dhs.ca.gov/epic/fvrefer/contra\\_costa.htm](http://www.dhs.ca.gov/epic/fvrefer/contra_costa.htm).

### **Disciplinary Action and Sanctions**

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

### **Information Regarding Registered Sex Offenders**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is also available with the Richmond Police Department, at 510.620.6666 and on-line at <http://www.securityoncampus.org/congress/cscpa/text.html>. On-campus computer labs with internet access are available for you to view the above Web site during regular school hours posted on the library Web site (go to [www.ausfba.com](http://www.ausfba.com) and click on Library).

### Campus Crime Statistics at Argosy University/San Francisco Bay Area

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

#### *Criminal Offenses*

|                                       | 2003      |  |                              | 2004      |  |                              | 2005      |  |                              |
|---------------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|
|                                       | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> |
| Robbery                               | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Aggravated Assault                    | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Burglary/Theft                        | 0         | 0  | 0                            | 0         | 1  | 0                            | 0         | 0  | 1                            |
| Motor Vehicle Theft                   | 0         | 0  | 0                            | 0         | 1  | 2                            | 0         | 0  | 0                            |
| Arson                                 | 0         | 0  | 0                            | 0         | 0  | 0                            | 1         | 0  | 0                            |
| <b>Criminal Homicide:</b>             | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Murder and Non-Negligent Manslaughter | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Negligent Manslaughter                | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Sex Offenses:</b>                  |           |  |                              |           |  |                              |           |  |                              |
| Forcible                              | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Non-Forcible                          | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Totals</b>                         | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     | <b>0</b>  | <b>2</b>                                       | <b>2</b>                     | <b>1</b>  | <b>0</b>                                       | <b>1</b>                     |

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

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

### Hate Crimes

|                                       | 2003      |  |                              | 2004      |  |                              | 2005      |  |                              |
|---------------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|
|                                       | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> |
| Robbery                               | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Aggravated Assault                    | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Burglary/Theft                        | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Motor Vehicle Theft                   | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Arson                                 | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Criminal Homicide:</b>             | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Murder and Non-Negligent Manslaughter | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Negligent Manslaughter                | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Sex Offenses:</b>                  | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Forcible                              | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Non-Forcible                          | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Totals</b>                         | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     |

### Arrests/Persons Referred for Campus Disciplinary Action

|                               | 2003      |  |                              | 2004      |  |                              | 2005      |  |                              |
|-------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|-----------|--|------------------------------|
|                               | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> | On Campus | Non-Campus Buildings and Property <sup>1</sup> | Public Property <sup>2</sup> |
| <b>Liquor Law Violations:</b> |           |  |                              |           |  |                              |           |  |                              |
| Arrests                       | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Disciplinary Action           | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Drug Abuse Violations:</b> |           |  |                              |           |  |                              |           |  |                              |
| Arrests                       |           |  |                              |           |  |                              |           |  |                              |
| Disciplinary Action           | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Weapons Possessions:</b>   |           |  |                              |           |  |                              |           |  |                              |
| Arrests                       | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| Disciplinary Action           | 0         | 0  | 0                            | 0         | 0  | 0                            | 0         | 0  | 0                            |
| <b>Totals</b>                 | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     | <b>0</b>  | <b>0</b>                                       | <b>0</b>                     |

1 Argosy University/San Francisco Bay Area does not have any non-campus buildings and property at this time.

2 Public property includes the sidewalks immediately adjacent to the campus, including the parking facility in front of the campus.

# Faculty Biographies

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## **Lucille Sansing, PhD**

The George Washington University  
*President*

Lucille Sansing, PhD is President of Argosy University/San Francisco Bay Area. Prior to becoming President of the school, Sansing had served in the administration of Notre Dame de Namur University (formerly College of Notre Dame) as Vice President of Academic Affairs before ascending to the position of Provost in 2001. Dr. Sansing brings over 25 years of experience in liberal arts education to Argosy University/San Francisco Bay Area, serving in a dual capacity as collegiate administrator and faculty member. Dr. Sansing has held numerous positions in the education field serving as both Assistant Dean and Associate Dean of Washington College as well as Dean of Whitehead College at the University of Redlands. She has complemented her administration duties at these institutions by her work as a professor of sociology. Sansing holds a doctoral degree in Sociology from The George Washington University in addition to her MA in Sociology and Anthropology from the University of Virginia.

## **AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY- GRADUATE**

### **Virginia Bassi, PhD**

California School of Professional Psychology  
*Faculty Clinical Psychology*

Dr. Bassi, a graduate of the California School of Professional Psychology, is a native San Franciscan. In addition to her doctorate in clinical psychology, Dr. Bassi holds a Masters of Science degree in clinical psychopharmacology. When she is not teaching at Argosy or supervising dissertation students, she is busy with her private practice. Dr. Bassi has developed and continues to direct several day treatment programs, including a summer camp, for severely emotionally and socially disturbed children and adolescents. These programs serve as practicum sites for Argosy students. Additionally, Dr. Bassi's areas of clinical expertise include assessment, parenting issues, substance abuse issues, and behavioral medicine. She regularly consults to and works with school districts in managing difficult and complex special education cases. Dr. Bassi has a wide range of research interests.

### **Virginia Bennett, PhD**

Argosy University  
*Faculty, Counseling Psychology*

Dr. Bennett previously held the position of director of Partial Hospitalization at the Portia Bell Hume Center for Behavioral Health and Training, where she received an Outstanding Service Award in 2000. She also has a private practice as a clinical psychologist in Berkeley, California.

Dr. Bennett has an integrative approach to therapy that utilizes cognitive-behavioral, psychodynamic, and transpersonal psychology depending on the needs of her clients. She specializes in hypnotherapy, and incorporates neurolinguistic programming (NLP) and eye movement desensitization re-processing (EMDR) to accelerate symptom resolution related to mood and anxiety disorders, habits, addictions, and trauma. Transpersonal psychology has been an area of professional training and research, as well as clinical work, for several decades. In a community mental health agency setting, she has extensive experience providing training for interns and direct psychological services to individuals with severe forms of mental illness, including support services for families



**Amy Brom, PsyD**

American School of Professional Psychology, Argosy University/San Francisco Bay Area Campus  
*Faculty, Counseling Psychology*

In her current position, Dr. Brom oversees clinical training for all students in the Master of Arts in Counseling Psychology program and teaches Practicum Seminar, Domestic Violence and Child Abuse classes. Prior to returning to school for her doctorate, Ms. Brom was Corporate Learning Director in Quality Management for Beverly Enterprises, an international health care corporation. She also held positions of Social Work Consultant and director of Quality Management for Social Work in the company. Ms. Brom has experience in supervision and management, consultation, program development and adult learning. Ms. Brom has worked with a wide variety of clinical populations in her career, and most recently held Intern positions at Marin Community Mental Health and Family Institute of Pinole Clinic. Her clinical areas of specialty include Trauma Treatment, Dialectical Behavior Therapy, and Psychomotor Therapy.

**Lige Dailey, PhD**

Wright Institute, Berkeley  
*Adjunct Faculty, Counseling and Clinical Psychology*

Specialties: Systemic Approach to Problem Solving, Individual, Couples, Organizational, and Group Psychotherapy

**Donald Fallin, PsyD**

California School of Professional Psychology  
*Adjunct Faculty, Forensic Psychology*

Dr. Fallin is a licensed psychologist with a full-time private practice in Hayward, California. His graduate and post-doctoral training sites included Chinatown Child Development Center in San Francisco, Family Court Services in Hayward and Kaiser Permanente Department of Psychiatry in Santa Rosa. In addition to standard psychodynamic therapeutic interventions (individual psychotherapy, couples therapy, child play therapy), Dr. Fallin provides a wide range of court-ordered interventions for divorced and separated families. These interventions include child custody evaluations, psychological testing and assessment of parents, co-parent counseling and reunification therapy. He also provides expert witness testimony. Areas of interest include psychodynamic approaches, divorce, identity formation, art, personality disorders, and the impact of social prejudice, especially racism.

**Anna Franco, PsyD**

California School of Professional Psychology, Los Angeles  
*Adjunct Faculty, Counseling Psychology*

Dr. Franco is a licensed clinical psychologist who has a private practice in San Francisco, working with a diverse clinical population. Dr. Franco also supervises clinical psychology doctoral students at California School of Professional Psychology, and she serves as chair and reader for students at California School of Professional Psychology and Argosy University. She also has a thorough knowledge of clinical diagnostics, working as a medical consultant with an interdisciplinary team of doctors for the Social Security Administration, reviewing state decisions on mental health disability claims. Prior to private practice, Dr. Franco spent the last nine years working with adolescents at a high school based student health center in Alameda. Her areas of experience and interest include: adolescents, eating disorders/body image, depression, family systems and cognitive behavioral theory, community mental health, and homeless adults/runaway youth.

**Brenda Frechette, PhD**

California Institute of Integral Studies  
*Adjunct Faculty, Forensic Psychology*

Currently Dr. Frechette supervises a Bay Area county psychiatric emergency service unit as well as serving as that county's mental health disaster response coordinator. She has worked in community mental health for over thirty years (as a therapist, paramedic, clinical supervisor, teacher, program developer, and administrator), specializing primarily in crisis intervention and addiction. Work settings have ranged from addiction treatment and research (DUI, outpatient detox, outpatient intensive, family, and residential treatment); forensic settings (assessments in corrections for court system, working as a multidisciplinary case management team and developing a mental health court model); and psychiatric assessment and treatment. Her therapy style is eclectic primarily integrating a phenomenological brief therapy style with cognitive behavioral and systems theory. Her current research interest is in vicarious healing and transformation (as well as traumatization.)

**Emily Harris, PhD**

Pacific Graduate School of Psychology  
*Faculty, Clinical Psychology*

Dr. Harris teaches graduate and post graduate courses in psychodynamic psychotherapy, child and adolescent therapy, diversity, the theory and treatment of substance abuse, and organizational psychology. She maintains a private practice in Oakland and Palo Alto working with adolescent, adults, couples and families. She is also an associate at the Addiction Institute in Menlo Park which specializes in the treatment of people in all forms of addiction and recovery. Her research interests include self concept, attachment, addiction, intersubjectivity, and developmental themes across the lifespan.

**Robert Grant, PhD**

Duquesne University  
*Adjunct Faculty, Clinical and Counseling Psychology*

Robert Grant received his doctoral degree from Duquesne University in Existential-Phenomenological Psychology. He is currently a free-lance consultant and trainer to organizations that work in "trauma zones" and/or with victims of trauma. He has done this work in over 20 countries around the world and is the author of *Living and Working in Environments of Violence (A Resource Manual for Humanitarian Workers)* 2000, *A Comprehensive Approach to the Diagnosis and Treatment of Trauma (A Working Manual for Therapists, Physicians and Pastoral Counselors)* 2000, *Healing the Soul of the Church (Ministers Facing Their Histories of Abuse and Trauma)* 1994 and *The Way of the Wound (A Spirituality of Trauma and Transformation)*. His areas of specialization are Trauma, Dissociative Disorders, Medical Anthropology, and Spirituality. At Argosy University/San Francisco Bay Area he teaches classes on Child Abuse Reporting and Domestic Violence and Advanced Individual Counseling.

**Julie Hepworth, PhD**

The University of Birmingham, United Kingdom  
*Faculty, Counseling Psychology*

Dr. Hepworth is an Associate Professor in Psychology and registered health psychologist with the British Psychological Society. For over eighteen years Dr. Hepworth has taught in Universities in the United Kingdom, Australia, and the United States specializing in the design and delivery of graduate higher education. Her teaching areas include: research methodology; qualitative theories and methods; health psychology; public health and health promotion; health communication and counseling; psycho-social adjustment to chronic illness, and she has extensive experience in advising graduate research dissertations. Dr. Hepworth's teaching experience and expertise in pedagogical principles, student support and learning is formally

recognized through her accreditation as a Registered Practitioner of The Higher Education Academy United Kingdom. In addition, Dr. Hepworth has served on numerous senior committees related to human subjects reviews, the graduate dissertation process, program accreditation, and university strategic planning for teaching and learning. She has contributed to major policy developments related to hepatitis C, eating disorders and the training of psychologists involving several years' of volunteered service as a Board Member for non-government agencies and for Departments of Health.

The author of over sixty publications and conference presentations Dr. Hepworth is an active researcher and consultant specializing in health psychology, theory, qualitative research methods and evaluation approaches. She won the Augusta Zadow Award for research on women's health (with Dr. Madeleine Murtagh). She has served on several university and independent research funding committees, is an external reviewer of research funding applications, and is a reviewer for major scholarly publishing companies in the United Kingdom and the United States. Dr. Hepworth is author of the book, "The Social Construction of Anorexia Nervosa." London: Sage Publications, 1999, regularly publishes original research in major international journals, and is invited to speak on a number of topics.

### **Mary Herget, PhD**

California Graduate School  
*Faculty, Clinical Psychology*

Over the past twenty years, Dr. Herget has taught courses in couple, family, brief, and narrative therapy and has provided one-way mirror clinical training to student therapists in a variety of graduate schools in the Bay Area. These have included: Alliant International University (formally the California School of Professional Psychology); The Wright Institute; California State University at Hayward; and the California Institute of Integral Studies; as well as Argosy University (formally the California Graduate School of Family Psychology) where she is currently a full time core faculty member. Dr. Herget was also the Clinical director of the Redwood Center (1985–1999), and pre and post doctoral level training programs providing treatment for low income clients in Alameda and Contra Costa counties. In more recent years, Dr. Herget has been conducting continuing education workshops in supervision through Alliant University.

Dr. Herget maintains a private practice in San Francisco. Her research interests include quantitative studies examining process and outcome variables contributing to client satisfaction with therapy.

### **Kim Huselid, MFT**

John F. Kennedy University  
*Faculty, Counseling Psychology*

Ms. Huselid maintains a private practice in Oakland, California and sees children, adolescents, couples and adults. Her special interests are in working with children with learning differences as well as those with life threatening illnesses or chronic illnesses. She provides consultation and direct service to families and children undergoing treatment for life threatening illnesses at John Muir Medical Center in Walnut Creek, California where she is employed by the Felton Family Foundation and serves on their Board of Directors as well. Ms Huselid also supervises for Circle of Care in Oakland, California an agency serving families struggling with loss and illness.

### **Miles D. Kramer, MSW, LCSW**

Fresno State University  
*Faculty, Forensic Psychology*

Miles specializes in correctional mental health, law enforcement, post-traumatic stress disorder, critical incident stress debriefing and treatment of mentally ill offenders. Miles is the secretary of the Forensic Mental Health Association of California and a volunteer clinician with the West

Coast Post Trauma Retreat. Publications include: "Restorative Policing: A Community Strengths Approach To Helping The Mentally Ill." J. Fay, PsyD. & MD Kramer, LCSW. State of Illinois—Law Enforcement Executive Forum. July 2003. "Restorative Policing: A Community Strengths Approach To Helping The Mentally Ill." MD Kramer, LCSW; J Fay PsyD. Journal of the American Association For Emergency Psychiatry. Volume 7, Number 2. 2001.

**Jon Klimo, PhD**

Rosebridge Graduate School of Integrative Psychology

*Faculty, Clinical Psychology*

Jon Klimo, a graduate of Brown University and Rosebridge Graduate School, has taught in doctoral programs for 31 years, including 8 years at Rutgers University and chairing more than 200 dissertations in the process. He is a Transpersonal Psychologist, Parapsychologist, and authority on consciousness studies, creativity, and new paradigm science

At Argosy, he specializes in qualitative research methods, especially phenomenological research, teaching a number of the content courses, advising, and chairing clinical research projects. He has published, given conference presentations, and conducted original research in a number of new paradigm and transpersonal areas.

**Clifford D. Kusaj, PsyD**

Baylor University

*Adjunct Faculty, Forensic Psychology*

Dr. Kusaj was a predoctoral intern at the Federal Correctional Complex in Butner, NC and postdoctoral fellow in forensic psychology at Patton State Hospital in San Bernardino, CA. In addition to his duties as an adjunct faculty member at Argosy, Dr. Kusaj is a member of the psychology department at San Quentin State Prison and he has a private practice where he specializes in clinical and forensic assessment and consultation. Dr. Kusaj's areas of interest include criminal competencies, the insanity defense, treatment of mentally disordered offenders, and forensic-related assessment (e.g., malingering, psychopathy, violence risk assessment).

**Pauline "Polly" Lytle, PhD**

California School of Professional Psychology

*Faculty, Clinical Psychology Program*

Dr. Lytle is a clinical psychologist with a private practice in Benicia, CA where she specializes in working with children, couples and families. Dr. Lytle has taught a wide variety of courses at the California School of Professional Psychology including family therapy, supervision, and effective teaching skills. For the past five years she directed the Head Start Project at the Psychological Services Center. Dr. Lytle's research interests include: couples and families, alternative families, family play therapy, women's issues, burnout in the helping professions, disability and chronic illness, and organ transplantation. She particularly enjoys qualitative or quantitative research, case studies, and clinical research projects (e.g., training videos, therapeutic games or books).

**Bonnie Macbride, MA**

JFK University

*Faculty, Counseling Psychology*

Ms. Macbride teaches Couples and Family Counseling, Research and Program Evaluation, Social and Cultural Foundations, Group Counseling, and Practicum Seminar. Additionally, she is working towards an EdD in Counseling Psychology at Argosy University.

Ms. Macbride enjoys working experientially, drawing primarily from systemic, somatic, and multicultural perspectives. She is a Licensed Marriage Family Therapist with extensive training in Systems Centered Therapy and Emotionally Focused Therapy.

**Christine M. Mayerchak, PsyD**

American School of Professional Psychology, Argosy University/San Francisco Bay Area Campus  
*Adjunct Faculty, Master of Arts in Counseling Psychology Program*

Dr. Mayerchak is the Assistant Coordinator of Practicum Training in the [MACP program](#).

Additionally, she teaches Practicum Seminar, Domestic Violence and Child Abuse Assessment, and Counseling Skills I. Dr. Mayerchak has worked with a variety of clinical issues and populations, and has expertise working with eating disorders, developmentally disabled adolescents/adults, major mental illness, trauma and vicarious trauma, and particularly enjoys working with young children and adolescents.

**Carole McKindley-Alvarez, PsyD**

The Wright Institute

*Faculty, Clinical Psychology Program*

Dr. McKindley-Alvarez is an expert in the field of gender violence, specifically, domestic violence where she has over 10 years of experience providing individual, group, and assessment services to men, women, and children as well as collaborating with community and faith based organizations and the criminal justice system. Through funding from the San Francisco Department of Health and Human Services, Dr. McKindley-Alvarez created a curriculum addressing the impact of domestic violence on children. Dr. McKindley-Alvarez is an advocate for social change, and her primary interest is working with disadvantaged families of color. She was formerly the directing program services at Lincoln Child Center, which is an organization that works with severely emotionally disturbed children. Dr. McKindley-Alvarez is a full-time faculty member at Argosy University.

**Andrea Morrison, PhD**

University of California, Berkeley

*Dean of Psychology, Program Chair Clinical Programs*

Dr. Andrea Morrison earned her degree in Personality Development at the University of California, Berkeley. She is a licensed clinical psychologist and has a small private clinical practice. Dr. Morrison is very active in both regional and professional accreditation activities. She is currently a member of the American Psychological Association's Committee on Accreditation. Dr. Morrison is a consulting editor for the Journal of Professional Psychology. She is interested in a wide range of developmental and educational issues and in psychoanalytic theory. Dr. Morrison is past President of the National Council of Schools and programs of Professional Psychology and is past-chair of the California Psychology Internship Council.

**Naomi O'Keefe, PhD**

California Institute of Integral Studies

*Adjunct Faculty, Clinical and Counseling Psychology Programs*

Dr. O'Keefe obtained her doctorate in clinical psychology from the California Institute of Integral Studies in San Francisco, California. She is an Adjunct Professor teaching in the Counseling, EdD, and PsyD programs Argosy University/San Francisco Bay Area. She specializes in teaching group psychotherapy, Human Sexuality and the Treatment of Sexual Dysfunctions, and Clinical Hypnotherapy. She maintains a private practice in San Francisco with a specialty in treating issues of relationship, intimacy, and sexuality and sexual dysfunction.

**Arinn Olson, PsyD**

The Wright Institute

*Adjunct Faculty, Counseling Psychology and Forensic Psychology*

For several years Dr. Olson worked as a Forensic Psychologist for the Marin County Sheriff's Department fulfilling a research grant awarded by the California Board of Corrections. Her extensive work with forensic populations with its emphasis on rapid treatment results, such as the excessive use of pharmaceuticals, inspired her exploration into the use of Holistic alternatives in therapy. Consequently, Dr. Olson is a certified Doula and Holistic Health

Practitioner and recently returned from volunteering with midwives in Central America. She assisted in the creation of a foundation that supports the Children's Crisis Center in Modesto, California. Here she provides pro-bono consultation with families and staff on Clinical and Assessment dimensions. Other areas of specialty that Dr. Olson enjoys are Neuropsychology, Spirituality and Human Sexuality. She is currently developing a private practice in San Francisco and is particularly influenced by Jungian, Gestalt and Existential Psychotherapies.

**Lou Rappaport, PhD**

Boston College

*Program Chair, Counseling Psychology and Forensic Psychology*

At Northeastern University in Boston, he was coordinator of two graduate programs during which time he co-authored "Working with Families: an Introduction to Family Therapy", published by Brooks/Cole in 1980. Since moving to the Bay Area in 1982, Dr. Rappaport has maintained a private practice specializing in the utilization of cognitive therapy for the treatment of behavior disorders. From 1993 to 2001, Dr. Rappaport was Chief of the Psychology Division at Marin General Hospital. He has lectured widely and given numerous presentations and seminars in the United States and in France. Currently, he is collaborating with Dr. Bernard Waysfeld of Hôpital St. Michel in Paris on a book on the treatment of eating disorders, and with Dr. Waysfeld he has just had published *Les psychothérapies cognitivo-comportementales en nutrition: intérêts et limites*. His special interest is the integration of psychodynamic therapy and cognitive therapy within a family/systems orientation.

**Neil Ross, MA**

National University of California

*Faculty, Forensic Psychology*

Mr. Ross worked in community mental health, private practice, teaching and research for over 40 years. He trained in community psychiatry and psychotherapy at Langley Porter Institute (UCSF), Mt Zion Hospital, and San Francisco Community Mental Health. He was advanced to candidacy in the doctoral program in Criminology at the University of California, Berkeley. His clinical, teaching and research specializations are in urban sociology and diversity, addictions, human sexuality and gender, adolescence and youth, forensic psychology and mental health (particularly perpetrators and victims of violence), life transitions, and group psychotherapy.

**Pat Shelton, PhD, MFT**

American School of Professional Psychology

*Adjunct Faculty, Counseling Psychology*

Dr. Shelton was an associate editor of the journal, "Family Therapy", for 11 years. She uses an integrative relational psychodynamic approach with individuals and couples in private practice in Marin County; an area of specialization is treating infidelity. Dr. Shelton is the psychodynamic consultant for the Substance Abuse Recovery program at the Family Service Agency of Marin, and is a frequent presenter on diverse clinical issues for agencies and professional groups. She is a past-president of Marin-CAMFT and was its "Leader of the Year" in 2000. As a program administrator and recreation therapist, Dr. Shelton worked in both in-patient and out-patient settings with mentally ill, aged, and physically disabled people. Committed to increasing access to quality healthcare for uninsured children and families, she served as Chair of the Board of the Marin Community Clinic (a primary care facility) for two terms.

**Debra J. White, PhD**

University of California, Santa Barbara  
*Adjunct Faculty, Counseling Psychology*

Debra J. White has trained and supervised graduate students in counseling and psychology for over 25 years. From 1981 to 2001 she was a psychologist in the University Counseling Center at Sonoma State University, and director of the two-year Intern Training program. Dr. White is licensed as a Psychologist and as a Marriage and Family Therapist in California, and is a certified supervisor of the California Association of Marriage and Family Therapists. She has a private practice in Santa Rosa where she works with adults in both short and long-term therapy, and is listed in the National Register of Health Service Providers in Psychology.

**Martha P. Wilson, PhD**

Center for Psychological Studies  
*Adjunct Faculty, Counseling Psychology and Forensic Psychology*

Dr. Wilson is both a forensic sociologist and a forensic psychologist with 30 years of experience working with criminal justice populations in a variety of capacities. Dr. Wilson is the Forensic Liaison for the Contra Costa County Detention System assisting the courts with the development of treatment sentencing and appropriate placement for chronically mentally ill offenders. For four years, Dr. Wilson was the Clinical Coordinator for the CC County Conditional Release program assisting mentally ill offenders with their recovery and integration into the community. As the founder and director of Wilson Associates, a social policy and research concern, Dr. Wilson specializes in substance abuse treatment, homelessness, mental health and longitudinal follow-up with multicultural populations. Dr. Wilson routinely consults for SAMHSA and CSAT, under the National Institutes for Health, providing technical assistance for federally funded substance abuse treatment projects throughout the country.

**Carl Word, PhD**

Princeton University  
*Faculty, Clinical Psychology Program*

A native of San Francisco, Dr. Word is a social psychologist. His research interests include sexuality, substance abuse prevention and treatment, and the epidemiology of HIV/AIDS. He has been on the faculty at several psychology graduate schools as well as the University of California Medical School in San Francisco. An editor of the "Journal of Black Psychology," he publishes regularly in scholarly journals, such as the New England Journal of Medicine, the American J. Alcohol and Drug Abuse, Sexually Transmitted Diseases, and the J. Drug Issues.

**Randall C. Wyatt, PhD**

California School of Professional Psychology  
*Faculty, Clinical Psychology/Director of Clinical Training*

Dr. Wyatt, a native of San Francisco, received his doctorate in clinical psychology from the California School of Professional Psychology, San Francisco in 1989. He received his BA and MA in Psychology from CSU Sacramento. He currently has a private practice in Oakland, CA and is editor in chief of a web magazine for psychotherapists, Psychology.net, which also produces teaching videos for therapists. For 10 years, he worked as a clinical director of a large multi-group managed care group practice. He has published numerous articles on brief therapy, countertransference, ethics, and interviews with Thomas Szasz and John Gottman.

Dr. Wyatt's research interests include: creative arts and psychology; sports psychology; brief therapy; child, family, and society; resilience; psychology and spirituality; existentialism; and the interface between culture and psychology. He enjoys working with creative research methods (e.g., video, artistic approaches), qualitative, ethnography, and conceptual analytical literature review approaches.

## THE AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY (UNDERGRADUATE)

### **Gladys N. Ato, PsyD**

Baylor University

*Faculty, BA Psychology Program*

Dr. Ato is currently core assistant faculty member of the Bachelor of Arts in Psychology degree completion program at Argosy University/San Francisco Bay Area. She has previously held clinical positions at Tamalpais High School, Full Circle programs Community Clinic Center, and University of California, San Francisco, San Francisco General Hospital. Dr. Ato has served as guest lecturer and instructor at SUNY, Albany and Baylor University, respectively. She has experience in providing direct psychological services for individuals, families, groups and consultation services to medical providers. In addition, Dr. Ato has an extensive history in competitive public speaking. Areas of focus include child/adolescent/family therapy, group therapy, PTSD, psychodynamic theory, object relations theory, multicultural issues, and therapist wellness/self-care.

### **Rachel Chen, PsyD**

Argosy University

*Adjunct Faculty, BA Psychology Completion Program*

Dr. Chen recently taught undergraduate courses in statistics and research and design, and cognitive behavior therapy in the graduate program. Dr. Chen received her degree from Argosy University in 2004, and will be licensed in the next coming months. In her practicum and internships, Dr. Chen has worked with a variety of clients, including domestic violence offenders, children/adolescents, teens at Juvenile Hall, families, couples, and individuals. Dr. Chen is also interested in assessment, and is contemplating pursuing a degree in psychopharmacology in the future.

### **Peggy Jones, PsyD**

California School of Professional Psychology

*Adjunct Faculty BA Psychology Completion Program and BS Business Completion Program*

Dr. Jones is an organizational development psychologist who works as a consultant and within the public, private and community sectors. She works with organizations and individuals on change management and strategic planning with an emphasis on diversity issues, leadership styles, and effective communication. Dr. Jones has expertise in creating and implementing customized research tools, needs assessments and program evaluation for urban communities and businesses with a variety of organizations including: The Oakland Unified School District, Towers Perrin Human Resources Consulting Firm, Empower Perspectives Diversity Consulting, and Global Education Partnership. Dr. Jones' commitment to educational initiatives and youth development was the foundation for her development of the program "My Entrepreneurial Journey" a 14 week interactive, experiential educational intervention. The curriculum is designed to promote self-efficacy and self-esteem beliefs in at-risk youth. Dr. Jones is currently a clinical psychologist in training with an emphasis on providing services to dually diagnosed populations.

### **Kay Lantow, MA**

City University, Bellevue WA

*Adjunct Faculty, BA Psychology Completion Program*

Ms. Lantow retired as a police sergeant from the Berkeley, CA Police Department in November 2002. During her more than twenty-five year career, she added a Masters Degree in Human Behavior to her Bachelor's Degree in Political Science and obtained a Certificate in Training and HRD from the University of Berkeley Extension program. She has designed and taught various courses including supervising on-the-job training for sworn and non-sworn personnel. Since 1999, she has taught Criminal Investigations in the classroom at Chabot Community College in Hayward. She has developed expertise in sexual assault, child molest, domestic violence, victim profiling and various forms of interviewing including forensic interviewing techniques for children. In addition to teaching, she works as a private investigator.



**Robert Mince, MS**

California State University, Hayward

*Adjunct Faculty, BA Psychology Completion Program*

Robert Mince is currently a counselor for at-risk students at Centerville Junior High School in Fremont. In that capacity, he serves a pre-teen population struggling with issues well beyond academics and school activities. Robert Mince additionally holds a Certificate in Gestalt Art Therapy from the Gestalt Institute of San Francisco and has hosted six Gestalt Art workshops in San Francisco since completing that certificate. Robert Mince also maintains an art therapy practice focusing on somatic awareness and creative self-discovery. He participated in three annual art therapy seminars with Joseph Zinker, the world's foremost living Gestalt-Art Therapist. Robert Mince made his debut at Argosy University/San Francisco Bay Area this past spring with the on-line class, Human Sexuality, and received some of Argosy University/San Francisco Bay Area's highest student evaluations for an on-line class.

**Jenifer Persing, PsyD**

California School of Professional Psychology

*Program Chair, BA Psychology Completion Program*

Dr. Persing is a licensed clinical psychologist and is currently the program chair of the Bachelor of Arts in Psychology degree completion program at Argosy University/San Francisco Bay Area. Dr. Persing previously was a clinical staff member at Cross Winds Counseling Center where she specialized in trauma treatment, couples therapy and spiritual integration work. Dr. Persing previously provided psychological services for St. Mary's College, University of San Francisco and Center for Special Problems. Dr. Persing has been teaching psychology at the undergraduate and graduate level for many years. Her broad teaching and research interests include social and gender psychology, law and ethics, trauma treatment and the integration of spirituality and psychology.

**Lizzie Stevenson, MS, MFTI**

Dominican University of California

*Adjunct Faculty*

Ms. Stevenson is a practicing Substance Abuse Counselor, with a particular focus on and knowledge of the effect of drugs and alcohol on family systems and adolescent development. She provides counseling, case management and crisis intervention services to public high school students and through a Community Counseling Clinic. In addition, she provides a broad spectrum of mental health services to at-risk communities through individual counseling, prevention and early intervention services, and group therapy. Ms. Stevenson also has extensive experience and training in the treatment and prevention of domestic violence and the impact of such violence on families and communities, and in particular women and children. Ms. Stevenson has organized and facilitated numerous community workshops on topics including substance abuse in the family and methods of behavioral modification for children, parent and schools.

**Mark Warner, PsyD**

California School of Professional Psychology

*Adjunct Faculty*

Dr. Warner is a licensed clinical psychologist currently working for Kaiser Permanente in Hayward, California. In that position, he provides psychotherapy on the Adult Services Team, as well as serving as coordinator of the program's crisis triage system, involving the services of 24 licensed mental health providers on the triage team. Dr. Warner represents the clinic on the Regional Best Practices Committee on Depression, and facilitates assimilation of the Best Practices into the clinic programs. He also runs ongoing depression treatment groups within the clinic and maintains an active role in the Critical Case Review Committee for dangerous and high acuity patients. Originally trained in psychodynamic psychotherapy, Dr. Warner now specializes in crisis intervention and integration of psychodynamic, behavioral, and cognitive short-term therapeutic interventions.

## COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY

### **Shaun Aghili, DBA**

Argosy University

*Program Chair/Bachelor of Science in Business Administration Degree Completion Program*

Dr. Aghili is the managing principal of Aghili Consulting Group in Martinez, CA. He holds a doctorate degree in Business Administration from Argosy University, as well as, a masters' degree in financial planning and wealth management. Dr. Aghili has served as an adjunct business and finance professor for several Bay Area colleges and Universities such as Golden Gate University, Heald College and Argosy University/San Francisco Bay Area campus and has also moderated several on-line professional development courses for the American College in Bryn Mawr, Pennsylvania. Dr. Aghili's area of expertise includes organizational consulting and training, real estate finance, and financial management. Dr. Aghili is also a Certified Financial Planner (CFP), and a California licensed Real Estate Broker. Dr. Aghili is the author of two published books, *The No-nonsense Credit Manual* and *Crossing the Narrow Gate*, as well as, over 100 personal finance articles. Dr. Aghili has been featured on numerous talk radio shows as a personal finance expert over the past years. You can visit Dr. Aghili's Web site at [www.drshaun.com](http://www.drshaun.com).

### **Scott Butler, MBA**

University of Phoenix

*Adjunct Faculty, Bachelor of Science in Business Administration Degree Completion Program*

Mr. Butler has worked as Controller for Costello and Sons Insurance Brokers, Inc. for 10 years. During his twenty years of financial experience in insurance, Mr. Butler added an MBA in Business to his Bachelor's Degree in Accounting. He has taught management, leadership, and financial courses at Dominican University of California in San Rafael and has instructed at insurance software national conferences. He has developed expertise in financial information technology, management reporting, and strategic development. In addition to teaching and his current position of Controller at Costello and Sons, he is developing an accounting consulting practice.

### **Peggy Jones, PsyD**

California School of Professional Psychology

*Adjunct Faculty BA Psychology and BS Business*

Description in the American School of Professional Psychology Faculty Biography Section

### **Anthony U. Martinez, JD**

University of California, Berkeley, Boalt School of Law

*Faculty, Business Program*

Dr. Martinez is a core faculty member in the school of Business and Information Technology at Argosy University/San Francisco Bay Area and Associate Professor of Business Policy and Leadership. Dr. Martinez has more than 25 years of experience in business education, management consulting and business law. In addition to serving as program chair for the business program, he also teaches Business Strategy, Business Ethics, Business Law and a variety of leadership classes. Dr. Martinez earned his Juris Doctor (JD) at the University of California, Berkeley, Boalt Hall School of Law. He is retired as a Lieutenant Colonel in the U.S. Army Reserves and has spent the past fifteen years in management consulting in the private sector. He has held a variety of roles in education, including serving as an adjunct professor of business law and management at the University of San Francisco, and as a lecturer at three California State University campuses (Monterey Bay, Hayward, and San Francisco State University). In the private sector, Dr. Martinez has worked with employees of such companies as Hewlett Packard, Siemens Corporation, MCI, Just Desserts, Nokia, Total Benefit Communications of Atlanta, Cigna, United Health Care, Wyndam Hotels, and the California Hispanic Chambers of Commerce.

## COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

### **Karimah Adisa-Thomas, EdD**

San Francisco State University  
*Adjunct Faculty, Education Programs*

Dr. Karimah Adisa-Thomas has been an educator for 14 years. She attended San Francisco State University (SFSU) for her undergraduate studies in Social Science and African-American Studies. She also earned her Master of Arts in Education from SFSU in 1995. Her doctorate studies were completed at the University of San Francisco, in Curriculum and Instruction with a minor in Educational Technology in 2000. She is currently an Adjunct at Argosy University and a lecturer in the College of Education, Department of Secondary Education at SFSU.

### **Benjamin Baab, EdD**

University of San Francisco  
*Adjunct Faculty, Education Programs*

Being continually intrigued by the potential for applying computer technology to help achieve instructional goals, Dr. Baab's research and academic interests include learning theory and instructional design for a wide variety of disciplines, especially mathematics and statistics.

His professional experience includes 15 years providing leadership and support for all facets of information technology in a higher education setting. More recently, he has managed the development of the Professor Teaches/Individual Training lines of computer-based tutorial software for Individual Software, Inc. He has also consulted on numerous research projects.

Among the courses Dr. Baab teaches are Research in Education, Instructional Technology, Information Systems in Education, Technology Planning and Management, Professional Development, and Educational Statistics.

### **Brenda Czech, PhD**

University of Southern California  
*Adjunct Faculty, Education Programs*

Dr. Czech teaches graduate research methods courses in the education department as an adjunct for Argosy University/San Francisco Bay Area. Her doctorate is from USC in Education, Psychology & Instructional Technology. She has had extensive experience working with technology to support K-12 and Higher Ed. She has worked in the field of education for over 30 years and currently works full time as an assistant professor for a private university in the Bay Area. Her areas of research interest are: integrating technology into classroom instruction, creating/maintaining a positive classroom environment and using reflective practice for professional self-improvement. She has presented research on the IRPSA Model for reflective practices with a colleague at numerous state, national, and international conferences.

### **James David, EdD**

University of San Francisco  
*Core Part-time Faculty, Education Programs*

Dr. Davis has been teaching graduate research methods and leadership courses in business and education for Argosy University/San Francisco Bay Area since 2003. Prior to his appointment with the San Francisco Bay Area campus, he was a faculty member in the School of Arts and Sciences at Golden Gate University in San Francisco for over 14 years. Dr. Davis' academic areas of expertise are statistics, research methods, management/leadership and economics. In addition to teaching, he has conducted research in the areas of writing-to-learn activities in statistics classes and the pedagogy of online instruction. Dr. Davis received a BS in Business Administration from Wilkes University and an MA in Economics from Binghamton University before completing his EdD at the University of San Francisco.

**Dr. Norman O. Douglass, EdD**

University of San Francisco

*Adjunct Faculty, Education Programs*

Norm has been an assistant professor for National University at the San Jose Center for seven years and has developed and taught some doctoral courses for Argosy University. He was a second reader and mentor for a doctoral student who graduated October 2, 2005 from Argosy's doctoral program. He is easily accessible as he teaches and coaches in his instructional programs.

**Keyes Kelly, EdD**

University of the Pacific

*Department Chair/Full-time Faculty and Coordinator Credential Program*

Dr. Kelly earned his doctorate at the University of the Pacific in Stockton, California and served as a former Education Department Head for Argosy University/Washington DC campus.

His areas of specialty include Educational Administration, Curriculum & Instruction, Social Foundations, and the training of K-12 Teachers and Site/District School Administrators.

In addition, he has done extensive work in the areas of Instructional Planning (where he has published "Instructional Planning Lesson Plans Used As Authentic Assessment Instruments" and given US and European conference presentations), and Classroom Management Policies and Techniques. Dr. Kelly holds three degrees and two California State Credentials and passed the Language Development Specialist (LDS) State exam. With over 40 years in education, Dr. Kelly has taught 4th grade through the university graduate level and his administrative experience includes serving as an extra-curricular director; vice-principal; principal; and assistant superintendent. Further, he has founded 5 private schools, served as an Active Reserve Police Officer (academy trained); a scorer for the California Reading Instruction Competency Assessment (RICA) Exam, and a consultant for the Federal Department of Education. Dr. Kelly is also a trained certified assessor for the California Teacher Commission's Teacher Performance Assessment program (TPA).

**Carolyn K. McKennan, EdD**

University of Southern California

*Adjunct Faculty, Education Programs*

Dr. Carolyn McKennan is an educational consultant. During her 38 years in public schools she served as superintendent, associate superintendent, assistant superintendent, director of curriculum, instruction and staff development, junior high principal, grades 7–9, elementary school principal, and special education principal for students from birth to 21 years of age. Her teaching experience includes elementary, special education and junior high school. Dr. McKennan has taught graduate level courses in education at several universities.

As a district administrator, Dr. McKennan directed the development of curriculum based on state standards that aligned the written, taught and assessed curriculum. She provided staff development for teachers and principals on instructional strategies and developing data based action plans for use in improving student performance in high stakes testing.

Dr. McKennan is an auditor for Curriculum Management Systems, Inc and has served on audit teams at the district and state level. She was an External Evaluator for underperforming schools and worked with school personnel to develop action plans to improve student performance.

**Judith C. Pairan, EdD**

University San Francisco

*Adjunct Faculty, Education Programs*

Dr. Pairan has served as mentor teacher, secondary principal, and part-time instructor in the areas of leadership and educational administration. She wrote a \$50,000 small schools technology grant, organized and developed a district GATE (gifted and talented education) program, and developed a Program Quality Review that was used as a CA state school model. She was published in *Business Horizons Journal*, Jan./Feb., 2004 and has presented papers at Phi Delta Kappa and International Council of Innovation in Higher Education throughout the U.S., Ireland, and Panama.

**Barbara Ray, EdD**

University of Pacific

*Core Faculty, Education Programs*

Dr Ray is currently a consultant for the State of California, Department of Education Sacramento. In that position she works with School Districts and County of Education Offices to ensure they remain in compliance with State and Federal Law. Dr. Ray has held this position for over 4 years. Previously held positions include that of full-time faculty for CSU Fresno, Department of Education, National University, College of Education, and owner of a non-profit organization, Education Change Management Inc. ECMI is a program designed to serve students in local school district with after school programs. Dr Ray has experience as a classroom teacher a school counselor and as a principal.

**Jennifer Selke, PhD**

University of California, Berkeley

*Adjunct Faculty, Education Programs*

Dr. Selke is currently Training and Development Director at University of California Berkeley, Intercollegiate Athletics and Recreational Sports. In that position, she oversees an education program that serves over 10,000 children each summer, as well as supervising more than 375 employees, volunteers, and staff. Dr. Selke has previously held positions as a School Psychologist with the San Ramon Valley Unified School District and the Benicia Unified School District, California; and as a Research and Evaluation Director for the Positive Coaching Alliance, Department of Athletics, Stanford University. Dr. Selke has experience in psycho-education assessments; developing individualized educational plans; and providing direct psychological services for individuals, groups, and families.

**Nina Suzara, EdD**

University of San Francisco

*Adjunct Faculty, Education Programs*

A teacher at heart, Nina Suzara is an educator whose interest and focus of study include International Multicultural Education and Organization and Leadership. Under these two umbrellas, she teaches Bilingualism, Philosophy of Education, Gender and Diversity Issues in the Work World, Cultures of Organizations, Management Theories and Practice, and Dharmic Leadership. Having two areas of research, Education and Organization & Leadership, she believes that both fields can learn and ‘borrow’ from each other. Dr. Suzara believes that the goal of education is to build character and that teachers are the models before the student’s eyes. She has a doctoral degree in Education from the University of San Francisco, a Master’s degree in Education from Loyola University, a Master’s degree in Business Administration from Ateneo University and Bachelor’s of Science degree in Medical Technology. Dr. Suzara is a founder/owner of an educational consulting company. Her administrative experience includes Dean of Instruction, School Director, Curriculum Coordinator and Externship Coordinator. Presently Dr. Suzara is also a Health Education Instructor teaching Cognitive-Behavioral Model for management of stress and stress-related illness.

**S. Jerry Trow, PhD**

University of Connecticut

*Adjunct Faculty, Education Programs*

Dr. Trow is currently serving as an Educational Consultant and parent advocate for Special Needs children. He served for over 30 years in public schools in positions ranging from teacher to superintendent. In his last position with the public schools, he coordinated programs for over 9,000 special needs students working with over 700 staff members. After leaving the public sector, he taught for 12 years at the university level. His PhD is in special education and administration. Dr. Trow has presented at conferences both at home and abroad. He has served as a scorer for the CEBEST and RICA exams, as well as being a site visitor for the Distinguished Schools for the United States Department of Education.

# Campus Directory

Campus Phone Number 510.837 + extension listed below:

| Office | Last Name                     | First Name | Department                               |
|--------|-------------------------------|------------|--|
| 3700   | Angat                         | Cecilia    | Business Manager                         |
| 3743   | Ato                           | Gladys     | Faculty–BA                               |
| 3719   | Bassi                         | Virginia   | Faculty–PsyD                             |
| 3729   | Bennett                       | Virginia   | Faculty–Counseling                       |
| 3730   | Brom                          | Amy        | Training–MA Counseling                   |
| 3712   | Bundy                         | Lewis      | Student Services–Director                |
| 3701   | Burns                         | Shireen    | Office Manager/Human Resources           |
| 3718   | Fanouth-Nguessan              | Megan      | International Student Advisor            |
| 3731   | Franklin                      | Lesleigh   | Faculty–Counseling                       |
| 3711   | Garcia                        | Monica     | Student Services–Registrar               |
| 3715   | Griffith                      | Julie      | Library Director                         |
| 3720   | Harris                        | Emily      | Faculty–PsyD                             |
| TBA    | Heller                        | Ariana     | Student Services-New Student Coordinator |
| 3732   | Hepworth                      | Julie      | Faculty–Counseling                       |
| 3721   | Herget                        | Mary       | Intensive/Faculty–PsyD                   |
| 3716   | Hsiao                         | Dori       | Librarian                                |
| 3704   | Humphrey                      | Sherry     | Admissions                               |
| 3733   | Huselid                       | Kim        | Faculty–Counseling                       |
| 3705   | Jacobs                        | Tina       | Admissions                               |
| 3702   | Kiser                         | Morgan     | Administrative Assistant                 |
| 3740   | Kelly                         | Keyes      | Interim Chair–Education                  |
| 3722   | Klimo                         | Jon        | Faculty–PsyD                             |
| 3735   | Langdon                       | Susan      | Administrative Assistant–Counseling      |
| 3741   | Lespier                       | Mary       | Credential Analyst–Education             |
| 3706   | Levitan                       | Ellen      | Admissions                               |
| 3723   | Lytle                         | Polly      | Faculty–PsyD                             |
| 3736   | MacBride                      | Bonnie     | Faculty–Counseling                       |
| 3742   | Martinez                      | Anthony    | Business–Chair                           |
| 3737   | Mayerchak                     | Christine  | Practicum Training–Counseling            |
| 3724   | McKindley-Alvarez             | Carole     | Faculty–PsyD                             |
| 3725   | Morrison                      | Andrea     | Chair–PsyD                               |
| 3713   | Palumbo                       | Mara       | Student Services Coordinator             |
| 3744   | Persing                       | Jen        | Chair–BA Program                         |
| 3707   | Preston                       | Cherise    | Admissions                               |
| 3714   | Ramos                         | Adrian     | Student Services–Finance                 |
| 3738   | Rappaport                     | Lou        | Chair–Counseling Psychology              |
| 3739   | Ross                          | Neil       | Faculty–Counseling                       |
| 3703   | Sansing                       | Lucille    | Campus President                         |
| 3708   | Sirkin                        | Cynthia    | Admissions                               |
| 3709   | Stofan                        | John       | Director of Admissions                   |
| 3710   | Torres                        | Reena      | Admissions                               |
| 3727   | Word                          | Carl       | Faculty–PsyD                             |
| 3728   | Wyatt                         | Randy      | Director–Clinical Training               |
| 3746   | Conference room               |            | Conference Room                          |
| 3748   | Computer Lab                  |            | Computer Lab                             |
| 3749   | Student Lounge                |            | Student Lounge                           |
| 3750   | Student Services Student Desk |            | Student Services Student Desk            |
| 3751   | Admissions Student Worker     |            | Admissions Student Desk                  |
| 3752   | Front Desk Student worker     |            | Front Desk Student Worker                |
| 3753   | General Library               |            | General Library                          |

# Academic Calendar 2006–2006

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**Fall Term 2006**

|  |                   |
|--|-------------------|
| Labor Day Campus Closed  | Monday 9/4/06     |
| Fall Term/Session I Begins   | 9/5/06            |
| Last day to Add an Online Fall Session I Course                          | 9/6/06            |
| Last day to log into Online Fall Session I Course                        | 9/9/06            |
| Last day to Add an Online Fall Full Term (15 week) Course                | 9/9/06            |
| Deadline to drop Fall Session I:<br>7.5 week courses with a 100% Refund  | 9/12/06           |
| Last day to log into Online Fall Full Term (15 week) Course              | 9/14/06           |
| Deadline to drop Fall 15 week courses with a 100% Refund                 | 9/15/06           |
| Spring 2007 Registration Priority Week                                   | 10/2/06–10/06/06  |
| Deadline to drop Fall Session I:<br>7.5 week courses with a “W”          | 10/9/06           |
| Spring 2007 Late Registration Deadline                                   | 10/23/06          |
| Fall Session I Ends  | 10/25/06          |
| Fall Session II Begins   | 10/26/06          |
| Last day to Add an Online Fall Session II Course                         | 10/27/06          |
| Last day to log into Online Fall Session II Course                       | 10/30/06          |
| Deadline to drop Fall Session II:<br>7.5 week courses with a 100% Refund | 11/2/06           |
| Deadline to drop Fall 15 week courses with a “W”                         | 11/13/06          |
| Thanksgiving Campus Closed   | Thursday 11/23/06 |
| Day after Thanksgiving Campus Closed                                     | Friday 11/24/06   |
| Deadline to drop Fall Session II:<br>7.5 week courses with a 100% Refund | 11/30/06          |
| Spring Payment Deadline:   | 12/15/06          |
| Last Day to Register/Pay for the Spring 2007 term                        | 12/15/06          |
| Fall Term/Session II Ends  | 12/16/06          |

|  |                  |
|--|------------------|
| Christmas Campus Closed  | Monday 12/25/06  |
| Day after Christmas Campus Closed  | Tuesday 12/26/06 |
| New Year's Eve Campus Closed   | Friday 12/29/06  |
| New Year's Day Campus Closed   | Monday 1/1/07    |
| <b>Spring Term 2007</b>  |                  |
| Spring Term/Session I Begins   | 1/8/07           |
| Last day to Add an Online Spring Session I Course                          | 1/9/07           |
| Last day to Add an Online Spring Full Term (15 week) Course                | 1/12/07          |
| Last day to log into Online Spring Session I Course                        | 1/12/07          |
| Martin Luther King Day Campus Closed                                       | Monday 1/15/07   |
| Deadline to drop Spring Session I:<br>7.5 week courses with a 100% Refund  | 1/15/2007        |
| Last day to log into Online Spring Full Term (15 week) Course              | 1/17/07          |
| Deadline to drop Spring 15 week courses with a 100% Refund                 | 01/19/07         |
| Summer 2007 Registration Priority Week                                     | 2/5/07–2/9/07    |
| Deadline to drop Spring Session I:<br>7.5 week courses with a “W”          | 2/12/2007        |
| Summer 2007 Late Registration Deadline                                     | 2/26/2007        |
| Spring Session I Ends  | 2/28/2007        |
| President's Day Campus Closed  | Monday 2/29/06   |
| Spring Session II Begins   | 3/1/2007         |
| Last day to Add an Online Spring Session II Course                         | 3/2/07           |
| Last day to log into Online Spring Session II Course                       | 3/5/07           |
| Deadline to drop Spring Session II:<br>7.5 week courses with a 100% Refund | 3/8/07           |
| Deadline to drop Spring 15 week courses with a “W”                         | 3/19/07          |
| Deadline to drop Spring Session II:<br>7.5 week courses with a “W”         | 4/5/07           |
| Good Friday Campus Closed  | Friday 4/6/07    |
| Summer 2007 Payment Deadline:  | 4/15/07          |
| Last Day to Register/Pay for the Summer 2007 term                          | 4/15/07          |
| Spring Term/Session II Ends  | 4/21/07          |



**Summer Term 2007**

|  |                |
|--|----------------|
| Summer Term/Session I Begins   | 5/7/07         |
| Last day to Add an Online Summer Session I Course                          | 5/8/07         |
| Last day to log into Online Summer Session I Course                        | 5/11/07        |
| Last day to Add an Online Summer Full Term (15 week) Course                | 5/11/07        |
| Last day to log into Online Summer Session II Course                       | 7/2/07         |
| Deadline to drop Summer Session I:<br>7.5 week courses with a 100% Refund  | 5/14/07        |
| Last day to log into Online Summer Full Term (15 week) Course              | 5/16/07        |
| Deadline to drop Summer 15 week courses with a 100% Refund                 | 05/18/07       |
| Memorial Day Campus Closed   | Monday 5/28/07 |
| Deadline to drop Summer Session I:<br>7.5 week courses with a "W"          | 6/11/07        |
| Summer Session I Ends  | 6/27/07        |
| Summer Session II Begins   | 6/28/07        |
| Last day to Add an Online Summer Session II Course                         | 6/28/07        |
| Deadline to drop Summer Session II:<br>7.5 week courses with a 100% Refund | 7/5/07         |
| Deadline to drop Summer 15 week courses with a "W"                         | 7/16/07        |
| Deadline to drop Summer Session II:<br>7.5 week courses with a "W"         | 8/2/07         |
| Summer Term/Session II Ends  | 8/18/07        |

*\*Holidays after June 2007 and fall 2007 registration dates will be listed on the following year's academic calendar.*







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