

Campus Safety Policies

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Section I: University of Phoenix Safety

University of Phoenix (“the University” or “UOPX”) has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.

1.1

University of Phoenix Safety Declaration

Education requires a safe environment for success. University of Phoenix is strongly committed to crime prevention and the safety of our members. Your cooperation is essential to minimize criminal activity and create a safer community for all.

Like other institutions, universities are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the University of Phoenix community of students, faculty and staff. This means that you must obey both U.S. law *and* the rules and regulations of the University. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the University.

A well-informed university community helps create a safety conscious public. The University follows federal law and annually publishes and distributes crime statistics for the current calendar year and the three previous years. You may review them at http://www.phoenix.edu/about_us/campus-safety.html.

1.2

The Campus Security Authority

To help ensure the safety of the University community, the University has a designated Campus Security Authority (CSA) on every campus. On certain campuses, we also provide Apollo Global Security team members. Sometimes we do contract with the police or other public law enforcement. We fully cooperate with the police and other public law enforcement.

We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act,” a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA) and additional Pennsylvania campus safety regulations (24 P.S. sec. 2502-3(c)). The Clery Act states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.



- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This Campus Safety Policies document refers to the local CSA as the individual the University designates at every campus and identifies on **In Case of an Emergency/9-1-1** posters in all classrooms and common areas for all University of Phoenix locations. Students, faculty and staff should report criminal offenses and incidents to their CSA. You can also find the CSA's name and contact information at www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html.

Individuals should report any complaints regarding non-compliance with the Clery Act, VAWA or any state-specific regulations to their local CSA. Individuals in Pennsylvania, upon receiving resolution of a complaint submitted to the CSA, who continue to believe that the act is being violated may file a complaint with the Pennsylvania Office of Attorney General, 16th Floor, Strawberry Square, Harrisburg, PA 17120.

The Clery Act states that other individuals may also support the CSA function, such as front desk University staff, those who provide security or monitor access to campus facilities or parking facilities, and the library or Student Resource Center (SRC). These individuals serve as a point of contact in the event of an emergency, incident or crime.

The local CSA advises them of this, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees and Apollo Global Security personnel who handle tasks like patrolling, monitoring access, or providing a driving or walking safety escort also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

1.2.1 Apollo Global Security

Apollo Global Security is utilized on most University of Phoenix properties where there is not already a security presence provided by the property manager. These state-licensed personnel report all incidents and crime information to the appropriate Campus Security Authority and/or the University of Phoenix Office of Compliance Campus Safety Team per the Jeanne Clery Act.

While Apollo Global Security personnel and University campus employees cannot make arrests, they do work closely with federal, state, and local law enforcement agencies to aid in the arrest of individuals committing crimes against the University and its members.

The number of assigned Apollo Global Security personnel to a campus may vary depending on the size of the campus community and local threats. Each Apollo Global Security officer meets that state's basic training requirements for uniformed security personnel. Authorized personnel may carry a guard license, guard certificate, security officer registration, or state-issued guard card.

1.2.2. Training of Apollo Global Security Personnel

Training of Apollo Global Security personnel covers the following:

- Legal restrictions on arrest, search and seizure, and use of force.
- Report writing basics.
- Workplace violence recognition, response, and prevention.
- AED (where applicable), First Aid and CPR Certified.
- Jeanne Clery Act.
- Personal appearance, attitude and conduct that meet both security industry standards and those of the University.

University of Phoenix works with Apollo Global Security to provide at least one security guard at most campus locations. These individuals serve as a point of contact in the event of an emergency, incident or crime. The local CSA advises them of this and partners with each individual to maintain an active working relationship.

During the annual safety events, the CSA will communicate to all students and staff that Apollo Global Security personnel can assist.

1.3

Apollo Global Security Communication with Campus Security Authorities

Apollo Global Security is required to report all incidents and crime information to the appropriate Campus Security Authority and/or the University of Phoenix Office of Compliance Campus Safety Team per the Jeanne Clery Act. All information is reviewed by the University of Phoenix Office of Compliance Campus Safety Team for reporting purposes.

1.4

Memorandum of Understanding with Local or State Police Agencies

The University of Phoenix currently does not have any formal Memoranda of Understanding (MOU) between its campuses and any law enforcement agencies.

1.5

Annual Review of the Campus Safety Program

The University of Phoenix will conduct an annual review of our Campus Safety Program, Clery-related obligations, including the Annual Security Report (ASR) to ensure continuing compliance with the Jeanne Clery Act requirements.

Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

We provide notice of reporting and disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

2.1

Notifying the University Community

Every year, the University's community members receive a notice of the Annual Security Report electronically. The notice:

- discloses that these annual crime statistics are part of the University of Phoenix Annual Security Report and available on a website;
- gives the exact electronic website address for this report: http://www.phoenix.edu/about_us/campus-safety.html; and
- states that community members may request a paper copy of the report.

2.1.1 Notifying Prospective Students, Faculty and Staff

The University of Phoenix also notifies prospective students, faculty and staff about the Campus Safety Policies and Annual Crime Statistics. The information contains the exact website address and states that community members may request a paper copy.

2.2

Procedure for Gathering and Disclosing of the University's Annual Crime Statistics

A police report must be filed for loss or destruction of University property or crimes that occur on University property and for theft of University property, which is considered traceable (i.e., includes a serial number), even if the property was not stolen from a University location. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property.

The CSA will prepare and maintain documentation files for **all** reported campus crimes. The University must include in Clery Act reporting statistics all crimes reported to CSAs, regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other noncampus official.

The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook will not contain any personal or private information regarding victims or witnesses of the crimes.



In the event a campus does not have a front desk area, the Logbook can be kept in the Student Resource Center (if one is on-campus). In rare instances where there is no front desk and no Student Resource Center, the CSA will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

Section III: Safety Awareness and Crime Prevention

At University of Phoenix, we take safety awareness and crime prevention measures very seriously.

3.1

Crime Prevention Measures

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the University community - more safe and secure:

- Lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items visible inside your car, including personal items and school related materials such as textbooks.
- Do not park in isolated or poorly lit areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring any kind of weapon onto University property.

3.2

Safety and Access to University of Phoenix Campus Facilities

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas, secured administrative and institutional facilities.

3.3

Maintenance on University of Phoenix Campuses



The CSA ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CSA must notify the appropriate facilities manager and request prompt attention to the problem.

University facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. We ask that you promptly report any problems or hazards you notice to your CSA.

3.4

Safety Programs

Each campus sponsors at least one annual safety event and one sexual assault awareness and prevention training. These trainings should be conducted during a time and at a location to maximize participation from all students, faculty and staff. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. Please contact the CSA for information on where and when these education events will occur.

The annual safety event varies by campus and may include CPR, AED (automated external defibrillator), crime prevention, self-defense and protection, and local police or fire department demonstrations. See your CSA for information about upcoming security awareness and crime prevention programs.

3.4.1 Informing New Staff of Safety Reporting Procedures

In addition to coordinating these safety events, the CSA makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CSA.

3.5

Emergency Evacuation Planning

The CSA conducts at least one emergency evacuation drill per year at each campus location. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor.

The University also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat.

3.5.1 Emergency Evacuation Assistance

Individuals who require assistance during an emergency must disclose this need to their manager (staff) or a Disability Services Advisor (DSA) (students) whose contact information can be found at <http://www.phoenix.edu/students/disability-services/advisors.html>. In conjunction with the CSA, the DSA develops a personal emergency plan that includes specific notification and evacuation procedures for appropriate students, faculty or staff in the event of an emergency.

3.6

Timely Warning Notifications to the Campus Community

Campus Security Authorities (CSAs) release a Timely Warning Notification (TWN) to alert the University community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious threat or a systematic pattern of crimes or threats may put anyone in the University community at risk. CSAs are responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. Names of victims or any personally identifiable information will not be placed in the notification.

TWNs are posted in visible, accessible areas at University of Phoenix locations where such threats occur. University of Phoenix campuses may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community.

It is important to note that CSAs are not required to issue a TWN for every crime reported but must, at minimum, follow Clery Act guidelines. When making their decision, the University of Phoenix Campus Safety Team may consult with local law enforcement. Whether the CSA issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

- **The nature of the crime.** TWNs should focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual assault, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the CSA must balance the need to include information about the crime while also protecting the confidentiality of the victim to the maximum extent possible. They also provide information that promotes safety and aids in the prevention of similar crimes.



Faculty and staff may contact the Global Security Operations Center (GSOC) regarding security concerns at 866-992-3301. Personnel are available 24 hours a day, 7 days a week. However, in the event of an emergency, faculty and staff should call 9-1-1 first.

Section IV: Emergency Mass Notification

Apollo Education Group, (Apollo), maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An **emergency** is defined as a situation that poses an immediate threat to the health or safety of someone in the Apollo community at an Apollo site or that significantly disrupts Apollo's normal course of business.

The Emergency Mass Notification (EMN) process includes emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation at an Apollo site, these processes enable Apollo, University of Phoenix and other subsidiary educational institutions to contact or send notices, alerts or warnings "without delay" to students, faculty and staff, including those who are enrolled at Apollo institutions that receive Title IV funds.

4.1

General Policy

Apollo has assigned responsibility of managing the EMN policy and procedures to the Business Continuity and Crisis Management Department (BCM). The review of emergency events and the related issuance of EMNs is the responsibility of the Apollo Core Crisis Management Team (ACCMT).

These notices and warnings are issued when the ACCMT confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Apollo community related to a company site. One such method of emergency communication is the Timely Warning Notification (TWN) discussed in **Section III**.

ACCMT may consist of members from various Apollo and campus entities as defined in the Apollo Crisis Management Plan to include the Apollo Legal Department, Business Continuity and Crisis Management, Public Relations, Facilities Management and Student Services. ACCMT works closely with Apollo Global Security and the Global Security Operations Center (GSOC) before making final decisions regarding notices and warnings.

ACCMT will assign back-up individuals when appropriate. If an ACCMT meeting is called to review a significant emergency or dangerous situation, it typically convenes by teleconference using a line made available by the GSOC.

4.2

Weather Emergencies

The EMN System will be used to notify members of the Apollo community of location closings or delayed openings that are the result of severe weather. The decision to close

or modify the operating hours of a location is at the discretion of the campus director, senior management or their designee.

All closings or delayed opening decisions must be reported to the GSOC as soon as possible. The GSOC will then send an EMN to the appropriate recipients according to the effected location. The content of these notifications will follow templates developed by the GSOC and ACCMT.

Unlike non-weather related situations, these alerts do not require the approval of the ACCMT and will only be sent during the hours of 7:00 am to 9:00 pm local time (campus directors may contact the GSOC at any time to schedule these alerts).

4.3

Reporting Emergencies

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the Campus Security Authority (CSA) or GSOC are those posing a serious or continuous health or safety threat to the Apollo or University community such as dangerous or otherwise high-risk situations at an Apollo site.

- University of Phoenix students should contact their local CSA. Each Apollo and University site posts individual CSA contact information. A University of Phoenix CSA listing is available online at: http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html.
- Other contacts include the security desk or Security Team Members, where available.
- Staff and faculty on campus or at other Apollo locations may contact the GSOC directly at (866)992-3301.

The GSOC is responsible for maintaining copies and tracking all emergency notifications. CSAs must immediately report any issues they receive to the GSOC which forwards them to ACCMT for immediate review.

The CSA also maintains a record of all EMNs for his/her location, including EMN tests, in the private CSA Notebook.

4.4

Notifications and Warnings

As soon as the GSOC receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- notify ACCMT of the reported issue;
- contact a secondary source (i.e. Campus Director or CSA) to confirm that there is a significant emergency or dangerous situation;
- recommend which Apollo or campus community segments should receive notifications; and
- initiate the EMN system based on the direction of ACCMT.

ACCMT is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the Apollo community,
- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of ACCMT, warrant an EMN.

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the Apollo community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
 - evacuation,
 - lockdown or shelter in place,
- safety suggestions,
- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues,
- resources such as telephone numbers, website and other sources for information regarding the incident,
- additional details and directives to preserve safety and security, maps or other useful attachments,
- computer prompted questions may be presented.

ACCMT will use its discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the Apollo community. ACCMT will make these determinations based on the nature of the issue, instructions from public safety officials, considering whether its release could compromise efforts to contain the emergency or the safety of the community.

In Illinois, with assistance from the local Illinois CSA, the GSOC will be responsible for communicating to the Illinois Emergency Management Agency (IEMA) with detailed contact information in the situation where an emergency occurs in that state. The IEMA can be reached at (217)782-2700 or <http://www.state.il.us/iema>.

All warnings, notifications and related communications must be approved by ACCMT. For the duration of the emergency, follow-up information will be provided to the Apollo community as warranted. When appropriate, the Apollo Public Relations department may relay further status information to Apollo or the larger community.

At the conclusion of an incident and when authorized by ACCMT, an “all clear” message may be sent to all recipients of previous alert messages.

Executive management, ACCMT members and the GSOC will receive copies of all notifications and alerts. Those sent to executive management will be labeled as “informational only” unless the executive team is being asked to act or make decisions. The GSOC will be responsible for maintaining copies and tracking all EMNs.

4.5

Notification Methods

ACCMT may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by ACCMT:

- **Technology alerts**
 - Text messaging
 - Recorded messages to phones or similar devices
 - E-mail notifications
- **Visual alerts**
 - News releases
 - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the Apollo community
 - Posting on entry doors, bulletin boards, or other accessible areas of Apollo sites affected by the situation
- **Person to person directives**
 - Door-to-door notifications
 - Direct phone calls
 - Phone trees
 - Other media releases

4.6

Maintenance of Emergency Contact Information

Students, faculty and staff are responsible for having current and accurate information on file with Apollo and its relevant subsidiaries to ensure they receive notifications from the EMN. Note that Apollo does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed or otherwise compromised data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

Persons with disabilities and their managers, faculty or Disability Services Advisors (DSAs) are responsible for working together to ensure that a person nearby is assigned to provide assistance.

The IT Manager, Software Development, is responsible for updating the EMN system from the relevant data sources on a regular basis.

4.7

Responsibility for Emergency Mass Notification Administration

The Business Continuity and Crisis Management Department is responsible for maintaining policies and procedures related to the EMN processes. The EMN processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues to ACCMT for its review and consideration,
- Creating and implementing Apollo community training regarding the EMN process including:
 - determining how potential issues should be reported,
 - maintaining of emergency contact information,
 - appropriate response procedures when the EMN system is used,
 - developing and maintaining overlapping and redundant backup systems to support,
- Providing written procedures used by ACCMT to administer the EMN processes,
- Tracking and retention of all EMNs that are sent,
- Ensuring appropriate staff coverage and call trees to activate the EMNs,
- Overseeing periodic testing, at least annually, of EMN systems and processes, documenting the following:
 - Fire alarm tests, noting whether they were announced or unannounced,
 - Evacuation and lock-down systems,
 - Scheduled exercises to ensure students, staff and faculty are aware of the EMN process,
 - Description of the exercise, its date and time.

Related Links

U.S. Department of Homeland Security (<http://www.dhs.gov>)

National Weather Service (<http://www.weather.gov>)

American Red Cross (<http://www.redcross.org>)

Federal Emergency Management Agency (<http://www.fema.gov>)

Illinois Emergency Management Agency
(<http://www.illinois.gov/iema/Pages/default.aspx>)

Frequently Asked Questions

I'm not getting alerts when I think I should. What can I do?

Alerts are sent using the contact information in Apollo's database. Students, faculty and staff are responsible for having current and accurate information on file with Apollo and its relevant subsidiaries. Please check to make sure that your information is correct.

Note: Some individuals may be associated with more than one campus. These recipients may only receive notifications for their primary location.

My department is having special event. Can I use the EMN to send invitations?

No. The EMN System is only for emergencies.

I only attend classes online. Why am I receiving these alerts?

Many of our students utilize our physical locations and their resources despite their class being online. For this reason, our notifications are intended to advise all members of our community of a disruption.

4.8

Monitoring and Enforcement

If any individual does not comply with this policy or if Apollo determines that any actions were inappropriate or inconsistent with the law, or any Apollo policy, standard, or guideline, Apollo may take action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides.

If Apollo determines individuals are or have been engaged in criminal activity, Apollo may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

4.9

Definitions

Apollo - Apollo Education Group Inc. and all of its US based subsidiaries

Apollo site -

Any building, property, or portion thereof, owned or controlled by Apollo, and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by Apollo but controlled by another person, is frequently used by the Apollo community, and supports Apollo business (such as a food or other retail vendor).

Apollo and Campus Community – Apollo US-based staff. University of Phoenix students, faculty and staff. Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

Alert – A signal or messaging technique used to warn of danger, attack or other emergency situation. A condition or period of heightened watchfulness or preparation for action.

Campus - Is defined in 34 C.F.R. §668.46 as:

Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Emergency – An event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.

Dangerous Situation – A situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspect(s) within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.)

Notice or Warning – A notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.

State of Emergency - A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.

Evacuate - To leave a room, building or campus in a timely and orderly manner.

Lockdown/Shelter-in-place - To secure an area by locking doors, windows, and barricading oneself to block entry to a room, building or campus. If a Lockdown is



ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

Test - Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized and each test should be documented with a description of the exercise, the date, time, and whether it was announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

Section V: Reporting Criminal Activities

University of Phoenix does not regularly contract with local police to be present on our campuses. In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police.

The University has Apollo Global Security available at many of our campuses. You may ask the Campus Security Authority (CSA) if Apollo Global Security personnel are assigned to your campus. If so, you can also report on-campus incidents to the CSA, Apollo Global Security personnel on site or at the front desk. You may report criminal activity to the CSA anonymously or request confidentiality. The CSA will coordinate with the local police department and Apollo Global Security personnel when compiling the Annual Security Report.

Recognized Student Organizations are permitted to use classroom space for meeting in accordance with the guidelines outlined in the Recognized Student Organizations Handbook. University personnel and Apollo Global Security personnel do not monitor locations away from campus. However, we encourage you to report *any* emergency, criminal incident or concern to local law enforcement and/or to your CSA as appropriate.

5.1

Reporting Emergency Criminal Activities

In emergencies, **dial 9-1-1 first**.

9-1-1 answers calls **24 hours a day, 7 days a week**. The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency response numbers to reach public emergency response agencies.

Second, call the Global Security Operations Center (GSOC). In the event, the criminal offense involves intent to harm or an act of violence; please contact the GSOC *after* calling 9-1-1 so that it may respond to the situation as soon as possible. The GSOC can be reached 24 hours a day, 7 days a week at 866-992-3301.

After calling 9-1-1 and the GSOC, report emergency incidents and crimes to the CSA so s/he may also respond.

5.1.1 Reporting Weapons on Campus

No weapons are permitted on campus. In the event an employee, guest or student brings a weapon on campus and a threat or danger to the University community is perceived **call 9-1-1** to report the weapon on campus.

Second, call the GSOC so that it may respond to the situation as soon as possible.



After calling 9-1-1 and the GSOC, report the weapons incident to the CSA so s/he may also respond.

5.2

Reporting Criminal Activity to the Campus Security Authority

The CSA is available at *all* University of Phoenix campuses for students, faculty and staff. The CSA has the official capacity to receive all reports relating to crime at University locations.

The identity of the CSA is listed on the University website at www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html and posted on the **In Case of an Emergency/9-1-1** posters in visible areas at each campus. Please look for this information, so you will be prepared if you need it.

5.3

Anonymous and Confidential Reporting of Crimes

University of Phoenix encourages students, faculty and staff to report any suspicious or criminal activities that occur at a University of Phoenix location. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary. The University does not disclose personally identifiable information in its Campus Crime Statistics at http://www.phoenix.edu/about_us/campus-safety/campus-crime-statistics.html or in the public Campus Crime Log.

5.4

Staff Support

The GSOC provides staff support 24 hours a day and 7 days a week to report information at 866-992-3301. Members of the campus community may also contact their local Silent Witness or Crime Stopper program to report information.

5.5

Confidential Reporting to a Counselor

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics.

5.6

Iowa Reporting of Child Abuse



Consistent with Iowa law, Iowa Campus employees who in the course of employment receive information related to suspected physical or sexual abuse of children must immediately report such information.

Abuse or suspected abuse shall be reported to University administration by contacting the designated CSA (See Campus Safety Policy 5.2) or the Global Security Operations Center (GSOC) within 24 hours. The GSOC provides faculty and staff support 24 hours a day and 7 days per week to report information at 866-992-3301. The abuse shall also be reported to local law enforcement.

In compliance with Iowa Code 232.70, each report made shall also be made as follows: An oral report shall be made by telephone to the Iowa Department of Human Services through the Child Abuse Hotline at 1-800-362-2178. A written report shall be made to the Department of Human Services within 48 hours of submitting the oral report.

5.7

Oregon Reporting of Child Abuse

Oregon law requires all university officials (all employees and faculty) to immediately report any suspected case of child abuse to the local office of the Oregon Department of Human Services or to local law enforcement. The name of the university official making the report will not be disclosed.

The duty to report is personal to the university official regardless if the employee is volunteering or on official duties with the university. Whether or not, the employee has reported the suspected child abuse through internal procedures with the university, the employee must still report the abuse to the local DHS or local law enforcement.

5.8

Florida Reporting of Child Abuse

Under Florida regulations, university administrators who knowingly and willfully fail to report known or suspected child abuse, abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university or who knowingly and willfully prevent another person from doing so, shall be subject to fines of \$1 million for each such failure. The fine shall be assessed by the Commission for Independent Education for a nonpublic university such as University of Phoenix.

Section VI: Reportable Offenses

The University of Phoenix Annual Security Report includes crimes reported to a Campus Security Authority (CSA) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

6.1

List of Clery Reportable Offenses and Other Additional Offenses Including Kentucky's Minger Act Offenses

These crimes meet definitions in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Aggravated Assault
- Arson
- Bomb Threats
- Burglary
- Dating Violence
- Destruction/Damage/Vandalism of Property
- Domestic Violence
- Drug Abuse Violation (Arrests/Referred for Disciplinary Action)
- Hate Crime
- Illegal Weapons Possessions (Arrests/Referred for Disciplinary Action)
- Larceny Theft
- Liquor Law Violation (Arrests/Referred for Disciplinary Action)
- Menacing
- Motor Vehicle Theft and Attempted Motor Vehicle Theft
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape, Fondling, Incest, and Statutory Rape
- Reckless Homicide
- Robbery
- Simple Assault
- Stalking
- Terroristic Threatening/Intimidation
- Wanton Endangerment

6.2

Crime Definitions

The Campus Security Act delineates the violations which need to be reported. Many of the definitions are excerpted from the Uniform Crime Reporting Handbook [FBI Uniform Crime Reporting (UCR) / National Incident-Based Reporting System (NIBRS) definitions]

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm although it is not necessary that injury result when a weapon is used. Simple assaults are excluded.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, personal property of another, etc.

Criminal Homicide, Murder and Non-Negligent manslaughter: The willful killing (nonnegligent) of one human being by another.

Criminal Homicide, Manslaughter by negligence: The killing of another person through gross negligence.

Robbery: The taking or attempted taking of anything of value from the care, custody or control of a person by force, threat of force or violence and/or by putting the victim in fear.

Burglary: Unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The taking or attempted taking or use of a motor vehicle by persons without lawful access. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Liquor Law Violations: Violations of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Illegal Weapons Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons..

Bomb Threat: Generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Menacing: The definition under Kentucky's Minger Act is intentionally placing another person in reasonable apprehension of imminent physical injury.

Terroristic Threatening/Intimidation: The definition under Kentucky's Minger Act is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Wanton Endangerment: The definition under Kentucky's Minger Act is:

- **Wanton Endangerment in the first degree:** When under circumstances manifesting extreme indifference to the value of human life, a person wantonly engages in conduct which creates a substantial danger of death or serious physical injury to another person.
- **Wanton Endangerment in the second degree:** Wantonly engaging in conduct that creates a substantial danger of physical injury to another person.

Hate Crime: When a person is victimized intentionally because of his/her actual or perceived race, religion, gender, sexual orientation, disability, ethnicity, national origin, or gender identity. Hate crime reporting includes the listed offenses (excluding liquor, drug, and weapons violations) and also includes four additional offenses:

- **Larceny Theft:** Unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** Unlawfully placing another in reasonable fear of bodily injury through the use of threatening words, and/or conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

The following definitions are from the Violence Against Women Act (VAWA):

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's personal safety or the safety of others or suffer substantial emotional distress.
- **Domestic violence:** Includes felony or misdemeanor crimes of violence committed by:
 - A current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred OR by any other person against an adult or youth victim who is protected under the domestic violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** - The touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

6.3

Hate Crimes

A **Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. **Bias** is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity or expression, religion, disability, sexual orientation, ethnicity or national origin.

6.4

Reportable Locations and Their Definitions

The Clery Act includes the following locations in the annual Campus Crime Survey.

“Clery Geography:” For the purposes of collecting statistics on crimes for submission to the Department and inclusion in an institution’s annual security report, Clery geography includes:

- Buildings and property that are part of the institution’s campus
- The institution’s noncampus buildings and property
- Public property within or immediately adjacent to and accessible from the campus

For the purposes of maintaining the crime log required, Clery geography also includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or the campus security department.

“On Campus:” *Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

“Non Campus:” *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

“Public Property:” *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

The Department of Education includes the following reporting location, if indicated:

“Local Crime Statistics:” *Applicable statistics reported by local and state law enforcement not already included in the University of Phoenix Annual Security Report.*

6.5

“Unfounded” Crimes

The University of Phoenix will disclose the total number of “unfounded” crimes in its Annual Security Report. On rare occasions, the University may remove a reported crime from its crime statistics. This may only be done when a sworn or commissioned law enforcement personnel has fully investigated the reported crime and, based on the results of this full investigation and evidence, had made a formal determination that the crime report is false or baseless and has been determined unfounded.

Section VII: University Cooperation with Law Enforcement Agencies

University of Phoenix values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, Campus Security Authorities (CSAs) maintain working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location.

Sometimes University of Phoenix does employ contract based off-duty police officers, but currently there is not a formal Memoranda of Understanding (MOU) in place with local or state law enforcement agencies. Every campus does contact at least annually the appropriate authorities for annual crime reporting purposes. In addition, law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

On-going, cooperative communications and safety awareness programs may include:

- Inviting local law enforcement officers to participate in events on campus (e.g., annual safety event); or
- Extending courtesy use of unused classroom space during business hours for training functions; or
- Requesting walkthroughs or safety assessments.

Section VIII: No Weapons on Campus

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for University purposes. This includes replicated weapons (e.g. fake guns, swords, etc.).

Exceptions may possibly be made for students who are qualified active law enforcement officers *required to carry a weapon while off-duty and in plain clothes*. Students who are law enforcement officers in plain clothes must contact the Campus Security Authority (CSA) prior to bringing a weapon on campus for further instructions.

Exceptions may also possibly be made for faculty members who are qualified active law enforcement officers if they have been verified by the CSA. Faculty members who are law enforcement officers in plain clothes should contact their CSA prior to bringing a weapon on campus for further advisement if they have not previously been verified.

The University will dial 9-1-1 to report person(s) bringing weapons on campus as necessary to ensure the safety and security of our University community. Therefore students and faculty members who are qualified active law enforcement officers wishing to bring a weapon on campus must contact the CSA for further instructions **PRIOR** to bringing a weapon on campus.

Some University locations' building owners may restrict any and all carrying of weapons except for only "on-duty" qualified active law enforcement officers on their private property especially in the multi-tenant buildings. Depending on specific state and federal regulations, this policy might be preempted if the building owner posts such a restriction, requiring the CSA to seek further advice before processing a verification request.

Student requests to the CSA must include a letter of authorization from the commanding officer/supervisor of the department regarding the requirement to carry his/her weapon, while off-duty. The letter must be provided on department letterhead, signed by the commanding officer/supervisor of the department, and must confirm that the student is in fact a qualified active law enforcement officer whose job requires carrying a weapon while off-duty. In Utah, pursuant to §53-5-704(7), the student who is a law enforcement officer will only need to provide a letter of good standing from the student's commanding officer to the CSA. The CSA will provide this letter to the Global Security Operations Center (GSOC) for verification. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon while off-duty, the student may instead secure the weapon in his or her vehicle while on campus. Every two (2) years students who have been approved via this process must re-verify with the CSA by showing their state-issued police ID card. If the CSA is not able to verify the state-issued police ID card, the student will no longer be permitted to carry a weapon on campus.

A **faculty** member who is a qualified active law enforcement officer will need to contact the CSA and request to carry his/her weapon on campus. The faculty member must show the CSA his/her state-issued police ID card. If the CSA verifies the state-issued police ID card, no further action is required. If the state-issued police ID card is non-

verifiable, the faculty member will be advised by the CSA that s/he is not permitted to carry a weapon on campus. The CSA will collect the following information from faculty members who have been verified to carry a weapon on campus: Direct supervisor's name, badge/employee number and the expiration date on the state-issued police ID card, if available. If a faculty member's state-issued police ID card references an expiration date, s/he will need to re-verify with the CSA prior to the noted expiration date. A faculty member who is an *inactive* law enforcement officer and requests to carry his or her weapon on campus will be denied.

8.1

Qualified law enforcement officers

In 18 USC § 926B(c), "qualified law enforcement officer" is defined as an employee of a governmental agency who:

1. is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest, or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice);
2. is authorized by the agency to carry a firearm;
3. is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;
4. meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
5. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
6. is not prohibited by Federal law from receiving a firearm

Section IX: Policies and Programs Concerning Alcohol and Other Drugs

University of Phoenix has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on University property, or as part of any University activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. *Consequences for inappropriate behavior can be severe, up to and including dismissal from the University.* If any individual is apprehended for violating any alcohol or other drug related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies. The University abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations *regardless of individual state legalization.*

The University has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive notification, to include the location, of University of Phoenix policy Handbooks, Campus Safety Policies and the University’s Consumer Information Guide.
- Campus Safety Policies are available to all students, faculty and staff on the public University websites or upon request.
- Students, faculty and staff are encouraged to report instances of abuse:
 - Students can report to faculty members, the local Campus Security Authority (CSA), or on their end of course survey.
 - Faculty can report concerns through Academic Affairs, local CSA, or end of course surveys.
 - Staff, including faculty, can report issues to their immediate supervisors, by contacting Human Resources or via the Ethics Helpline.
- Alcohol-related advertising or promotions are not permitted on campus.
- The local CSA maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members. The CSA’s contact information is available at http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html and is communicated on posters in every classroom and throughout common areas of a local campus.
- Employee benefits and student assistance programs offer resources to assist with alcohol and drug addiction related issues.
- The University conducts a biennial review of its program to:
 - Determine its effectiveness and implement changes to the program if they are needed.

- Ensure that its disciplinary sanctions are consistent and enforced.

9.1

Alcohol and Other Drugs Prevention and Counseling Services

Every campus provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

Student Resources

The University also offers substance abuse and various counseling services to all currently enrolled students via the Life Resource Center, directly accessible from the student eCampus website under the **Program** tab in the *Services* section. The Life Resource Center offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling (866)320-2817, and free to students.

Employee Resources

University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the Your Total Rewards site at <http://resources.hewitt.com/apollogroup/> or on the Apollo Resource Center (ARC) under the “Support & Resources” tab. This service provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

National Resources

We encourage *anyone* dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- **Al-Anon Family Groups (888)4AL-ANON (425-2666) <http://al-anon.org/>**
- **American Council on Alcoholism (800)527-5344 <http://www.aca-usa.com/>**
- **National Council on Alcoholism and Drug Dependence, Inc. (800)NCA-Call (622-2255) <https://ncadd.org/>**
- **National Institute on Drug Abuse (800)662-HELP (662-4357) <http://www.drugabuse.gov/>**
- **Alcohol Anonymous contact information can be found in local telephone directories.**

Even if you do not want to speak with a counselor or referral service, you may also access the following free information and educational videos to further educate yourself on alcohol and other drug abuse.

- <http://getsmartaboutdrugs.com/>
- <http://www.justthinktwice.com/>
- http://www.aa.org/pages/en_US/videos-and-audios
- <http://ncadd.org/programs-a-services/overview>

9.2

Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

9.3

Physical and Psychological Dependence and Effects of Specific Drugs

| DRUGS | PHYSICAL DEPENDEN CE | PSYCHOLOGICAL DEPENDENCE | POSSIBLE EFFECTS |
|---|----------------------------|-----------------------------|--|
| Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine | High | High | Euphoria, drowsiness, depression, constricted pupils, nausea |
| Codeine | Moderate | Moderate | |
| Methadone | High | High-Low | |
| Other Narcotics | High-Low | High-Low | |
| Chloral Hydrate/Other Depressants | Moderate | Moderate | Slurred speech, disorientation, |
| Barbiturates | High-Mod | High-Mod | |
| Benzodiazepines | Low | Low | drunken behavior without odor of alcohol |
| Methaqualone, | High | High | |

| Glutetimide | | | | |
|---|---------------------------|----------|---|--|
| Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Stimulants | Possible Other | High | Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite | |
| LSD, Mescaline, Peyote, Other Hallucinogens | None | Unknown | Illusions and hallucinations, poor perception of time and distance | |
| Phencyclidine | Unknown | High | | |
| Phencyclidine Analogues | Unknown | Unknown | | |
| Marijuana, Hashish, Hashish Oil Tetrahydrocannabis | Unknown | Moderate | Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors. | |
| Anabolic Steroids | Unknown | Unknown | Kidney and liver damage, heart failure | |
| Alcohol | Moderate | High | Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death. | |
| Inhalants | Unknown | High | Nausea, damage to organs | |
| Nicotine | High | High | Cancer | |
| Caffeine | Unknown | High | Nausea, diarrhea, trebling | |

9.4

Standards of Conduct

The University's Codes of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the University. The University enforces a "Zero Tolerance" policy regarding underage drinking.

If any individual is apprehended for violating any alcohol or other drug related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies.

9.5

Sanctions the University Will Impose for Alcohol or Other Drugs Violations

The University abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the University community found consuming or selling alcohol and other drugs on University property is subject to disciplinary action up to and including dismissal from the University, depending on the seriousness of the situation.

9.6

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

These are Federal penalties and sanctions. Additional State penalties and sanctions may also apply.

FEDERAL TRAFFICKING PENALTIES

<http://www.dea.gov/druginfo/ftp3.shtml>

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana) | | | | |
|---|---|--|--|--|
| Schedule | Substance/Quantity | Penalty | Substance/Quantity | Penalty |
| II | Cocaine 500-4999 grams mixture | First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. | Cocaine 5 kilograms or more mixture | First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. |
| II | Cocaine Base 28-279 grams mixture | | Cocaine Base 280 grams or more mixture | |
| IV | Fentanyl 40-399 grams mixture | | Fentanyl 400 grams or more mixture | |
| I | Fentanyl Analogue 10-99 grams mixture | | Fentanyl Analogue 100 grams or more mixture | |
| I | Heroin 100-999 grams mixture | | Heroin 1 kilogram or more mixture | |
| I | LSD 1-9 grams mixture | | LSD 10 grams or more mixture | |
| II | Methamphetamine 5-49 grams pure or 50-499 grams mixture | | Methamphetamine 50 grams or more pure or 500 grams or more mixture | |
| II | PCP 10-99 grams pure or | | PCP 100 grams or more pure | |

| | | | | |
|--|-----------------------|--|-------------------------------|---|
| | 100-999 grams mixture | Fine of not more than \$8 million if an individual, \$50 million if not an individual. | or 1 kilogram or more mixture | Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| Substance/Quantity | | Penalty | | |
| Any Amount Of Other Schedule I & II Substances | | First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. | | |
| Any Drug Product Containing Gamma Hydroxybutyric Acid | | | | |
| Flunitrazepam (Schedule IV) 1 Gram | | Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual. | | |
| Any Amount Of Other Schedule III Drugs | | First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual. | | |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) | | First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual. | | |
| Any Amount Of All Schedule V Drugs | | First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. | | |

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

| | |
|--|---|
| Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants | First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an |
|--|---|

| | |
|---|--|
| | <p>individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p> |
| <p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p> | <p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p> |
| <p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p> | <p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p> |
| <p>Hashish More than 10 kilograms</p> | |
| <p>Hashish Oil More than 1 kilogram</p> | |
| <p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p> <p>1 to 49 marijuana plants</p> | <p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p> |
| <p>Hashish 10 kilograms or less</p> | |
| <p>Hashish Oil 1 kilogram or less</p> | |

Section X: Sexual Violence Policy and Prevention

University of Phoenix is firmly committed to creating and maintaining a community in which students, faculty, and staff work in an atmosphere free from all forms of improper or unlawful harassment, discrimination, exploitation, intimidation or violence. The University regards all forms of or attempts at sexual violence or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment. Every University campus has personal safety and sexual assault awareness and prevention programs in place and follows established procedures for reporting violations of University policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims.

No officer, employee, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments or the Violence Against Women Reauthorization Act of 2013 (VAWA).

Victims of dating violence, domestic violence, sexual assault, or stalking are encouraged to report offenses to the Campus Security Authority (CSA) and/or Title IX Coordinator and to exercise their rights, if desired, including:

- Reporting offenses to proper local law enforcement, campus safety personnel, and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Receiving appropriate counseling referral information.
- Receiving information on services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Completing crime reports.
- Changing academic and work situations (e.g., student's course schedule; employee's work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The University will provide a “Victim’s Bill of Rights” written notification any time a student, staff member or faculty member reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, *regardless of where the offense occurred*. The CSA and/or Title IX Coordinator will assist the victim with exercising his/her rights, *regardless of whether the victim reports the crime to authorities*. The victim has the option to notify proper law enforcement, be assisted by campus authorities with this process if they choose, and the option to decline notifying authorities.

The University of Phoenix’s **Title IX and VAWA policy** may be viewed in its entirety at http://www.phoenix.edu/about_us/title-ix.html.

10.1

Definitions

- **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice
- **Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration
- **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

Bystander intervention includes:

- Recognizing situations of potential harm
 - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene
- **Consent** for the purposes of this policy means the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person’s ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential. Examples include, but are not limited to being:
 - Unconscious,
 - Frightened,
 - Physically or psychologically pressured or forced,
 - Intimidated,

- Substantially impaired because of a psychological health condition,
 - Substantially impaired because of voluntary intoxication, or
 - Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance
- **“Without consent”** for the purposes of this policy includes any of the following:
 - The victim is coerced by the immediate use or threatened use of force against a person or property.
 - The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, “mental defect” means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
 - The victim is intentionally deceived as to the nature of the act.
 - The victim is intentionally deceived to erroneously believe that the person is the victim’s spouse.
 - **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
 - **Domestic Violence:** A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - **Gender-based harassment:** Unwelcome conduct of a nonsexual nature based on a person’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

- **Hostile Environment:** A “hostile environment” exists when sex-based harassment is sufficiently serious to deny or limit the person’s ability to participate in or benefit from the University’s programs or activities. A hostile environment can be created by anyone involved in a University’s program or activity (e.g., administrators, faculty members, students, and campus visitors).
- **Incapacitation:** A person does not have the capacity to give consent if they are: asleep; injured in a way that prohibits the ability to consent; mental or cognitive impairment; drug or alcohol use that has rendered the person unable to consent.
- **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information used to describe primary prevention and awareness programs at the institution
- **Primary prevention programs:** Programming, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.
 - *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- **Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
 - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

- **Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
 - **Conducted in a manner that:**
 - Is consistent with the institution's policies and transparent to the accuser and accused;
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused
- **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. The result must also include the rationale for the result and the sanctions.
- **Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Sex-based harassment:** Includes sexual harassment and gender-based harassment.
- **Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent:
 - **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
 - **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

- **Sexual Exploitation:** Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: prostituting another person; recording or distributing images (e.g., video photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- **Sexual Misconduct:** Sexual misconduct is defined as any prohibited conduct based on sex, gender, sexual orientation, gender identity/expression, or perceived sexual orientation, gender, gender identity/expression.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purposes of this definition:

1. *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 2. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 3. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 4. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
 5. Incidents of stalking are based on the location where either the perpetrator engaged in the stalking or the victim became aware of the stalking.
- **Unwelcome Conduct:** Conduct is considered "unwelcome" if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the

same or opposite sex. Participation in the conduct or the failure to complain does not mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

10.2

Facts about Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN):

- Every 2 minutes, another American is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with 60% still being left unreported.
- 38% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under age 30.

According to the National Domestic Violence Hotline:

- On average, 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States - more than 12 million women and men over the course of a year.
- Nearly 3 in 10 women (29%) and 1 in 10 men (10%) in the US have experienced rape, physical violence and/or stalking by a partner and report a related impact on their functioning.

10.3

Bystander Intervention – What Can Bystanders Do?

Bystander intervention includes safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. As a bystander, you can help prevent sexual violence using safe and positive options. According to RAINN:

- **If you see someone in danger of being assaulted:**
 - Step in and offer assistance. Ask if the person needs help. NOTE: Before stepping in, make sure to evaluate the risk. If it means putting yourself in danger, call 9-1-1 instead.
 - Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
 - If you know the perpetrator, tell the person you do not approve of their actions. Ask the person to leave the potential victim alone.
- **Be an ally:**

- When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about her/his safety.
- If you see someone who is intoxicated, offer to call a cab.

Bystanders should also become familiar with the warning signs and red flags of abusive relationships. According to the National Domestic Violence Hotline, there are a few behaviors that you can look out for if you're beginning to think your partner or a friend's/family member's partner is becoming abusive:

- Telling you that you can never do anything right
- Showing jealousy of your friends and time spent away
- Embarrassing or shaming you with put-downs
- Controlling every penny spent in the household
- Looking at you or acting in ways that scare you
- Controlling who you see, where you go, or what you do
- Preventing you from working or attending school
- Destroying your property or threatening to hurt or kill your pets

10.4

Risk Reduction

Although you cannot completely eliminate the risk of sexual assault, there are ways to help reduce your risk of being assaulted. According to RAINN:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

Technology may also aid with preventing violence before it happens:

- **Circle of 6** – Free app for iPhone and Android makes it quick and easy to reach the 6 friends you choose. If you need help getting home or need an interruption, two touches lets your circle know where you are and how they can help. For more information, visit <http://www.circleof6app.com/>.

- **The ASPIRE News App** – Because abusers may monitor cell phone and computer usage by their partners, this free app is designed to give victims of relationship violence discrete access to information and resources without putting themselves at risk. The app functions as a normal current events application, collecting and relaying summaries of top stories, while the Help Section provides access to resources for victims of domestic violence. For more information, visit <https://www.whengeorgiasmiled.org/the-aspire-news-app/#>.

10.5

Reporting Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The victim of sexual violence is encouraged to:

- Get to a safe place.
- Dial **9-1-1**.
- Accurately and promptly report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that may assist in obtaining a protection order or prove an offense occurred.
- Access the support services provided by the University.
- Report any incident to the CSA and/or Title IX Coordinator.

10.6

Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)

In accordance with federal law, including Title IX of the United States Education Amendments of 1972, University of Phoenix does not discriminate on the basis of sex in its education programs and activities. The CSA is responsible to ensure the *Title IX – You are Protected* poster is available in all classrooms and common areas as well.

Individuals with questions, concerns or who wish to file a complaint related to sex discrimination, sexual harassment, or sexual violence may contact the University's Title IX Coordinator:

Camie Pratt, JD
Vice President/Title IX Coordinator
University of Phoenix
Office of Dispute Management
Mail Stop: CF-S907
4025 S. Riverpoint Parkway
Phoenix, Arizona 85040
Phone: 602.557.3391
Fax: 602.308.7402
Email: TitleIX@phoenix.edu

Complainants may receive amnesty from University policies prohibiting alcohol and other drug use during an incident of sexual misconduct. Fear of being charged for violating these or other policies should not prohibit a person from reporting an incident of sexual misconduct.

Individuals may also file complaints related to sex discrimination, sexual harassment, or sexual violence with:

- Local law enforcement to report a criminal offense of a sexual nature.
- The Ethics Helpline at <http://www.UOPXHelpline.com> or by calling 1-888-310-9569. Complaints may be submitted to the Ethics Helpline anonymously. Please note that the Ethics Helpline cannot keep complaints confidential and is required to report any instances of alleged sexual misconduct to the Title IX Coordinator.
- The Department of Education's Office for Civil Rights (OCR). You can find the appropriate office at <http://www2.ed.gov/about/offices/list/ocr/addresses.html>, or by contacting the OCR Headquarters at 400 Maryland Avenue SW, Washington, DC 20202-1100, or by calling 800-421-3481.
- Reports can also be made to one of the University's responsible employees, such as a faculty member, enrollment representative, academic or finance advisor, manager, Campus Security Authority (CSA) or Human Resources Business Partner. All University staff members are "responsible employees." Please note that responsible employees cannot keep complaints confidential and are required to report any instances of alleged sexual misconduct (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

10.6.1 Confidentiality

University of Phoenix will maintain the confidentiality and protect the identity of any complainant and other necessary parties to the maximum extent possible. Confidentiality means that the University will not disclose the identity of the individual reporting the concern or allegation unless it is determined during the course of the investigation that it is unavoidable or that the University is required by law to disclose the information.

Because of laws concerning reporting of sexual violence, colleges and universities cannot guarantee confidentiality to those who report such incidents except where those reports are legally privileged communications. The University will try to protect a victim's confidentiality while also recognizing that, in some cases, it may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The details may include, but are not limited to, when and where the misconduct occurred, who the responsible party is, and other details necessary to ensure the safety of the University community. The University will disclose only information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Title IX Coordinator is responsible for determining confidentiality on a case by case basis. For questions about a specific situation, please contact TitleIX@phoenix.edu.

Information obtained through the course of a Title IX investigation may be shared with law enforcement, if requested. Reports relating to criminal activity at University locations will be communicated to the CSA for purposes of Clery Act reporting.

Individuals seeking professional counseling will have their information kept in confidence. Even if an individual gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Campus Crime Statistics, unless otherwise required by law. The University does not disclose personally identifiable information in its Campus Crime Statistics at http://www.phoenix.edu/about_us/campus-safety/campus-crime-statistics.html or in the public Campus Crime Log.

10.7

Preservation of Evidence of a Sexual Assault

After a sexual assault, it is very important that the victim receive medical attention to receive help for physical injuries and to screen for sexually transmitted diseases (STDs) and pregnancy. It is also strongly recommended for the victim to receive a forensic examination. A sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional will conduct a forensic medical exam of the victim, but only if the victim gives permission. Agreeing to a forensic medical exam does not require the victim to subsequently file a police report.

Preserving DNA evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain he or she will not prosecute, preserving DNA evidence allows the victim to change his or her mind later.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

The University of Phoenix Office of Compliance will review on an annual basis the preservation of evidence tips to ensure they meet the current needs of law enforcement and abilities of forensic science.

10.8

Surviving Sexual Violence

The University urges victims of sexual violence to seek counseling promptly.

The Life Resource Center (LRC), at (866)320-2817, offers free confidential services to currently enrolled students 24 hours a day, 7 days a week.

University of Phoenix provides the Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP, whether or not they obtain benefits through the company. Information about the program is always available through the Your Total Rewards site at <http://resources.hewitt.com/apollogroup/> or on the Apollo Resource Center (ARC) under the “Support & Resources” tab. This program provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at **RAINN (Rape, Abuse & Incest National Network)**: (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN’s Website is <https://www.rainn.org>.

Those affected by domestic violence can receive confidential, one-on-one support via the **National Domestic Violence Hotline**: (800)799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline’s Website is <http://www.thehotline.org/>.

Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through **loveisrespect** peer advocates at (866)331-9474 or text “loveis” to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect’s Website at <http://www.loveisrespect.org/>.

Additional information regarding assistance and services for victims of sexual violence can be found in the **Counseling and Assistance Resources** section.

The CSA can provide additional referral resources within the local area.

10.9

Sanctions the University May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence

Sexual violence or misconduct violates the standards of conduct expected of every member in the University community. Dating violence, domestic violence, sexual assault, and stalking are criminal acts, subject to criminal and civil penalties under state and federal law. In all cases, the University will cooperate with and support local, state and federal law enforcement. University disciplinary action may include, but are not limited to:

- *Employee Violations –*

- Training – The employee may be required to undergo additional training on Title IX, VAWA and sexual misconduct.
- Discipline – Documented formal coaching, Discussion Memo, Written Warning, or Termination.
- *Student Violations* –
 - Composition of a self-reflective or academic paper.
 - Completion of the Title IX or VAWA Sanction workshop or another applicable workshop.
 - Suspension.
 - Expulsion.
- *Faculty Violations* –
 - Composition of a self-reflective or academic paper.
 - Completion of the Title IX or VAWA Faculty Performance Module or another applicable faculty workshop.
 - Suspension from teaching.
 - Deactivation as a University faculty member.

10.10

Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense

If the accused is a member of the University community, the incident must be referred for disciplinary action in compliance with established University of Phoenix policies and procedures. The University will promptly, thoroughly and impartially investigate all allegations of sexual misconduct while also demonstrating a tactful demeanor that is both approachable and sensitive to the victim. The Title IX Coordinator is responsible for the oversight of complaints involving sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking.

10.10.1 Investigation Procedures and Protocols

Investigations are conducted by members of the Title IX team or other individuals specifically trained in sexual misconduct disciplinary proceedings who report their findings to the Title IX Coordinator. Investigations may include interviews with complainant(s), respondent(s), witnesses, and other parties who may have knowledge relevant to the investigation. Parties may be interviewed more than once. Investigations also typically include review of any relevant documentation, such as text messages, emails, instant messages, or any other form of communication or documentation. Parties involved in a Title IX investigation may be asked to preserve evidence, including, but not limited to, emails, text messages, or other documents. Knowingly destroying evidence related to a Title IX investigation may be a violation of policy, for which disciplinary action may be taken. Complainants (accusers) and respondents (accused) will be treated without bias during the investigative process. Each will have an opportunity to speak with the investigator, provide witnesses to be interviewed, and provide documentation for the investigator's review.

The University strives to complete any investigation, hearing, appeal, and any sanctions or actions as a result of the process within sixty (60) days. However, if

the process exceeds the sixty (60) day timeframe, the investigator or Title IX Coordinator will contact the complainant and respondent in writing to explain the reason for the delay.

The University will take necessary steps to ensure the safety and well-being of the complainant (accuser) after notice of violation of the **Title IX and VAWA policy** (the policy can be viewed in its entirety at http://www.phoenix.edu/about_us/title-ix.html). These measures should be requested through the Title IX Coordinator. The complainant (accuser) may be allowed to change his or her class schedule (or work schedule if an employee), withdraw from class without financial or academic penalty, or change campuses/modalities. In-class accommodations may also be granted, such as additional time to submit assignments or allowing a test to be taken separately from the class. During the investigation, the University may also take interim measures, such as issuing a No Contact Order, removing a student or faculty member from class, interim suspension, changing a student, faculty member, or employee's schedule or class/work location, or placing an employee on administrative leave.

If a complainant (accuser) reports an instance of sexual misconduct, but will not cooperate in an investigation, an investigation may be terminated prior to conclusion. If an investigation is terminated prior to conclusion, the University will still take steps to limit the effect of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the accused or revealing the identity of the complainant (accuser). Such steps may include, but are not limited to, providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing training and education materials for students and employees; revising and publicizing the school's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

10.10.2 Grievance/Adjudication Procedures

The standard of proof for fact-finding in all Title IX and VAWA proceedings is based on preponderance of the evidence, which means "more likely than not." This standard will be used for all sexual misconduct proceedings for students, faculty, and staff members.

For **students** and **faculty members**, committees will be comprised of trained individuals who will hear the cases, make factual determinations, and make recommendations to the Title IX Coordinator, who will have the ultimate decision making authority regarding the complaint. The committee will recommend sanctions to the Title IX Coordinator, who will make the final determination. Both parties have the opportunity to appeal the outcome. The appeal process is detailed in the Student and Faculty Codes of Conduct.

For **employees**, the Title IX investigator will make factual determinations and the Title IX Coordinator, in conjunction with Human Resources, will make the ultimate determination. Unlike the process for students and faculty members, committees are not utilized for employee respondents (accused). Employees are

permitted to appeal the outcome. Employee appeals are governed by and limited to Step 2 of the Formal Dispute Resolution Policy and Procedure in the Employee Handbook.

If a party involved in a complaint feels that a member of the committee, Human Resources, or the Title IX Coordinator has a conflict of interest, they may raise the issue to the Title IX Coordinator. If it is determined that there is a conflict or bias or the appearance of a conflict or bias, that person will be removed from the process and a qualified proxy will assist.

The complainant (accuser) and respondent (accused) are entitled to the same opportunity to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The University permits each party to have at least one support person present.

Both the complainant (accuser) and respondent (accused) are afforded the same opportunity to address the committee and may answer questions. Each party is given up to ten minutes to speak to the committee. Committees are conducted telephonically and the parties will not have the opportunity to question one another or the committee members. Parties are able to present evidence for the committee's review; however, this evidence may not include sexual history of the complainant. Evidence of a prior consensual dating or sexual relationship does not imply consent or preclude a finding of sexual misconduct.

Both the complainant (accuser) and respondent (accused) are notified simultaneously and in writing of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result will become final. The University will be responsible to document how each party is notified of the determination and ensure that the application is consistent and comparable for both parties. Compliance with the provisions does not constitute a violation 20 U.S.C. 1232g, commonly known as the Family Educational Rights and Privacy Act (FERPA).

Sanctions and protective measures will be applied following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, or other forcible or non-forcible sex offenses.

Tailored Title IX and VAWA training is conducted for the Title IX Coordinator and members of the Title IX Committee on an annual basis so these individuals know how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability as well as how to respond effectively to situations involving domestic violence, dating violence, sexual assault, or stalking.

10.11

Educational Programs – Dating Violence, Domestic Violence, Sexual Assault, and Stalking Awareness

Every campus provides ongoing prevention and awareness campaigns. At minimum, two annual safety education events are offered at each campus. The first program will cover any topic relevant to the safety of that campus community and its surrounding area. A second program focuses on sexual assault awareness and prevention to include prevention of domestic violence, dating violence, and stalking and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Students, faculty and staff will be invited to attend these educational programs.

The University's primary prevention programs include:

- Title IX training available via eCampus. Students and faculty must review and acknowledge the Title IX training each year.
- Employee Sexual Harassment Awareness training must be completed by all new employees upon hire (within 90 days). Once hired, all employees must complete Employee Sexual Harassment Awareness training on a biennial basis.

The University's awareness programs include:

- Sexual Assault Awareness and Prevention training is available via eCampus to students and faculty. The training can be accessed by clicking on the "Ethics and Compliance" link at the bottom of the eCampus homepage.
- The University offers information on rape prevention, sexual assault, dating violence, and domestic violence along with various resources and counseling services to all currently enrolled students via the Life Resource Center, directly accessible from the student eCampus website under the **Program** tab in the *Services* section. The Life Resource Center offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling (866)320-2817, and free to students.
- The University provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the Your Total Rewards site at <http://resources.hewitt.com/apollogroup/> or on the Apollo Resource Center (ARC) under the "Support & Resources" tab. This service provides information on rape prevention, sexual assault, dating violence, and domestic violence along with referral services and treatment sessions as needed.
- Poster and Email Campaign: Posters are periodically placed in public areas of the campus to alert students and staff for personal safety and theft concerns. Also, emails and newsletter alerts provide awareness of various important topics such as sexual assault, personal safety, theft, incidents and alcohol and other drugs information.
- Escort Service: The Security office will provide an escort service within the confines of the campus to the parking facility if requested.
- Persona Non Grata – A trespass notice may be issued for individuals who have violated University policy or who have demonstrated that they present a threat to anyone in the University community. Violators can be arrested for trespass.

Section XI: Sex Offender Registry

11.1

Sex Offender Registry

The University of Phoenix Campus Safety website provides a link to the public national websites at <http://www.sexoffender.com> and <http://www.nsopw.gov>. Sex Offenders who are required to register in a state must provide notice of each institution of higher education in that state at which the offender is employed or is a student. This notice should be directed to the Campus Security Authority (CSA) at their campus.

11.2

Reporting Convicted Sex Offenders

The Campus Sex Crimes Prevention Act provides minimum national standards for state sex offender registration and community notification programs. This act requires the state agencies to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education.

11.3

Florida Sexual Predator and Sexual Offender Registry

The University of Phoenix Campus Safety website provides a link to the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website at <http://offender.fdle.state.fl.us/offender/homepage.do> and toll free telephone number, 1-888-357-7332 (For TTY Accessibility dial 1-877-414-7234) which gives access to Florida sexual predator and sexual offender public information which includes a database to search for offenders employed or enrolled at Florida universities.

Section XII: University Enrollment and Employment

12.1

Enrollment

Like many institutions of higher learning, University of Phoenix has an open enrollment policy and does not discriminate based on an applicant's criminal convictions. By law, however, students must disclose criminal convictions when applying for Title IV Federal Financial Assistance.

12.1.1 Total Enrollment

Total enrollment for all University of Phoenix campuses including Online can be found at <http://nces.ed.gov/collegenavigator/>.

12.2

Student Housing

University of Phoenix does not provide student housing on any of its campuses or locations.

12.3

Employment

Staff and faculty members must pass a background investigation and have their criminal record checked before employment at University of Phoenix.

12.4

Student Organizations

Recognized Student Organizations (RSO) are student organizations that the University has reviewed for policy compliance and 'Recognized' (approved) through the University's Academic Council. Academic Clubs, Professional Associations, Honor Societies, and Service/Philanthropic Organizations are all eligible to become Recognized Student Organizations.

Recognized Student Organizations are permitted to use classroom space for meeting in accordance with the guidelines outlined in the Recognized Student Organizations Handbook. Any crimes and/or incidents that occur during an RSO activity must be reported to the Campus Security Authority in accordance with the Clery Act regardless of the activity location. Student organizations that are not "Recognized" by the University may be subject to additional directives in order to use University of Phoenix facilities for organization activities.



Campuses or students interested in installing a new Recognized Student Organization or local chapter of an existing RSO should contact the University of Phoenix Office of Academic Administration at Student.Organizations@phoenix.edu. A list of current Recognized Student Organizations may be found on <http://ecampus.phoenix.edu>.

Contacting the Campus Security Authority

University of Phoenix has a Campus Security Authority (CSA) assigned to each campus. Specific information can be located on the phoenix.edu Campus Safety Contact List page:

http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html.

The campus security authority (CSA) will assist all students, faculty and staff who are victims of dating violence, domestic violence, sexual assault, stalking or any crime with notifying the appropriate law enforcement authorities if the victim requests the assistance of these personnel.

The CSA and/or Title IX Coordinator will provide a “Victim’s Bill of Rights” written notification to victims (students, faculty and staff) of dating violence, domestic violence, sexual assault, or stalking about the following services available:

- Notifying the applicable local law enforcement, campus safety personnel and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Providing crime victims with the appropriate counseling referral information, services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid. Please see the section *Counseling and Assistance Resources*.
- Helping crime victims fill out crime reports.
- Changing a victim’s academic and work situations (e.g., student’s course schedule; employee’s work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Federal law prohibits retaliation, discrimination and harassment against any individual who reports a crime or raises concerns regarding civil rights to the University.

Counseling and Assistance Resources

Assistance and Services for Victims of Sexual Violence

1in6

1in6 offers an “Online SupportLine” for men and for people who care about them, who are seeking immediate information and resources related to unwanted or abusive sexual experiences in childhood. Services include referrals to resources in your area, crisis intervention and support, and explanations of the criminal justice system, and what you might expect if you report the abuse. For more information, visit <https://hotline.rainn.org/1in6/terms-of-service.jsp>.

Casa de Esperanza

Casa de Esperanza is a Latina organization. Part of their work involves providing immigrant Latinas effective services. If you are an immigrant woman experiencing domestic violence or if you know someone in that situation, call the 24-hour, bilingual domestic violence helpline at 651-772-1611 or send an email to info@casadeesperanza.org. For more information, visit <https://www.casadeesperanza.org/>.

Clery Center for Security On Campus

The Clery Center offers information for victims and other resources including referrals for sexual assault and rape by state. For more information, visit <http://clerycenter.org/>.

DoD Safe Helpline

Members of the Department of Defense (DoD) community affected by sexual assault can receive live, free, confidential help through the DoD Safe Helpline at (877)995-5247. For more information, visit the DoD Safe Helpline’s Website at <https://www.safehelpline.org/>.

domesticshelters.org

Victims of domestic violence can utilize this free searchable directory of domestic violence service providers in the United States. Services provided may include legal representation, immigration services, sexual violence support groups, transportation, relocation services, etc. For more information, visit <https://www.domesticshelters.org/>.

HRSA Health Centers

The Health Resources and Services Administration (HRSA) health centers offer care, even if you have no health insurance. You pay what you can afford, based on your income. Services include treatment when you’re sick, checkups when you’re well, complete care when you’re pregnant, mental health and substance abuse care. For more information, visit http://findahealthcenter.hrsa.gov/Search_HCC.aspx.

It’s On Us

Take the pledge to help keep women and men safe from sexual assault at <http://itsonus.org/>.

Legal Services

Many communities offer Community Legal Services or have Legal Aid Societies which provide free or reduced cost for legal assistance and/or representation. Some of the community legal aid societies may offer information about visa and immigration services. Visit the website for further information:

<http://apps.americanbar.org/legalservices/probono/directory.html>

loveisrespect

Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through loveisrespect peer advocates at (866)331-9474 or text “loveis” to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect’s Website at <http://www.loveisrespect.org/>.

MaleSurvivor

MaleSurvivor provides resources to male survivors of sexual trauma, including directories to find a therapist or support group. For more information, visit <http://www.malesurvivor.org/default.html>.

National Center for Victims of Crime

Website includes the National Center’s Connect Directory to assist with locating crime victim assistance organizations near you. Types of assistance include legal services, support group, transportation, shelter/safe house, financial assistance, and restraining orders. For more information, visit <http://www.victimsofcrime.org/home>.

National Crime Victim Bar Association

To assist you in finding a qualified attorney, the National Crime Victim Bar Association (NCVBA) can provide victims with referrals to local attorneys specializing in victim-related litigation. If you are a victim looking for an attorney referral, please contact (202)467-8716 or visit <https://www.victimsofcrime.org/our-programs/national-crime-victim-bar-association/for-victims>.

National Domestic Violence Hotline

Those affected by domestic violence can receive confidential, one-on-one support via the National Domestic Violence Hotline: (800)799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline’s Website is <http://www.thehotline.org/>.

NO MORE

NO MORE is a public awareness and engagement campaign focused on ending domestic violence and sexual assault. You can find your state coalition and additional local resources at <http://nomore.org/local-organizations/>.

NotAlone.gov

Use your zip code to locate crisis services and resources in your area. The NotAlone Website (<https://www.notalone.gov/>) also provides access to advocacy/survivor services organizations.

RAINN

Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at RAINN (Rape, Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's Website is <https://www.rainn.org>.

To find a local rape crisis and counseling center, search RAINN's National Database at <http://centers.rainn.org/>. Services may include individual counseling, group counseling/support groups, legal/criminal justice system advocacy, crime victim assistance advocacy, emergency shelter and hospital accompaniment.

Stalking Resource Center

Website includes victim assistance resources and information about federal, state, tribal, and military stalking statutes. For more information, visit <http://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Student Financial Aid

Additional information on student financial aid is available at <http://www.finaid.org/> and <http://www.fastweb.com/financial-aid>. Also students should discuss with their financial advisor about any questions they may have.

The Northwest Network

The NW Network of Bisexual, Trans, Lesbian and Gay Survivors of Abuse offers free and confidential support for survivors of domestic, dating and sexual abuse. Services include advocacy-based counseling, support groups, safety and support planning, basic legal advocacy, resources and referrals to housing, food banks, mental health programs and legal assistance. Call (206)568-7777 or visit <http://nwnetwork.org/> for more information.

U.S. Citizenship and Immigration Services

Information on the legal rights available to immigrant victims of domestic violence in the United States can be found at <http://www.uscis.gov/>.

WomensLaw.org

Website provides state-specific legal information and resources for survivors of domestic violence. Visit <http://womenslaw.org/index.php> for help finding a lawyer, shelter or courthouse locations in your state.

University of Phoenix Sponsored Student and Employee Assistance Programs**Student Resources**

The University also offers substance abuse and various counseling services to all currently enrolled students via the Life Resource Center, directly accessible from the student eCampus website under the **Program** tab in the *Services* section. The Life Resource Center offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling (866)320-2817, and free to students. Services include:

- life coaches to assist in areas such as time management skills, work-life balance skills, managing change/transitions, and managing stress;
- the Online Counseling Center to get short-term counseling on issues including managing stress, relationship issues, family concerns, substance abuse, grief, trauma, loss, anxiety and depression;
- career coaching for students during any part of the career development process, from setting career goals to negotiating a salary;
- online seminars;
- And much more!

Employee Resources

University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the Your Total Rewards site at <http://resources.hewitt.com/apollogroup/> or on the Apollo Resource Center (ARC) under the “Support & Resources” tab.

This service provides referral services and treatment sessions as needed. Work-Life Services are also offered to help with problems that often overwhelm people; those problems include legal, financial, identity theft, elder and child care, housing, education, personal services, and a host of other needs. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

Alcohol and Other Drug Abuse Referral Services

We encourage *anyone* dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- **Al-Anon Family Groups (888)4AL-ANON (425-2666) <http://al-anon.org/>**
- **American Council on Alcoholism (800)527-5344 <http://www.aca-usa.com/>**
- **National Council on Alcoholism and Drug Dependence, Inc. (800)NCA-Call (622-2255) <https://ncadd.org/>**
- **National Institute on Drug Abuse (800)662-HELP (662-4357) <http://www.drugabuse.gov/>**
- **Alcohol Anonymous contact information can be found in local telephone directories.**

Suicide Referral Services

In addition to the University of Phoenix sponsored Student and Employee Assistance Programs, the following are available for assistance to students and individuals contemplating suicide:

- **The Jed Foundation www.jedfoundation.org**
- **National Suicide Prevention Lifeline 1-800-273-TALK (8255)**
- **The Trevor Project (LGBTQ) (866)488-7386 www.thetrevorproject.org**

Veteran Referral Services

- **A veterans' crisis line at (800) 273-8255**
- **A crisis line for active-duty, Guard and Reserve members of the military at <http://www.veteranscrisisline.net/ActiveDuty.aspx>**
- **A VA responder line – text a message to 838255**
- **A self-check quiz at <https://www.vetselfcheck.org/Welcome.cfm>**
- **A confidential online chat session for veterans at <http://www.veteranscrisisline.net/ChatTermsOfService.aspx?account=Veterans Chat>**

The Campus Security Authority (CSA) can provide additional referral resources within the local area.

The Global Security Operations Center (GSOC) provides faculty and staff support 24 hours a day and 7 days a week to report information at 866-992-3301. Students and other members of the campus community may also contact their local Silent Witness or Crime Stopper program to report information.

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics.



Contacting the Campus Safety Team

For further questions or help, please contact the Campus Safety Team:

University of Phoenix Office of Compliance:

Office.ComplianceUOPX@phoenix.edu

Global Security Operations Center: 866-992-3301 or 602-557-7000, gsoc@apollo.edu

Apollo Legal Department: Apollo.Legal@apollo.edu

Your safety is of paramount importance. University of Phoenix urges students, faculty, and staff to report all crimes or threatening situations that occur on campus to your local and state police department and then to us. If *anything* makes you feel unsafe or threatened, **dial 9-1-1.**

Appendix of Acronyms

ACCMT - Apollo Core Crisis Management Team

AED – Automated External Defibrillator

CPR – Cardiopulmonary Resuscitation

CSA – Campus Security Authority

DSA – Disability Services Advisor

EAP – Employee Assistance Program

EMN – Emergency Mass Notification

RAINN – Rape, Abuse & Incest National Network

GSOC – Global Security Operations Center

TWN – Timely Warning Notification

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.