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 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 Campus Security Authority (CSA) reporting contacts, including a designated Campus Safety Coordinator on every Local Campus. On certain Local Campuses, we also provide security guards (via third party contracted guard services). In some instances we may 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) (42 USC 13701-14040), additional Pennsylvania campus safety regulations (24 P.S. sec. 2502-3(c)) and the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155). 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 designated Campus Safety Coordinator as the individual the University designates at every Local Campus and identifies below. You can also find the Campus Safety Coordinator’s name and contact information at www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html. Additional information is provided on the In Case of an Emergency poster, included within the Poster Compliance Binder, in all University of Phoenix classrooms and common areas (i.e., breakrooms).

Below are the persons to whom students, faculty and staff should report crimes. Visitors and others not associated with the University can also contact these CSA reporting contacts to report crimes.

**Global Security Operations Center (GSOC)**
- 866-992-3301 GSOC@phoenix.edu
- 602-557-7000

**Sr. Director Security**
- Steve Lindsey 602-557-7537 Steve.Lindsey@phoenix.edu

**Title IX Coordinator**
- Camie Pratt 602-557-3391 TitleIX@phoenix.edu

**Ethics Helpline**
- 888-310-9569 http://www.UOPXhelpline.com

**Campus Safety Coordinators**

**Arizona**
- Phoenix Polly O’Polka 602-557-2172 Polly.Opolka@phoenix.edu
- Southern Arizona Juan Castellanos 520-239-5214 Juan.Castellanos@phoenix.edu

**California**
- Bay Area Jackie Klinck 408-678-1125 Jackie.Klinck@phoenix.edu
- Bakersfield Dylan Jensen 661-565-9004 Dylan.Jensen@phoenix.edu
- Fresno Alex Treas 559-738-3304 Alex.Treas@phoenix.edu
- Visalia Heather Sanchez 800-266-2107 Heather.Sanchez@phoenix.edu
- Sacramento Valley Chris Nunes 916-830-3802 Chris.Nunes@phoenix.edu
- San Diego Jimmy Tighe 858-650-3899 Jimmy.Tighe@phoenix.edu
- Southern California Miguel Cadena 310-995-6022 Miguel.Cadena@phoenix.edu

**Colorado**
- Lone Tree Stefan Iwanchuk 303-579-1700 Stefan.Iwanchuk@phoenix.edu
- Colorado Springs Brian O’Neal 719-235-4011 Brian.O’Neal@phoenix.edu

**District of Columbia**
- Jessica Choi-Siegert 571-227-7086 Jessica.Choi-Siegert@phoenix.edu

**Florida**
- Orlando Janet Iaci 813-342-0733 Janet.Iaci@phoenix.edu
- Temple Terrace Janet Iaci 813-342-0733 Janet.Iaci@phoenix.edu
- Jacksonville Rachael Maguire 904-245-6925 Rachael.Maguire@phoenix.edu
- Miramar Charlene Talbot-Paul 954-628-1607 Charlene.Talbot-Paul@phoenix.edu

**Georgia**
- Atlanta Samira Karyampudi 770-351-1402 Samira.Karyampudi@phoenix.edu
Augusta    Jane Henry  706-868-2012  Jane.Henry@phoenix.edu
Columbus   Akita Tobert  706-317-3929  Akita.Tobert@phoenix.edu

**Hawaii**

Ivy Wong  808-524-9848  Ivy.Wong@phoenix.edu

**Illinois**

Phil Cline  702-408-3252  Phil.Cline@phoenix.edu

**Louisiana**

Christian Laudan Jr.  504-613-1524  Christian.Laudan@phoenix.edu

**Michigan**

Daaimah Harmon  248-675-3737  Daaimah.Harmon@phoenix.edu

**Nevada**

Monica Moya  702-352-2928  Monica.Moya@phoenix.edu

**New Jersey**

Monica Triana  201-234-3135  Monica.Triana@phoenix.edu

**New Mexico**

Chris Moroney  505-821-4800  Chris.Moroney@phoenix.edu

**North Carolina**

Andrew Nemeth  704-501-3094  Andrew.Nemeth@phoenix.edu

**Pennsylvania**

Toks Awobifa  267-234-2029  Toks.Awobifa@phoenix.edu

**Puerto Rico**

Rocio Rivera-Sanchez  787-731-3933  Rocio.Rivera@phoenix.edu

**South Carolina**

Dante Morton  803-210-2019  Dante.Morton@phoenix.edu

**Tennessee**

Memphis    Raquel Saulsberry  901-752-2625  Raquel.Saulsberry@phoenix.edu

Nashville  Adam Booth  615-796-2024  Adam.Booth@phoenix.edu

**Texas**

Dallas    Shequeta Rainey  214-708-9052  Shequeta.Rainey@phoenix.edu

El Paso  Jerry Cunningham  575-874-4643  Jerry.Cunningham@phoenix.edu

Houston  Julie Mease  832-667-4520  Julie.Mease@phoenix.edu

San Antonio  Sandra Villanueva  210-524-2127  Sandra.Villanueva@phoenix.edu

**Utah**

Benjamin Fagre  801-506-4138  Ben.Fagre@phoenix.edu

**Virginia**

Arlington  Jessica Choi-Siegert  571-227-7086  Jessica.Choi-Siegert@phoenix.edu

Virginia Beach  Licole Robinson  757-493-6327  Licole.Robinson@phoenix.edu

**Washington**

Lisa Virgin  425-572-1633  Lisa.Virgin@phoenix.edu

Individuals should report any complaints regarding non-compliance with the *Clergy Act*, VAWA or any state-specific regulations to their local Campus Safety Coordinator. Individuals in Pennsylvania, upon receiving resolution of a complaint submitted to the Campus Safety Coordinator, 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 Clergy 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 Campus Safety Coordinator advises them of this, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees and University of Phoenix 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 Campus Safety Coordinator provides training on incident reporting and submitting crime reports.

1.2.1 University of Phoenix Global Security

University of Phoenix Global Security provides security guards (via third party contracted guard services) 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 Safety Coordinator and/or the University of Phoenix Campus Safety Team per the Jeanne Clery Act.

While our contracted security guards and Local Campus employees do not have the authority to 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 contracted security guards University of Phoenix Global Security assigns to a Local Campus may vary depending on the size of the campus community and local crime trends. Each contracted guard 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. Additionally, University of Phoenix Global Security may choose to deploy authorized armed security personnel as needed.

1.2.2 Training of University of Phoenix Global Security’s Contracted Guards

Training of University of Phoenix Global Security’s contracted security guards covers the following:

- Legal restrictions on arrest, search and seizure, and use of force
- Report writing basics and documentation requirements
- Workplace violence recognition, response, and prevention
- AED (where applicable), First Aid and CPR Certified
- Jeanne Clery Act
- Personal appearance and conduct that meet both security industry standards and those of the University
- Personal protection and patrols
- Personal skills, verbal communications/customer service, interviews and crowd control
- Monitor and control access to restricted areas both visually and electronically
- Operate, monitor and/or respond to central alarms, energy management or building automation equipment, uninterruptible Power Supply (UPS) systems,
electronic photo badging equipment, digital cameras, and/or other devices or systems that require monitoring.

- Maintain records and logbooks as required. Legibly complete daily logs of incidents occurring on the premises, time schedules, and other information as required.
- Fire control, prevention and evacuation procedures
- Provide response and assistance during emergency situations

University of Phoenix Global Security works to provide at least one security guard at most Local Campus locations. These individuals serve as a point of contact in the event of an emergency, incident or crime. The security personnel work with local Campus Safety Coordinators to maintain a working relationship to deter criminal activity and provide an environment of safety to the Local Campuses.

During the annual safety events, the Campus Safety Coordinator will communicate to students and staff that University of Phoenix Global Security’s contracted guards can assist with various security aspects, such as taking a written report, assisting the local Emergency Medical Services, providing safety escorts when requested, patrolling surrounding campus area and being a liaison with local law enforcement.

1.3

**Contracted Security Guards’ Communication with Campus Safety Coordinators**

University of Phoenix Global Security’s contracted guards are required to report all crime information to the appropriate Campus Safety Coordinator and/or the University of Phoenix Campus Safety Team per the *Jeanne Clery Act*. All information is reviewed by the University of Phoenix Campus Safety and Security Manager for Clery crime reporting purposes.

1.4

**Memorandum of Understanding with Local or State Police Agencies**

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

1.5

**Annual Review of the Campus Safety Program**

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:  [https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf](https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf); and
- states that community members may request a paper copy of the report.

2.1.1 Notifying Prospective Students, Faculty and Staff

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 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 Campus Safety Coordinator can assist with police reports for personal property.

The Campus Safety Coordinator will prepare and maintain documentation files for all reported campus crimes. Victims and witnesses can report crimes to any Campus Security Authority (CSA) to be included in the annual disclosure of crime statistics. If a victim or witness wishes to report the crime statistics on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, then they can contact the Ethics Helpline at 1-888-310-9569 to report anonymously. The University’s Annual Security Report must include all Clery Act 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 non-campus official unless it has been “un-founded” by law
enforcement personnel. In addition, the University’s Annual Security Report includes any Clery crimes reported to local law enforcement collected by the Campus Safety Coordinator through an information request. The Campus Safety Coordinator requests crime data from local law enforcement at least annually for reportable criminal activities occurring at University locations.

University of Phoenix Global Security prepares and distributes the Annual Security Report on behalf of the University. University of Phoenix Global Security is responsible for:

- ensuring these Campus Safety Policies are reviewed and updated annually by the University’s respective subject matter experts to ensure continuing compliance;
- reviewing all crime reports submitted by the CSAs to ensure the appropriate crime classifications and Clery geographic locations are properly notated for insertion to the University’s Annual Security Report; and
- reviewing all crime data the Campus Safety Coordinators receive from local law enforcement for reportable criminal activities occurring at University locations and ensuring this information is not double-reported in the Campus Crime Statistics.

The Campus Safety Coordinator will also maintain a listing of all reported criminal incidents and alleged criminal incidents (not just Clery Act crimes) that occurred on campus, in or on non-campus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus in the Campus Crime Log (Logbook). Reports of crimes that occurred within the patrol jurisdiction of University of Phoenix Global Security’s contracted security guards are also entered into the Logbook. The Logbook must be made available to the public and 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 Local 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 Campus Safety Coordinator will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the Logbook, whether or not they are associated with University of Phoenix. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request for public inspection. Archived 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

The crime prevention measures below and other safety tips are provided to the campus community throughout the year via email, important messages and campus signage. 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:

- Roll up windows and 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.
- Walk with a sense of purpose – show you are calm, aware, and confident and know where you are going.
- Scan the area, around and inside your car, before entering.
- 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. Local 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. This restricted access is obtained using electronic access control badging systems or security locks. In addition to students
signing in at the Student Resource Center, non-employees must be escorted by an employee throughout their visit to any restricted access area. Certain areas of each Local Campus (i.e., Faculty Resource Center and IT Support rooms) have secured access to all non-authorized personnel. University of Phoenix does not provide student housing on any of its Local Campuses.

3.3

*Maintenance on University of Phoenix Campuses*

The Campus Safety Coordinator ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The Campus Safety Coordinator 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. Safety and security equipment such as alarms, video surveillance, and emergency call buttons are audited regularly by our Global Security Operations Center (GSOC) to ensure that the equipment is functioning. We ask that you promptly report any problems or hazards you notice to your Campus Safety Coordinator.

3.4

*Safety Programs*

Each Local 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 Campus Safety Coordinator for information on where and when these education events will occur.

The annual safety event varies by Local Campus and may include CPR, AED (automated external defibrillator), crime prevention, self-defense and protection, and local police or fire department demonstrations. See your Campus Safety Coordinator 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 Campus Safety Coordinator 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 Campus Safety Coordinator.
3.5

**Emergency Evacuation Planning**

The University 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, active shooter, civil disturbance, and bomb threat. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor.

The designated Campus Safety Coordinator at each campus location conducts at least one emergency evacuation drill per year. Evacuation drills also include an emergency notification component to verify that staff, faculty, and students are familiar with the emergency notification messages and required actions. Drill results are reviewed by facility and security leadership for follow-up and additional training. The University community receives a communication annually describing its Emergency Mass Notification policies and procedures. In addition, there is an annual test of the emergency system for each local campus which is documented by the GSOC. Documentation for emergency evacuation drills conducted are on file with security and the Local Campus.

### 3.5.1 Emergency Evacuation Assistance

Individuals who require assistance during an emergency must disclose this need to the Campus Director or Operations Manager at the Local Campus. In conjunction with the Campus Safety Coordinator, Human Resources and Facilities, the Campus Director/Operations Manager 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**

The designated Campus Safety Coordinators (contact list available at: [http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html](http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html)) are the individuals responsible for releasing 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. Timely warnings are issued when Clery crimes are reported within Clery geography and pose a serious or ongoing threat. The designated Campus Safety Coordinators 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 Local Campuses may use posters, emails and
on-site digital and video monitors, or other available means to inform the campus community. A combination of communication methods may be used.

It is important to note that designated Campus Safety Coordinators 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 designated Campus Safety Coordinator 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 Campus Safety Coordinator 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 Campus Safety Coordinator must balance the need to include pertinent information about the crime that triggered the warning, 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, staff and students 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, staff and students should call 9-1-1 first.
Section IV: Emergency Mass Notification

University of Phoenix (UOPX) 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 UOPX community at a UOPX site or that significantly disrupts UOPX’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 a UOPX site, these processes enable UOPX to without delay and taking into account the safety of the community determine the content of the notification and initiate the notification system to students, faculty and staff, including those who are enrolled at UOPX unless issuing the notification system will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

4.1 General Policy

UOPX has assigned responsibility of managing the EMN policy and procedures to the University of Phoenix Global Security Team. The review of emergency events and the related issuance of EMNs is the responsibility of the Global Security Operations Center (GSOC) in partnership with the University of Phoenix Senior Crisis Management Team.

The GSOC may be notified of significant emergencies by any member of the University community including students, faculty, staff or visitors by calling 866-992-3301 or through emergency/panic alarms installed at some locations. These notices and warnings are issued when the GSOC confirms with the Local Campus Director, the designated Campus Safety Coordinator, verified media source, or via electronics means that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the UOPX community.

The University of Phoenix Senior Crisis Management Team may consist of members from various UOPX and Local Campus entities as defined in the University Crisis Management Plan to include University Legal Services, Communications & Public Relations, Facilities & Real Estate, Campus Operations and Student Services.

Specific current University of Phoenix Senior Crisis Management Team members include the Senior Vice President & General Counsel, the Sr. Director of Global Security, the Vice President External Affairs, the Vice President of Facilities, and the Chief Operating Officer. Additional backup members from each participating organization are also assigned to take the place of the primary member(s) if unavailable.

The University of Phoenix Senior Crisis Management Team will assign back-up individuals when appropriate. If a University of Phoenix Senior Crisis Management Team
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 UOPX 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.

These alerts 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 Safety Coordinator or GSOC are those posing a serious or continuous health or safety threat to the University community such as dangerous or otherwise high-risk situations at a UOPX site.

- University of Phoenix students should contact their local Campus Safety Coordinator. An In Case of an Emergency poster is available in the Poster Compliance Binder [located in all classrooms and common areas (i.e., breakrooms)] and details how to contact the local Campus Safety Coordinator. A University of Phoenix Campus Safety Coordinator contact list is available online at: http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html.

- Other contacts include University of Phoenix Global Security’s contracted security guards, where available.

- Students, staff and faculty on campus or at other UOPX locations may contact the GSOC directly at 866-992-3301.

The GSOC is responsible for maintaining copies and tracking all emergency notifications. Campus Safety Coordinators must immediately report any emergencies
they receive to the GSOC which escalates to the University of Phoenix Senior Crisis Management Team for immediate review.

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

4.4

Notifications and Warnings

The process to initiate the EMN system is triggered 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. Upon notification, the GSOC will immediately perform the following functions:

- notify the University of Phoenix Senior Crisis Management Team to convene and review the issue considering factors described in the next paragraph below;
- use pre-templated messaging and EMN standard operating procedures, to develop messaging content that can be used if an EMN is to be issued;
- recommend which UOPX or Local Campus community segments should receive notifications; and
- initiate a notice to be sent out to the impacted UOPX community by the University’s EMN system (provided by an outside vendor) based on the direction of the University of Phoenix Senior Crisis Management Team or GSOC protocols.

The GSOC in conjunction with the University of Phoenix Senior Crisis Management Team 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 UOPX community,
- the notification’s content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of the GSOC or University of Phoenix Senior Crisis Management Team, warrant an EMN.

Depending on the severity of the incident, the GSOC has the authority to send an EMN before the University of Phoenix Senior Crisis Management Team convenes. If the incident is a large-scale emergency, as determined by the GSOC supervisor or a member of the University of Phoenix Global Security Team, that individual will be responsible for making these decisions.

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 UOPX community,
• the locations that may be affected (which could include targets),
• appropriate procedures, which may include:
  o evacuation,
  o 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.

The University of Phoenix Senior Crisis Management Team 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 UOPX community. The University of Phoenix Senior Crisis Management Team 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 Campus Safety Coordinator, the GSOC will be responsible for communicating to the Illinois Emergency Management Agency (IEMA) with detailed information of the situation where an emergency occurs in that state. The IEMA can be reached at (217) 782-2700 (IEMA Main Office), (800) 782-7860 (24-hour Response) or by visiting https://www.illinois.gov/iema/Pages/default.aspx.

In New Jersey, with assistance from the local New Jersey Campus Safety Coordinator, the GSOC will be responsible for communicating to the Hudson County Office of the New Jersey Office of Emergency Management and also coordinate with State and local authorities including, but not limited to, the State Office of Emergency Management, local law enforcement officers, county and local health officers, county offices of emergency management, and other emergency responders, as appropriate for the situation. The Hudson County Office of the New Jersey Office of Emergency Management can be reached at telephone number (201) 832-5615.

All warnings, notifications and related communications must be approved by the GSOC or University of Phoenix Senior Crisis Management Team. For the duration of the emergency, follow-up information will be provided to the UOPX community as warranted. When appropriate, the University of Phoenix Communications & Public Relations department may relay further status information to UOPX or the larger community.
At the conclusion of an incident and when authorized by the University of Phoenix Senior Crisis Management Team, an “all clear” message may be sent to all recipients of previous alert messages.

Executive management, University of Phoenix Senior Crisis Management Team 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

The GSOC or University of Phoenix Senior Crisis Management Team 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 the GSOC or University of Phoenix Senior Crisis Management Team:

- **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 UOPX community
  - Posting on entry doors, bulletin boards, or other accessible areas of UOPX 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 UOPX to ensure they receive notifications from the EMN. Note that UOPX 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.
The University has an automatic process in place to update contact information in the EMN system using relevant data sources on a regular basis.

4.7

**Responsibility for Emergency Mass Notification Administration**

University of Phoenix Global Security 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 the GSOC and University of Phoenix Senior Crisis Management Team for its review and consideration,
- Creating and implementing UOPX 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 the GSOC and University of Phoenix Senior Crisis Management Team 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:
  - Evacuation and lock-down systems,
  - Scheduled exercises to ensure students, staff and faculty are aware of the EMN process,
  - Document whether the EMN annual test was announced or unannounced,
  - Publicize the EMN and evacuation procedures in conjunction with at least one test per year,
  - Response of the EMN test,
  - Description of the exercise, its date and time.

**Related Links**


American Red Cross ([http://www.redcross.org](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 UOPX’s database. Students, faculty and staff are responsible for having current and accurate information on file with UOPX. Please check to make sure that your information is correct. Note: Some individuals may be associated with more than one Local Campus. These recipients may only receive notifications for their primary location.

- **Students** and **faculty** may update personal contact information on their eCampus Profile at: https://portal.phoenix.edu/profile
- **Staff** may log into http://myhr and check their information

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 UOPX determines that any actions were inappropriate or inconsistent with the law, or any University policy, standard, or guideline, UOPX 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 UOPX determines individuals are or have been engaged in criminal activity, UOPX may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

4.9

**Definitions**

**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).

**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 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.).

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

**Evacuate** – To leave a room, building or Local 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 Local 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.

**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.

**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.

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

UOPX Site –

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

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

University of Phoenix does not regularly contract with local police to be present on our Local Campuses. In an emergency, dial 9-1-1 for help. We encourage accurate and prompt reporting of all crimes, whether on or off campus, to the state or local police when the victim of crime elects to or is unable to make such a report. University of Phoenix campuses do not have a campus police department.

The University has contracted security guards available at many of our Local Campuses. You may ask the Campus Safety Coordinator if University of Phoenix Global Security has assigned security guards to your Local Campus. If so, you can also report on-campus incidents for the purpose of making timely warning reports and the annual statistical disclosure to University of Phoenix Global Security’s contracted guards on site or at the front desk, in addition to any Campus Security Authority (CSA). You may report criminal activity on a voluntary, confidential basis by contacting the Ethics Helpline at 1-888-310-9569 to report anonymously. The Campus Safety Coordinator will contact the local police departments at least annually to request crime data for reportable criminal activities occurring at University locations. University of Phoenix Global Security will compile and distribute the Annual Security Report on behalf of the University.

Recognized Student Organizations are permitted to use classroom space at Local Campuses for meeting in accordance with the guidelines outlined in the Recognized Student Organizations Handbook. There are no Recognized Student Organizations that are part of the University’s “Non Campus” geography. University personnel and University of Phoenix Global Security’s contracted guards 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 Campus Safety Coordinator 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 Campus Safety Coordinator 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. University of Phoenix Global Security may choose to deploy authorized armed security personnel as needed.

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 Campus Safety Coordinator so s/he may also respond.

5.2

Reporting Criminal Activity to the Campus Safety Coordinator

Campus Security Authority (CSA) reporting contacts report crimes to the designated Campus Safety Coordinator (for additional information on the University’s CSA reporting contacts, please see Section 1.2). A designated Campus Safety Coordinator is available at all University of Phoenix Local Campuses for students, faculty and staff. The Campus Safety Coordinator has the official capacity to document all reports relating to crime at University locations.

The identity of the Campus Safety Coordinator is listed on the University website at www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html and additional information is provided on the In Case of an Emergency poster, included within the Poster Compliance Binder, in all University of Phoenix classrooms and common areas (i.e., breakrooms). 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 to law enforcement. Below are local Silent Witness and Crime Stoppers contact information for those cities that have a University of Phoenix Local Campus presence.

Arizona
Phoenix/Tempe 480-WITNESS 480-948-6377
Tucson 88-CRIME 520-882-7463

California
Bakersfield 661-322-4040
Costa Mesa/La Palma 855-TIP-OCCS 855-847-6227
Fresno 559-498-STOP 559-498-7867
Gardena/Lancaster/Pasadena  800-222-8477
Woodland Hills
Livermore  925-371-4790
Murrieta/Ontario  800-782-7463
Oakland  510-777-8572
Sacramento  916-443-HELP  916-443-4357
Salida  209-521-4636
San Diego/San Marcos  888-580-8477
San Jose  408-947-STOP  408-947-7867
Visalia  http://www.visalia.city/depts/police/submit_an_anonymous_tip.asp

**Colorado**
Colorado Springs  719-634-STOP  719-634-7867
Lone Tree  720-913-STOP  720-913-7867

**District of Columbia**
Washington, DC  866-411-TIPS  866-411-8477

**Florida**
Jacksonville  866-845-TIPS  866-845-8477
Miramar  954-493-TIPS  954-493-8477
Orlando  800-423-TIPS  800-423-8477
Temple Terrace  800-873-TIPS  800-873-8477

**Georgia**
Atlanta  404-577-TIPS  404-577-8477
Augusta  866-939-5050
Columbus  706-653-3188

**Hawaii**
Honolulu/Kapolei  808-955-8300

**Illinois**
Chicago  800-535-STOP  800-535-7867

**Louisiana**
Baton Rouge  225-344-STOP  225-344-7867
New Orleans/Metairie  504-822-1111

**Michigan**
Southfield  800-SPEAKUP  800-773-2587

**Nevada**
Las Vegas  702-385-5555

**New Jersey**
Jersey City  800-222-8477

**New Mexico**
Albuquerque  505-843-STOP  505-843-7867
Santa Teresa  800-222-8477

**North Carolina**
Charlotte  704-334-1600

**Pennsylvania**
Philadelphia  800-4-PA-TIPS  800-472-8477

**Puerto Rico**
Guaynabo  787-343-2020

**South Carolina**
Columbia  888-CRIME-SC  888-274-6372

**Tennessee**
Cordova/Memphis  901-528-CASH  901-528-2274
Reports can also be made securely and confidentially via the Ethics Helpline. The Helpline is operated by a third-party provider and available 24 hours a day and 7 days a week at 1-888-310-9569 or online at http://www.UOPXhelpline.com. Reports to the Helpline will be treated confidentially to the maximum extent possible. You may also choose to make your report anonymously. When calling the Helpline, please provide as much information as possible, including:

- Circumstances of the crime noted (names, dates, times, places)
- Campus, department and individuals involved
- Location of any available evidence (physical evidence or records)
- Names and telephone numbers of witnesses
- Caller’s name and telephone number, if you choose not to remain anonymous

The University does not disclose personally identifiable information about the victim or other parties in its Campus Crime Statistics at http://www.phoenix.edu/about_us/campus-safety.html, in the public Campus Crime Log, Timely Warning Notifications or all publicly available information.

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

University of Phoenix operates educational training facilities known as Counseling Skills Centers. These Counseling Skills Centers model mental health clinics and offer complimentary services to members of the University and local community. Centers are staffed by counseling graduate students who work under the direct supervision of
licensed, experienced professionals. For more information, or to contact a Counseling Skills Center near you, please visit http://www.phoenix.edu/students/counseling-skills-centers.html.

Crime victims seeking professional counseling through the Counseling Skills Centers 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, unless otherwise required by law.

University of Phoenix does not have policies or procedures that encourage pastoral and professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis.

5.6

Florida Reporting of Child Abuse

Under Florida law, university administrators who knowingly and willfully, upon receiving information from faculty, staff or other institution employees, 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.

5.7

Illinois Reporting of Child Abuse

Illinois law requires university personnel who have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child to immediately report such suspected child abuse or neglect to the Illinois Department of Children and Family Services by calling the Illinois Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2837). University personnel may, in addition to the report to the Illinois Department of Children and Family Services, also notify the university administration by contacting the designated Campus Safety Coordinator (See Campus Safety Policy 5.2) or the Global Security Operations Center (GSOC). The GSOC provides assistance 24 hours a day/7 days a week and can be reached at 866-992-3301. If the report has been forwarded to university administration, the university administration will not exercise any control or restraint or modify or change in the report or the forwarding of the report to the Department.
Section VI: Reportable Offenses

The Clery Act delineates the violations which need to be reported. The University of Phoenix Annual Security Report includes all Clery Act crimes reported to a Campus Security Authority (CSA) and local law enforcement (collected by the Campus Safety Coordinator through an information request) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

6.1

List of Clery Reportable Offenses

The following Clery Act crimes meet definitions in the FBI’s Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence and Stalking, definitions are provided by the Violence Against Women Act of 1994 and repeated in the U.S. Department of Education’s Clery Act regulations.

- **Criminal Offenses** – Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft and Arson.

- **Hate Crimes** – Any of the above-mentioned offenses (excluding Manslaughter by Negligence), and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

- **VAWA Offenses** – Any incidents of Domestic Violence, Dating Violence and Stalking.

- **Arrests and Referrals for Disciplinary Action** for Weapons – Carrying, Possessing, etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

6.2

Crime Definitions

**Criminal Offenses:**

- **Criminal Homicide, Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without 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. This offense includes the rape of both males and females.

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.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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

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.

Burglary: The unlawful entry of a structure to commit a felony or a 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 theft or attempted theft of a motor vehicle. A motor vehicle is any self-propelled vehicle that runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farm equipment are specifically excluded from this category. (Classify as motor vehicle theft all incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

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

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, religion, disability, sexual orientation, ethnicity or national origin.
• **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

• **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

• **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

• **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

• **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

• **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

• **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

• **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Hate crime reporting includes the listed **Criminal Offenses** above (excluding Manslaughter by Negligence) and also includes four additional offenses:

• **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile 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, worthless checks, motor vehicle theft, and attempted motor vehicle theft 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:** 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.
- **Destruction/Damage/Vandalism of Property**: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by bias.

**VAWA Offenses:**

- **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.

- **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 the 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.

- **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 –
  - **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.
Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Arrests and Referrals for Disciplinary Action:

- **Weapons – Carrying, Possessing, etc. Law Violations**: The violation 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. This classification encompasses weapons offenses that are regulatory in nature.

- **Drug Abuse Violations**: The violation 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.

- **Liquor Law Violations**: The violation 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.

6.3

**Reportable Locations and Their Definitions**

The Clery Act requires institutions to disclose statistics for reported crimes based on where the crimes occurred. University of Phoenix discloses statistics for reported Clery Act crimes that occur at the following locations. Crimes that don’t occur within the University’s Clery geography are not included in the Annual Security Report, even if UOPX students or employees are involved.

“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.

University of Phoenix includes the following reporting location, when it cannot determine whether the statistics obtained from local and/or state law enforcement agencies are for “On Campus” incidents or “Public Property” incidents:

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

6.4

“Unfounded” Crimes

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. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.
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 Safety Coordinators maintain working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a Local Campus location.

Sometimes University of Phoenix may 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 Local 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.).

With respect to knives on University property; it is acceptable to have a Leatherman or other type of multi-faceted work tool on one’s person.

While some U.S. cities have specific length restrictions as it pertains to the length of the blade, it is acceptable for one to have a small pocket knife, as long as the blade is three (3) inches or less on University property or their person.

It is important to clarify that University of Phoenix will not prohibit an on-duty law enforcement official from bringing their weapon on campus if they are on official police business. The University values its cooperative relationships with federal, state and local law enforcement agencies and has created a no weapons policy exception process for students, faculty and visitors who are qualified active 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

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. Also, depending on specific state and federal regulations, this policy might be preempted if the building owner posts such a restriction, which should prompt the Campus Safety Coordinator to seek further advice from the Campus Safety Team and University Legal Services.

Additionally, University of Phoenix Global Security may choose to deploy authorized armed security personnel as needed.
8.1

**Uniformed Law Enforcement Officers**

Any state or local certified law enforcement officer in uniform (i.e. students, faculty and visitors) may have his/her agency approved firearm on his/her person while on the campus or facility grounds, per the following process.

1. Upon arrival, the officer must approach the University’s front desk to sign-in, s/he must show the front desk personnel his/her state-issued police ID, notify the front desk personnel of his/her presence on the Local Campus or facility, and state his/her purpose for being on the property.
   a. If the state-issued police ID card is verified, no further action is required.
   b. If the state-issued police ID card cannot be presented or is non-verifiable, the officer will be advised that s/he is not permitted to carry a weapon on campus.

2. In the event a Local Campus does not have a front desk area, the uniformed officer should approach a University staff member 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 officer will need to contact the Campus Safety Coordinator.

8.2

**Non-Uniformed Law Enforcement Officers**

Students and faculty members who are qualified active law enforcement officers (off-duty and in plain clothes) may request to carry his/her agency approved firearm on campus. These requests should be directed to the Campus Safety Coordinator.

All non-uniformed law enforcement officers (i.e. students, faculty and visitors), wearing an agency approved firearm, are required to sign-in at the University’s front desk (or other designated location) each and every time they arrive on campus. The non-uniformed officer must also be prepared to show front desk personnel his/her state-issued police ID card. If the state-issued police ID card cannot be presented or is non-verifiable, the officer will be advised that s/he is not permitted to carry a weapon on campus.

8.2.1 Request Process for Students

1. Student requests to the Campus Safety Coordinator 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.
   a. 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.
2. The Campus Safety Coordinator will provide this letter to the Global Security Operations Center (GSOC) for verification.
3. The Campus Safety Coordinator will notify the student once the request is approved or denied.
4. Approved student must sign in at the front desk upon arrival.
5. Every two (2) years students who have been approved via this process must re-verify with the Campus Safety Coordinator by showing their state-issued police ID card.
   a. If the Campus Safety Coordinator is not able to verify the state-issued police ID card, the student will no longer be permitted to carry a weapon on campus.

NOTE: If the Campus Safety Coordinator 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.

8.2.2 Request Process for Faculty Members

1. A faculty member who is a qualified active law enforcement officer will need to contact the Campus Safety Coordinator and request to carry his/her weapon on campus.
   a. A faculty member who is an inactive (e.g. retired) law enforcement officer and requests to carry his or her weapon on campus will be denied.
2. The faculty member must show the Campus Safety Coordinator his/her state-issued police ID card.
   a. If the Campus Safety Coordinator verifies the state-issued police ID card, no further action is required.
   b. If the state-issued police ID card is non-verifiable, the faculty member will be advised by the Campus Safety Coordinator that s/he is not permitted to carry a weapon on campus.
3. Approved faculty must sign in at the front desk upon arrival.
4. The Campus Safety Coordinator 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.
   a. If a faculty member’s state-issued police ID card references an expiration date, s/he will need to re-verify with the Campus Safety Coordinator prior to the noted expiration date.
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 found 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 will enforce federal and state drug laws in cooperation with state and federal law enforcement agencies for any individual violating an alcohol or other drug related law while at a University location or activity. This includes enforcing state underage drinking laws on its campus premises (Note: the legal drinking age in the United States is 21 and over, while in Puerto Rico the legal drinking age is 18). 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 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 website or upon request.

- Students, faculty and staff are encouraged to report instances of abuse:
  - Students can report to faculty members, the local Campus Safety Coordinator, or on their end of course survey.
  - Faculty can report concerns through Academic Affairs, local Campus Safety Coordinator, or end of course surveys.
  - Staff, including faculty, can report issues to their immediate supervisors, by contacting Human Resources or via the Ethics Helpline at 1-888-310-9569 or online at http://www.UOPXhelpline.com.

- Alcohol-related advertising or promotions are not permitted on campus.

- The local Campus Safety Coordinator maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members. The Campus Safety Coordinator’s contact information is available at http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html. In addition, details how to contact the local Campus Safety Coordinator are included on the In Case of an Emergency poster in the Poster Compliance Binder located in all classrooms and common areas (i.e., breakrooms).
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:
  o Determine its effectiveness and implement changes to the program if they are needed.
  o Ensure that its disciplinary sanctions are consistent and enforced.

9.1

**Alcohol and Other Drugs Prevention and Counseling Services**

Every Local 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 Campus Safety Coordinator 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 **Student Support** 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 whether or not they obtain other benefits through the university. Information about the program is available at all times through the Your Benefits Resources site at [http://resources.hewitt.com/apollogroup/](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 through providers contracted with their health care plan.

**National Resources**

We encourage anyone dealing with substance abuse issues (not just our employees and students) to also contact national agencies 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** 1-888-4AL-ANON (1-888-425-2666) [https://al-anon.org/](https://al-anon.org/)
- **Alcoholics Anonymous** [http://www.aa.org/](http://www.aa.org/)
- **Cocaine Anonymous** [https://ca.org/](https://ca.org/)
- **Narcotics Anonymous** [https://www.na.org/](https://www.na.org/)
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.

- https://www.getsmartaboutdrugs.gov/
- https://www.justthinktwice.gov/
- https://drugfree.org/
- https://www.operationprevention.com/
- https://dare.org/d-a-r-e-online-opioid-lesson/
- https://www.elks.org/dap/resources/

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**
<table>
<thead>
<tr>
<th>DRUGS</th>
<th>PHYSICAL DEPENDENCE</th>
<th>PSYCHOLOGICAL DEPENDENCE</th>
<th>POSSIBLE EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opium, Morphine, Heroin, Hydro Morphone, Merperidine/Pethidine</td>
<td>High</td>
<td>High</td>
<td>Euphoria, respiratory depression, constricted pupils, nausea</td>
</tr>
<tr>
<td>Codeine</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>High</td>
<td>High-Low</td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>High-Low</td>
<td>High-Low</td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate/Other Depressants</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>High-Mod</td>
<td>High-Mod</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Low</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Methaqualone, Gluthimide</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants</td>
<td>Possible</td>
<td>High</td>
<td>Increased alertness, excitement, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>LSD, Mescaline, Peyote, Other Hallucinogens</td>
<td>None</td>
<td>Unknown</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Unknown</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Phencyclidine Analougues</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Marijuana, Hashish, Hashish Oil</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.</td>
</tr>
<tr>
<td>Tetrahydrocannabinis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Kidney and liver damage, heart failure</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Moderate</td>
<td>High</td>
<td>Reduced coordination and alertness, large doses can cause unconsciousness,</td>
</tr>
</tbody>
</table>
Inhalant
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 and will enforce state underage drinking laws on its campus premises (Note: the legal drinking age in the United States is 21 and over, while in Puerto Rico the legal drinking age is 18).

If any individual is found 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


Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)
<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs, and not more than 40 yrs. If death or serious 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.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious 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.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Fentanyl 40-399 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td></td>
<td>LSD 10 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td></td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
</tbody>
</table>

**Substance/Quantity**

<table>
<thead>
<tr>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td><strong>Second Offense:</strong> 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.</td>
</tr>
<tr>
<td><strong>First Offense:</strong> Not more than 10 yrs. If death or serious injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
</tr>
<tr>
<td><strong>Second Offense:</strong> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual.</td>
</tr>
<tr>
<td>Substance Description</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Substance Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 kilograms or more marijuana mixture; or 1,000 or more marijuana plants</td>
<td><strong>First Offense</strong>: 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 individual, $50 million if other than an individual.</td>
<td><strong>Second Offense</strong>: 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.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td><strong>First Offense</strong>: 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.</td>
<td><strong>Second Offense</strong>: Not less than 10 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.</td>
</tr>
<tr>
<td>Marijuana 50 to 99 kilograms marijuana mixture; 50 to 99 marijuana plants</td>
<td><strong>First Offense</strong>: 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.</td>
<td><strong>Second Offense</strong>: 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.</td>
</tr>
<tr>
<td>Hashish More than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil More than 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</td>
<td><strong>First Offense</strong>: Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td><strong>Second Offense</strong>: Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.</td>
</tr>
<tr>
<td>1 to 49 marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

**LEGAL SANCTIONS FOR ARIZONA (DRUG VIOLATIONS)**

<table>
<thead>
<tr>
<th>Arizona Statutes</th>
<th>Possible Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona Revised Statutes Title 13, Chapter 34, Sections 3401 – 3421 et. seq.</td>
<td><strong>Dangerous Drug</strong></td>
</tr>
<tr>
<td></td>
<td>• Class 4 felony, if not previously convicted of a felony and the drug was not meth or another type of amphetamine, possible reduction Class 1 misdemeanor</td>
</tr>
<tr>
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<td>• Fine of not less than $2000 or 3 times the value of substance, whichever is greater</td>
</tr>
<tr>
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<td>• 0 to 1 year in jail if no priors, or up to 3.75 years in prison if prior convictions</td>
</tr>
</tbody>
</table>

**Narcotic (cocaine)**

| | Class 4 felony, if not previously convicted of a felony, possible reduction Class 1 misdemeanor |
| | Fine of not less than $2000 or 3 times the value of substance, whichever is greater |
| | 0 to 1 year in jail if no priors, up to 15 years with 2 prior convictions |

**Marijuana (less than 2lbs)**

| | Class 6 felony if it’s found to be for personal use, but can be reduced to a misdemeanor; Class 5 felony if it was personally produced; Class 4 felony if it’s for sale |
| | Fine of not less than $2000 or 3 times the value of substance, whichever is greater |
| | 0 to 1 year in jail if no priors, up to 3.75 with prior convictions |

*Alcohol: The legal drinking age in the State of Arizona is 21.*
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. University of Phoenix prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. 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 Local 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 (including students and faculty attending classes online) are encouraged to report offenses to a Campus Safety Coordinator (contact list available at: http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html) and/or the Title IX Coordinator, Camie Pratt (Phone: 602-557-3391 / Email: TitleIX@phoenix.edu) 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, student financial aid and transportation.
- Completing crime reports.
- Changing academic and work situations (e.g., student’s course schedule; employee’s work environment).
- Applying for judicial no-contact, restraining or protective orders.
- Accuser and accused must have the same opportunity to have others, such as a support person or witnesses, present during an institutional disciplinary proceeding.
- Receiving, as the right of both the accuser and the accused, the outcome of any institutional disciplinary proceeding that is
brought alleging any crime of violence or a non-forcible 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.

To request these options and assistance, please contact a Campus Safety Coordinator and/or the Title IX Coordinator. The University does not provide assistance related to changing living situations because it does not provide student housing on any of its Local Campuses or locations. The Security office will provide an onsite safety escort service within the confines of the Local Campus to/from the parking facility if 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, whether the offense occurred on or off campus. The University’s Title IX Coordinator and/or Campus Safety Coordinator will assist the victim with exercising his/her rights including accommodations or protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report 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. These rights and options are detailed in the written “Victim’s Bill of Rights” available to the public on our website (at http://www.phoenix.edu/content/dam/altcloud/doc/General-Victims-BOR.pdf) and provided in writing to the victim. The Campus Safety Coordinator or Title IX Coordinator can provide information for local authorities.

University of Phoenix will maintain the confidentiality and protect the privacy of any complainant, respondent, and other necessary parties and witnesses to the maximum extent possible. Please refer to Section 10.6.1 for additional details.

The University of Phoenix’s Title IX and VAWA policy may be viewed in its entirety at https://www.phoenix.edu/content/dam/altcloud/doc/UOPX-Title-IX-and-VAWA-Policy-accessible-final.pdf.

10.1 Definitions

Because University of Phoenix operates across many states, we have adopted consistent definitions for the University to apply overall which may vary from individual jurisdiction definitions in which we operate unless required by law.

- **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 action to intervene.

**Complainant** means a student, employee, faculty, visitor or other third party who files a complaint alleging violation of the comprehensive policy through the higher education institution’s complaint resolution procedure.

**Comprehensive policy** means a policy created and implemented by a higher education institution to address student allegations of sexual violence, domestic violence, dating violence, and stalking.

**Confidential advisor** means a person who is employed or contracted by a higher education institution to provide emergency and ongoing support to student survivors of sexual violence with training, duties, and responsibilities.

**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 and can be withdrawn at any time. 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. A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent. Consent is not given by a person’s manner of dress or past sexual activity. A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Consent CANNOT be given if a person’s ability to resist or consent is substantially impaired because of a mental or physical condition, if there is a significant age or perceived power differential, or due to the circumstances. Examples include, but are not limited to being:

- Asleep or unconscious,
- Underage,
- Frightened,
- Physically or psychologically pressured or forced,
- Intimidated,
- Substantially impaired because of a psychological health condition,
- Substantially impaired because of voluntary intoxication,
- Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance,
Incapacitated due to the use or influence of alcohol or drugs, or
Incapacitated due to a mental disability.

- **“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 the 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.

- **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.

- **Gender Expression**: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- **Gender identity** refers to an individual’s internal sense of gender. A person’s gender identity may be different from or the same as the person’s sex assigned at birth.

- **Gender transition** refers to the process in which transgender individuals begin asserting the sex that corresponds to their gender identity instead of the sex they were assigned at birth. During gender transition, individuals begin to live and identify as the sex consistent with their gender identity and may dress differently, adopt a new name, and use pronouns consistent with their gender identity. Transgender individuals may undergo gender transition at any stage of their lives, and gender transition can happen swiftly or over a long duration of time.

- **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 the 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 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, factfinding 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,
Programs to prevent dating violence, domestic violence, sexual assault and stalking must include primary prevention and awareness programs directed at all incoming students and new employees and ongoing prevention and awareness campaigns directed at all current 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, with written notice to the accuser and the accused of the delay and the reason for the delay;

  o Conducted in a manner that:
    - Is consistent with the institution’s policies and transparent to the accuser and the 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
  o Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

- **Respondent** means a student, employee, faculty, visitor or other third party involved in the complaint resolution procedure who has been accused of violating a higher education institution’s comprehensive policy.

- **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. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

- **Risk reduction:** Options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence.

- **Sex assigned at birth** refers to the sex designation recorded on an infant’s birth certificate should such a record be provided at birth.

- **Sex-based harassment:** Includes sexual harassment and gender-based harassment.
• **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent:

  o **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.
  
  o **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  
  o **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. This offense includes the rape of both males and females.
  
  o **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

• **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. This prohibited conduct includes sexual assault, domestic violence, dating violence and stalking.

• **Sexual violence** means physical sexual acts attempted or perpetrated against a person’s will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

• **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

  o Fear for the person’s safety or the safety of others; or
  
  o 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.

- **Survivor** means a student who has experience sexual violence, domestic violence, dating violence, or stalking while enrolled at a higher education institution.

- **Survivor-centered** means a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that (i) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; (ii) ensures an understanding of how trauma affects survivor behavior; (iii) maintains survivor safety, privacy, and, if possible, confidentiality; and (iv) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

- **Transgender** describes those individuals whose gender identity is different from the sex they were assigned at birth. A **transgender male** is someone who identifies as male but was assigned the sex of female at birth; a **transgender female** is someone who identifies as female but was assigned the sex of male at birth.

- **Trauma-informed response** means a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

- **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.
ARIZONA Definitions:

- **Consent (Sexual Activity):** No consent means not having permission of the other person. Sometimes it is clear whether one has permission, but there are situations that are not as obvious. Under the law there are times when someone is considered incapacitated. That means that the person does not have the ability to give legal consent. For instance, anyone under 18 cannot legally give consent. Likewise, someone who is severely intoxicated cannot give consent.

- **Dating Violence:** “Dating abuse” means a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal or emotional abuse to control the person’s dating partner.

- **Domestic Violence:** “Domestic violence” means any act that is a dangerous crime against children or if any of the following applies:
  
  - The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
  - The victim and the defendant have a child in common.
  - The victim or the defendant is pregnant by the other party.
  - The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
  - The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
  - The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
    - The type of relationship.
    - The length of the relationship
    - The frequency of the interaction between the victim and the defendant.
    - If the relationship has terminated, the length of time since the termination.

- **Sexual Assault:** A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

- **Stalking:** 13-2923. Stalking; classification; exceptions; definitions
A. A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct causes the victim to:

1. Suffer emotional distress or reasonably fear that either:
   (a) The victim's property will be damaged or destroyed.
   (b) Any of the following will be physically injured:
      (i) The victim.
      (ii) The victim's family member, domestic animal or livestock.
      (iii) A person with whom the victim has or has previously had a romantic or sexual relationship.
      (iv) A person who regularly resides in the victim's household or has resided in the victim's household within the six months before the last conduct occurred.

2. Reasonably fear death or the death of any of the following:
   (a) The victim's family member, domestic animal or livestock.
   (b) A person with whom the victim has or has previously had a romantic or sexual relationship.
   (c) A person who regularly resides in the victim's household or has resided in the victim's household within the six months before the last conduct occurred.

B. This section does not apply to an interactive computer service, as defined in 47 United States Code section 230(f)(2), or to an information service or telecommunications service, as defined in 47 United States Code section 153, for content that is provided by another person.

C. Stalking under subsection A, paragraph 1 of this section is a class 5 felony. Stalking under subsection A, paragraph 2 of this section is a class 3 felony.

D. For the purposes of this section:

1. "Course of conduct":
   (a) Means directly or indirectly, in person or through one or more third persons or by any other means, to do any of the following:
(i) Maintain visual or physical proximity to a specific person or direct verbal, written or other threats, whether express or implied, to a specific person on two or more occasions over a period of time, however short.

(ii) Use any electronic, digital or global positioning system device to surveil a specific person or a specific person's internet or wireless activity continuously for twelve hours or more or on two or more occasions over a period of time, however short, without authorization.

(iii) Communicate, or cause to be communicated, on more than one occasion words, images or language by or through the use of electronic mail or an electronic communication that is directed at a specific person without authorization and without a legitimate purpose.

(b) Does not include constitutionally protected activity or other activity authorized by law, the other person, the other person's authorized representative or if the other person is a minor, the minor's parent or guardian.

2. "Emotional distress" means significant mental suffering or distress that may, but does not have to, require medical or other professional treatment or counseling.

**Punishment:** Punishment for Class 5 stalking may include probation, up to one year in jail, or a prison sentence ranging from six months to two and a half years. If the defendant has prior felony convictions, he or she could face an additional one to seven and a half years in prison depending on the number of convictions and other relevant circumstances. Class 3 stalking is punishable by probation, up to one year in jail, or between two to eight and three quarter years in prison. Again, prior felony convictions could lead to increased prison time ranging from three and a half to twenty-five years. The sentence depends primarily on the criminal record of the defendant and the facts of the case. Additional criminal charges may be filed against a defendant if there is a protective order prohibiting the defendant from having contact with the victim.

**ARIZONA PROTECTION ORDER (Where to Go and How to Obtain)**

13-3602. Order of protection; procedure; contents; arrest for violation; penalty; protection order from another jurisdiction

A person may file a verified petition, as in civil actions, with a magistrate, justice of the peace or superior court judge for an order of protection for the purpose of restraining a person from committing an act included in domestic violence. If the person is a minor, the parent, legal guardian or person who has legal custody of the minor shall file the petition unless the court determines otherwise. The
petition shall name the parent, guardian or custodian as the plaintiff and the minor is a specifically designated person. If a person is either temporarily or permanently unable to request an order, a third party may request an order of protection on behalf of the plaintiff. After the request, the judicial officer shall determine if the third party is an appropriate requesting party for the plaintiff. For the purposes of this section, notwithstanding the location of the plaintiff or defendant, any court in this state may issue or enforce an order of protection.

Once an Order of Protection is filed, the student, employee or faculty member can notify the Campus Safety Coordinator or the Global Security Operations Center and give them a copy.

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 98 seconds, an American is sexually assaulted.
- Only 310 out of every 1,000 sexual assaults are reported to police. That means about 2 out of 3 go unreported.
- 7 out of 10 rapes are committed by someone known to the victim.
- Ages 12-34 are the highest risk years for rape and sexual assault.
- 1 out of every 6 American women has been the victim of an attempted or completed rape in her lifetime (14.8% completed, 2.8% attempted).

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.
- 1 in 6 women (16.2%) and 1 in 19 men (5.2%) in the US have experienced stalking victimization at some point during their lifetime in which they felt very fearful or believed that they or someone close to them would be harmed or killed (by an perpetrator).

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 stepping in can make all the difference, but it should never put your own safety at risk:

**Create a distraction.**
Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

**Ask directly.**
Talk directly to the person who might be in trouble.

- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

**Refer to an authority.**
Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a security guard.

- Talk to a security guard or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 9-1-1 if you are concerned for someone else’s safety.

**Enlist others.**
It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist a friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

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 extreme jealousy of your friends and time spent away
- Keeping you or discouraging you from seeing friends or family members
- Insulting, demeaning or shaming you with put-downs
- Controlling every penny spent in the household
• Taking your money or refusing to give you money for necessary expenses
• Looking at you or acting in ways that scare you
• Controlling who you see, where you go, or what you do
• Telling you that you are a bad parent or threatening to harm or take away your children
• Preventing you from working or attending school
• Destroying your property or threatening to hurt or kill your pets
• Intimidating you with guns, knives or other weapons
• Pressuring you to have sex when you don’t want to or do things sexually you’re not comfortable with
• Pressuring you to use drugs or alcohol
• Punishing you by withholding affection

The University’s Sexual Assault Awareness and Prevention training includes safe and positive options for bystander intervention. For more information on this training, please refer to Section 10.11.

10.4

Risk Reduction

Risk reduction includes options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence. As bystanders, stepping in is not always easy but your actions can have a big impact. University of Phoenix strives to have a cohesive network of students, faculty and staff that look out for each other which ultimately creates a safer community for all. If someone tells you they have been sexually assaulted, believe them, be there and communicate without judgement.

Although you cannot completely eliminate the risk of sexual violence, the following tips may reduce your risk. According to RAINN:

• **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Contact your Campus Safety Coordinator who can provide referral resources within the local area. Notice where emergency phones are located on campus, and program the Campus Safety Coordinator’s number into your cell phone for easy access.

• **Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. Avoid putting headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

• **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

• **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
• **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can’t use a credit card? Do you have the address to your Local Campus or Learning Center memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

• **Be secure.** Lock your door and windows when you’re asleep and when you leave the room.

• **Be a good friend.** Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t.

• **It’s okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

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 people you choose. If you need help getting home or need an interruption, two taps lets your circle know where you are and how they can help. For more information, visit [http://www.circleof6app.com/](http://www.circleof6app.com/).

• **The ASPIRE News App** – ASPIRE News is a free application for iPhone and Android which contains summaries of top stories in world, sports, and entertainment news, from the When Georgia Smiled: The Robin McGraw Revelation Foundation (and powered by Yahoo!). Additionally, if someone you know is in an abusive relationship — or if that someone is you — the Help Section of the application contains resources for victims of domestic violence. You can triple tap the top of the application frame/title bar at anytime in order to alert your trusted contacts that you’re in an emergency situation. For more information, visit [https://www.whengeorgiasmiled.org/aspire-news-app/](https://www.whengeorgiasmiled.org/aspire-news-app/).

• **myPlan App** – myPlan was created to help people determine if a friend or family member is in an unsafe intimate relationship, and if so how to support them. For more information, visit [http://www.joinonelove.org/my_plan_app](http://www.joinonelove.org/my_plan_app).

10.5

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

University of Phoenix strongly encourages victims of dating violence, domestic violence, sexual assault or stalking to seek support and report the incident. Reporting is best done as soon as possible, but can be done at any time. The victim is encouraged to:

• Get to a safe place.
• Dial 9-1-1, if in immediate danger or seriously injured.
Accurately and promptly report the incident to the police and pursue criminal charges when the victim of crime elects to or is unable to make such a report.

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. While sexual assaults may not result in external physical injuries, it is important to receive medical attention to check for internal injuries.

Access the support services provided by the University.

Report any incident to the Campus Safety Coordinator 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 Campus Safety Coordinator is responsible to ensure the Title IX – You are Protected poster is available in all classrooms and common areas as well.

Individuals, third parties and bystanders with questions, concerns or who wish to file a disciplinary complaint related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual assault or stalking 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-K301
4025 S. Riverpoint Parkway
Phoenix, Arizona 85040
Phone: 602.557.3391
Fax: 602.308.7402
Email: TitleIX@phoenix.edu

The University 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 concerning his/her rights and options, whether the offense occurred on or off campus.

Complainants may receive amnesty for a conduct violation, for example, 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, third parties and bystanders may also file complaints related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual assault or stalking with:

- Local law enforcement to report a criminal offense of a sexual nature.
- The Ethics Helpline at [http://www.UOPXhelpline.com](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 U.S. 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](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 immediately report any instances of alleged sexual misconduct (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.
- **Illinois Confidential Advisors** – Any University of Phoenix student in the state of Illinois who has experienced sexual violence, domestic violence, dating violence or stalking while either attending online or enrolled at the University of Phoenix Chicago Campus may utilize the Illinois Confidential Advisor services provided by Resilience [formerly known as Rape Victim Advocates (RVA)] at any time. To reach Resilience please call their 24 hour message center at 773-907-1062. Please note that this is a message center and that you will need to ask that they page Resilience. Upon receiving a request for Resilience support, the message center will page the Resilience Advocate on call. After being paged a Confidential Advisor from Resilience will respond to the request for support over the phone within 15 minutes. Students will need to provide a number for the Confidential Advisor to call them back and if they are not comfortable providing a number they can ask to be placed on hold while Resilience is reached.

**10.6.1 Confidentiality**

University of Phoenix will maintain the confidentiality and protect the privacy of any complainant, respondent, and other necessary parties and witnesses to the maximum extent possible. Confidentiality means that the University will not disclose the identity of the complainant or respondent to the other party and/or to third parties 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 Campus Safety Coordinator for purposes of Clery Act reporting.

Individuals seeking professional counseling through University of Phoenix’s Counseling Skills Centers 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 Annual 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.html or in the public Campus Crime Log.

In Illinois, all communications between a confidential advisor and a survivor pertaining to an incident of sexual violence shall remain confidential, unless:

- the survivor consents to the disclosure of the communication in writing;
- failure to disclose the communication would violate State or federal law; or
- failure to disclose would result in a clear, imminent risk of serious physical injury to or death of the survivor or another person.

10.7

Importance of Preserving Evidence

If you or someone you know has been hurt by sexual assault, domestic violence, dating violence, or stalking, it is important to preserve evidence. Preserving evidence may be useful in obtaining a protection order or in proceeding with a criminal investigation should you choose to do so. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, domestic violence or stalking.

After a sexual assault, it is very important that the victim receive medical attention to treat any possible injuries and to screen for sexually transmitted infection (STI) and pregnancy. It is also strongly recommended for the victim to have a sexual assault forensic exam, sometimes called a “rape kit.” Forensic exams are available to victims free of charge. During this exam, someone specially trained to perform this exam, such as a Sexual Assault Nurse Examiner (SANE), will collect DNA evidence that can help identify the perpetrator. The victim does not have to agree to a forensic exam to receive
treatment, but doing so may give him/her a stronger case against the perpetrator if s/he decides to report the crime now or at a later time. Agreeing to a forensic 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. DNA evidence may also prevent future sexual assaults from occurring. Even if the perpetrator is not prosecuted, their DNA may be added to the national database, making it easier to connect the perpetrator to a future crime.

Victims should try to avoid activities that could potentially damage evidence such as:

- Bathing
- Showering
- Using the restroom
- Changing clothes
- Combing hair
- Cleaning up the area

If a victim has done any of the above activities, s/he can still have a sexual assault forensic exam performed. The victim may want to bring a spare change of clothes to the hospital or health facility where the exam is going to be performed. In most cases, DNA evidence needs to be collected within 72 hours in order to be analyzed by a crime lab—but a sexual assault forensic exam can reveal other forms of evidence beyond this time frame that can be useful if the victim decides to report. Place your belongings, including the clothes you were wearing, in a paper bag to safely preserve evidence.

To find a location near you that performs sexual assault forensic exams, you may call the National Sexual Assault Hotline at 800-656-HOPE (4673) or talk to your local sexual assault service provider by visiting https://centers.rainn.org/. Sexual assault service providers can also offer information and resources for ongoing support related to sexual violence.

University of Phoenix Global Security 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 other
benefits through the university. Information about the program is always available through the Your Benefits Resources 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 violence 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). 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.thenhotline.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 Campus Safety Coordinator 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 (either alone or in combination):

- 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 Violation of the University’s Title IX and VAWA Policy**

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 alleged violations of the University’s Title IX and VAWA policy (the policy can be viewed in its entirety at [http://www.phoenix.edu/about_us/title-ix.html](http://www.phoenix.edu/about_us/title-ix.html)), from the initial investigation to the final result, in a professional and timely manner 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 disciplinary complaints involving sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual assault and stalking. To file a disciplinary complaint, contact the University’s Title IX Coordinator, Camie Pratt (Phone: 602-557-3391 / Email: TitleIX@phoenix.edu).

#### 10.10.1 Investigation Procedures and Protocols

Once the University decides to open an investigation that may lead to disciplinary action against the responding party, a written notice will be provided to the responding party within 72 hours of the University’s decision to commence the investigation. The written notice will include sufficient details to provide the respondent with fair notice of the allegations, including:

- Identities of the parties allegedly involved;
- Specific section(s) of the code of conduct allegedly violated;
- Precise conduct allegedly constituting the potential violation(s); and
- The date(s) and location(s) of the alleged incident(s).

Investigations are conducted by members of the Title IX team or other individuals specifically trained to conduct sexual misconduct and civil rights investigations who report their findings to the Title IX Coordinator. Investigators are free of actual or reasonably perceived conflicts of interest or biases for or against any party.

Investigations may include interviews with complainant(s), respondent(s), witnesses, and other parties who may have knowledge relevant to the
investigation. The complainant and the respondent will receive written notice at least 72 hours in advance when possible of any interview with sufficient time to prepare for meaningful participation. 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 or withholding requested evidence constitutes 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 investigator will analyze and document the available evidence, objectively evaluate the credibility of parties and witnesses and produce a written report that summarizes the relevant exculpatory and inculpatory evidence. Complainant(s) and respondent(s) will be provided with the investigation report summarizing the relevant exculpatory and inculpatory evidence and will have equal opportunity to respond in writing to the report within one week of receipt before a finding is made or before a Title IX Committee is convened. Parties are not required to respond to the report. A party will have declined to respond if the permitted response time expires. Information obtained through the course of a Title IX investigation may be shared with law enforcement.

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(s) and respondent(s) after notice of alleged 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. Both parties 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 and enforcing 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. The University will also honor an Order of Protection or No Contact Order entered by a State civil or criminal court. Interim measures may change over time and the University will strive to ensure that any interim measures are necessary and effective based on the parties’ evolving needs.
When determining interim measures, the University will make every effort to avoid depriving any student of her or his education.

If a complainant (accuser) reports an instance of sexual misconduct, but does not want an investigation, an investigation may not be initiated. If an investigation is not initiated, 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, faculty and employees; revising and publicizing the school’s policies and conducting climate surveys.

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 Title IX/VAWA cases for students, faculty and staff members.

For students and faculty members, a Title IX Committee (facilitated by the Assistant Title IX Coordinator, a Deputy Title IX Coordinator, or designee) will be comprised of three (3) trained individuals who will hear the cases, make factual determinations, and recommend any sanctions to the Title IX Coordinator, who will have the ultimate decision-making authority regarding the complaint. Each party will receive written notice in advance of any Title IX Committee hearing with sufficient time to prepare for meaningful participation. For students, the Title IX Committee is comprised of a faculty member, and two staff members: one from Student Services and one representative from the college. For faculty members, the Title IX Committee is comprised of a director (or designee) and two faculty members, one of which cannot be a full-time University employee. Both parties have the opportunity to appeal the outcome if the party alleges (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation. The appeal process is as follows:

- **Student Appeals** –
  - Must be requested in writing to the Office of Dispute Management within ten (10) days of receiving the Title IX Coordinator’s decision.
  - The review of the appeal will be conducted by the Student Discipline Review Committee (SDRC). The SDRC is comprised of a manager, a director and a dean from the accused student’s college or their respective designee.
  - The decision of the SDRC is final and shall be communicated in writing directly to the student, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.
  - If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review
Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a representative from the Office of the Provost, a Vice President from Academic Operations or Student Services and a Dean (or their respective designees). The decision of the SMRC is final and will be communicated to writing directly to the student and the campus.

- **Faculty Member Appeals** –
  - The review of the appeal will be conducted by the Central Administration Appeals Committee (CAAC) in the Office of Dispute Management. The Office of Dispute Management will provide the faculty member with written notification of the CAAC’s decision.
  - The CAAC is comprised of University of Phoenix College Dean and two Vice Presidents, or their respective designees.
  - The facilitator of the CAAC will notify the faculty member of its decision in writing within ten business days of convening to review the faculty member’s appeal.

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. However, employee appeals are governed by and limited to Step 2 of the Formal Dispute Resolution Policy and Procedure in the Employee Handbook:

- **Employee Appeals** –
  - Appeals may be submitted in writing to a Senior Manager within 30 calendar days of learning of the outcome. A Senior Manager is defined as the Campus Director or, in the case of employees who do not work within a Campus, the highest ranking manager within the department at which the employee works.
    - If the Senior Manager is directly involved in the dispute at issue, the employee may submit the appeal to the next highest ranking official beyond the Senior Manager.
    - The written appeal must clearly and concisely identify the problem and specify what resolution the employee seeks.
  - The Senior Manager or designee will respond in writing with his/her decision within 30 working days of receiving written notice of the appeal.

If a party involved in a complaint feels that a member of the Title IX 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 one support person present. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. Complainants and respondents are not entitled to representation by an attorney or any other third party at any point in the process. Any third party in attendance is there for support and not representation. The support person will not be permitted to speak to the Title IX Committee.

Both the complainant (accuser) and respondent (accused) are afforded the same opportunity to address the Title IX Committee and may answer questions. Each party is given up to ten minutes to speak to the Title IX Committee. Title IX Committees are conducted telephonically and the parties will not have the opportunity to cross examine or question one another or the committee members. However, the complainant and respondent may, at the discretion and direction of the Title IX Committee, suggest questions to be posed by the committee. The complainant and respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the University will provide an opportunity for each party to hear the other party’s testimony if requested. Parties are able to present evidence for the Title IX Committee’s review; however, this evidence may not include sexual history of the complainant or respondent. Evidence of a prior consensual dating or sexual relationship does not imply consent or preclude a finding of sexual misconduct.

Following a final determination of an institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking, both the complainant (accuser) and respondent (accused) are notified within 7 days 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.

At least 8 to 10 hours of tailored Title IX and VAWA training (provided by ATIXA) is conducted for the Title IX Coordinator and members of the Title IX team 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. In addition, members of the Title IX Committee (as described earlier in Section 10.10.2) receive annual training (facilitated by the Title IX Coordinator and Title IX team) on the issues related to dating violence, domestic violence, sexual assault and stalking so that they too
are properly equipped to participate in the University’s Title IX disciplinary proceedings.

10.11

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

University of Phoenix prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking and provides ongoing prevention and awareness campaigns for all incoming students and new employees. At minimum, two annual safety education events are offered at each Local Campus. The first program will cover any topic relevant to the safety of that campus community and its surrounding area, such as active shooter, crime reduction, neighborhood crime watch, etc. 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 will address how alcohol and other drug use could 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. The Title IX training includes what Title IX is, the University’s responsibilities under Title IX, what behaviors are covered under Title IX, what rights and protections are granted under Title IX, how to report a Title IX concern, and possible sanctions if a violation of Title IX is found.
- 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 an annual basis.

The University’s ongoing prevention and awareness programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking include:

- Sexual Assault Awareness and Prevention training is available at all times online via ARC (to staff) and eCampus (to students and faculty). The training can be accessed on the “Ethics and Compliance” ARC site and by clicking on the “Ethics and Compliance” link at the bottom of the eCampus homepage. This training includes:
  - the definitions of dating violence, domestic violence, sexual assault, stalking and consent, in reference to sexual activity;
  - the University’s stance that it prohibits the crimes of dating violence, domestic violence, sexual assault and stalking;
  - safe and positive options for bystander intervention (e.g., CARE strategies) and risk reduction;
  - resources for survivors; and
  - information how alcohol and other drug use could impact the risk of sexual assault.
Title IX – Responsible Employee Training is available at all times online via ARC (to staff) and eCampus (to faculty). The training can be accessed on the “Office of Dispute Management” ARC site and by selecting the “Faculty” tab > clicking on “View Faculty Resources” then “Title IX Guidelines and Incomplete Grades” on eCampus. Created by the Clery Center for Security On Campus and the Victim Rights Law Center, this training video features the voices of sexual violence survivors and is designed to help faculty and staff better understand their role as “responsible employees” under Title IX.

The University offers information on sexual assault, dating violence, domestic violence and stalking along with various resources and counseling services to all currently enrolled students via the Life Resource Center, directly accessible from the online student eCampus website under the Program tab in the Student Support 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 whether or not they obtain other benefits through the university. Information about the program is available at all times through the Your Benefits Resources site at http://resources.hewitt.com/apollogroup/ or on ARC under the “Support & Resources” tab. This service provides information on sexual assault, dating violence, domestic violence and stalking along with referral services and treatment sessions as needed.

Denim Day: Held in April in honor of Sexual Violence Awareness Month, University of Phoenix’s local campuses and learning centers host their own Denim Day events. Students, faculty and staff are encouraged to wear jeans on this day to support survivors and promote awareness of sexual violence.

Poster and Email Campaign: Posters are periodically placed in public areas of the Local 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.

University community members may contact their designated Campus Safety Coordinator at http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html to learn about additional educational programs and dates/times they will be offered at their Local Campus related to these topics.

Security Escort Service: The Security office will provide an onsite safety escort service within the confines of the Local Campus to/from 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 to 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 Safety Coordinator at their Local 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 (TTY/TTD users dial 711 to connect with the telecommunications relay service) 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. However, students must disclose criminal convictions for illegal drug violations when applying for Title IV Federal Financial Assistance.

12.1.1 Total Enrollment

Total enrollment for all University of Phoenix Local Campuses can be found at http://nces.ed.gov/collegenavigator/.

12.2

Student Housing

University of Phoenix does not have a Missing Student Notification Policy or Fire Safety Report & Statistics because it does not provide on-campus student housing facilities at any of its Local 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 at Local Campuses for meeting in accordance with the guidelines outlined in the Recognized Student Organizations Handbook. There are no Recognized Student Organizations that are part of the University’s “Non Campus” geography. Any crimes and/or incidents that occur during an RSO activity must be reported to a 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.

Local 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://www.phoenix.edu/RSO.
Contacting the Campus Safety Coordinator

University of Phoenix has a Campus Safety Coordinator assigned to each Local Campus. Specific information can be located on the phoenix.edu Campus Safety Contact List page:

The Campus Safety Coordinator will assist all students, faculty and staff who are victims of dating violence, domestic violence, sexual assault, stalking or any crime with locating or notifying the appropriate local law enforcement authorities if the victim requests the assistance of these personnel.

In addition to receiving reports of dating violence, domestic violence, sexual assault, or stalking the designated Campus Safety Coordinator and/or Title IX Coordinator, Camie Pratt (Phone: 602-557-3391 / Email: TitleIX@phoenix.edu) will provide a “Victim’s Bill of Rights” written notification to victims (students, faculty and staff), whether the offense occurred on or off campus, about the following services available (these rights and options are also detailed in the written “Victim’s Bill of Rights” available to the public at https://www.phoenix.edu/content/dam/altcloud/doc/General-Victims-BOR.pdf):

• 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, student financial aid and transportation. Please see the section Counseling and Assistance Resources.
• Completing crime reports.
• Changing academic and work situations (e.g., student’s course schedule; employee’s work environment).
• Applying for judicial no-contact, restraining or protective orders.
• Accuser and accused must have the same opportunity to have others, such as a support person or witnesses, present during an institutional disciplinary proceeding.
• Receiving, as the right of both the accuser and the accused, the outcome of any institutional disciplinary proceeding that is brought alleging any crime of violence or a non-forcible 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.

In accordance with the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155), victims (students, faculty and staff) located in the state of Illinois will be provided an “Illinois Victim’s Bill of Rights” written notification about the following services available (these rights and options are also detailed in the “Illinois Victim’s Bill of Rights” available to the public at https://www.phoenix.edu/content/dam/altcloud/doc/IL-Victims-BillofRights.pdf):
• Your right to report the alleged incident to the University and/or local law enforcement. If reported to the University, it will maintain the confidentiality of the report to the maximum extent possible. Confidentiality means the University will not disclose the identity of the individual reporting the alleged incident unless it is determined in the investigation that it is unavoidable. Reports made to the University’s Ethics Helpline, Campus Security Authority (CSA), and other responsible employees will not remain confidential but will be reported to the University’s Title IX Coordinator. Reports made to the Illinois Confidential Advisor are confidential.

• Your right to request and receive assistance from a Campus Safety Coordinator and/or the Title IX Coordinator in reporting offenses to local law enforcement, campus safety personnel and health officials.

• Your right to request and receive information and assistance in accessing and navigating University and local health and mental health services, counseling and advocacy services. Additionally, the University’s Campus Safety Policies provide information about legal assistance, visa and immigration assistance, student financial aid and transportation.

• Your right to request a change to academic or work situations (e.g., student’s course schedule; employee’s work environment).

• Applying for judicial no-contact, restraining or protective orders.

• Accuser and accused must have the same opportunity to have others, such as a support person or witnesses, present during an institutional disciplinary proceeding.

• Receiving, as the right of both the accuser and the accused, the outcome of any institutional disciplinary proceeding that is brought alleging any crime of violence or a non-forcible 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.

To request these options and assistance, please contact a Campus Safety Coordinator and/or the Title IX Coordinator.

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 anonymous online helpline for men and for people who care about them, who are seeking immediate information and resources related to unwanted or abusive sexual experiences. Services include referrals to resources in your area (when available), crisis intervention and support, and information about 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 confidential 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

The Clery Center is a national nonprofit dedicated to helping college and university officials meet the standards of the Jeanne Clery Act. The Clery Center offers resources for students and families looking to understand what their rights are. 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 and Canada. Services provided may include legal representation, immigration services, sexual violence support groups, transportation, relocation services, etc. For more information, visit https://www.domesticshelters.org/.

Fierberg National Law Group

Provide civil legal services for students and families who experience crime on campus, including sexual assault and Title IX violations. For more information, visit http://www.tfnlgroup.com/.

FORGE

FORGE offers several self-help guides to address the needs of transgender and non-binary individuals who have experienced sexual abuse or assault; loved ones of trans survivors; and facilitators of trans support groups. FORGE also provides referrals to
therapists who specialize in working with transgender individuals and survivors of sexual assault. If you would like a referral to a provider in your area, please contact FORGE at (414) 559-2123. For more information, visit http://forge-forward.org/anti-violence/for-survivors/.

**HRSA Health Centers**
The Health Resources & Services Administration (HRSA) health centers deliver high quality, culturally competent, comprehensive primary care, as well as supportive services such as health education, translation, and transportation that promote access to health care. Health centers provide services regardless of patients’ ability to pay and charge for services on a sliding fee scale. For more information, visit https://findahealthcenter.hrsa.gov/.

**It’s On Us**
It’s On Us is a national movement to end sexual assault. It’s On Us asks everyone – students, community leaders, parents, organizations and companies – to step up and realize that the conversation changes with us. Take the pledge and commit to helping create a culture of consent, bystander intervention and survivor support at https://www.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: https://www.americanbar.org/directories/probono-directory/pb_directory_map.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 Alliance to End Sexual Violence**
Leaders from statewide anti-sexual violence organizations joined with local rape crisis centers and prominent national advocates to create the National Alliance to End Sexual Violence. Its mission is to be the voice in Washington for state coalitions and local programs working to end sexual violence and support survivors. For more information, visit http://www.endsexualviolence.org/.

**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 groups, medical services, housing, financial assistance, and mental health/counseling services. 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 (844) 529-4357, or email victimbar@ncvc.org. For more information, 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/.

**One Love Foundation**
One Love works with young people across the country to raise awareness about the warning signs of abuse and activate communities to work to change the statistics around abuse, sexual assault and harassment. For more information, visit http://www.joinonelove.org/.

**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). You can also visit online.rainn.org to receive 24/7 support via confidential online chat. RAINN’s Website is https://www.rainn.org.

To find independent sexual assault service providers near you, search RAINN’s National Database at https://centers.rainn.org/. Their services are usually free or low cost. Services may include individual counseling, group counseling/support groups, legal/criminal justice system advocacy, crime victim assistance advocacy, emergency shelter, medical attention 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 NW Network
The NW Network of Bi, Trans, Lesbian and Gay Survivors of Abuse offers free and confidential support for LGBT 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, LGBT social support groups 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 immigrants 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 and sexual assault. Visit http://womenslaw.org/index.php for help finding a lawyer, shelter or courthouse locations in your state.

ILLINOIS - Assistance and Services for Victims of Sexual Violence in Illinois

Resilience
Any University of Phoenix student in the state of Illinois who has experienced sexual violence, domestic violence, dating violence or stalking while either attending online or enrolled at the University of Phoenix Chicago Campus may utilize the Illinois Confidential Advisor services provided by Resilience [formerly known as Rape Victim Advocates (RVA)] at any time. To reach Resilience please call their 24 hour message center at 773-907-1062. Please note that this is a message center and that you will need to ask that they page Resilience. Upon receiving a request for Resilience support, the message center will page the Resilience Advocate on call. After being paged a Confidential Advisor from Resilience will respond to the request for support over the phone within 15 minutes. Students will need to provide a number for the Confidential Advisor to call them back and if they are not comfortable providing a number they can ask to be placed on hold while Resilience is reached.

Northwest Center Against Sexual Assault (Northwest CASA)
Northwest CASA provides free services to sexual assault survivors and their loved ones within the North and Northwest suburbs of Cook County. They may be reached at the 24 hour confidential hotline 1-888-802-8890 and at their website http://www.nwccasa.org/.

Illinois Coalition Against Sexual Assault
The Illinois Coalition Against Sexual Assault (ICASA) is a not-for-profit corporation of 29 community-based sexual assault crisis centers working together to end sexual violence. Each center provides 24-hour crisis intervention services, counseling and advocacy for victims of sexual assault and their significant others. More information may be found at www.icasa.org/ or (217) 753-4117.
Chicago Alliance Against Sexual Exploitation
Chicago Alliance Against Sexual Exploitation (CAASE) envisions a community free from all forms of sexual exploitation, including sexual assault and the commercial sex trade. Their work includes prevention, policy reform, community engagement, and legal services. More information may be found at http://caase.org/ or (773) 244-2230 X 207.

Chicago Metropolitan Battered Women’s Network
The Network is a collaborative membership organization dedicated to improving the lives of those impacted by domestic violence through education, public policy and advocacy, and the connection of community members to direct service providers. More information may be found at http://batteredwomensnetwork.org/ or (312) 527-0730.

Center on Halsted
Center on Halsted is the Midwest’s most comprehensive community center dedicated to advancing community and securing the health and well-being of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) people of Chicagoland. More information may be found at http://www.centeronhalsted.org/ or (773) 472-6469. The LGBTQ Violence Resource Line is (773) 871-CARE (2273).

Mujeres Latinas en Acción
Mujeres Latinas en Acción empowers Latinas and provides support for adult survivors of sexual violence, both Spanish and English speaking, at many stages in their recovery. Call 773-890-7676 or visit http://www.mujereslatinasenaccion.org/ for more information.

KAN-WIN
KAN-WIN’s mission is to eradicate all forms of violence against women, including domestic violence and sexual assault, by empowering Asian American survivors and engaging the community through culturally competent services, community education and outreach, and advocacy. For immediate assistance, call the 24-hour hotline at 773-583-0880 or visit http://www.kanwin.org/.

SHALVA
SHALVA offers free confidential domestic abuse counseling services to the metropolitan Chicago Jewish Community. Services include a 24-hour help/crisis line at 773-583-HOPE (4673), individual and group counseling, legal information and support, financial assistance and interest-free loans, case management, and referral services. For more information, visit http://www.shalvaonline.org/.

Chicago Police Department
The Chicago Police Department may be reached during emergencies at 911. For non-emergencies, the department may be reached at (312) 746-6000 or 311. For more information, visit http://www.cityofchicago.org/city/en/depts/cpd.html.

Nearest Medical Facility to Campus for a Medical Forensic Exam:

Northwestern Memorial Hospital
251 E. Huron Street
Chicago, IL 60611
(312) 926-2000
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 online student eCampus website under the Program tab in the Student Support 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/transition, 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 whether or not they obtain other benefits through the university. Information about the program is available at all times through the Your Benefits Resources 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 through providers contracted with their health care plan.

Alcohol and Other Drug Abuse Referral Services
We also encourage anyone dealing with substance abuse issues (not just our employees and students) to contact national agencies 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 1-888-4AL-ANON (1-888-425-2666) https://al-anon.org/
- Alcoholics Anonymous http://www.aa.org/
- Cocaine Anonymous https://ca.org/
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 [https://www.jedfoundation.org/](https://www.jedfoundation.org/)
- The National Suicide Prevention Lifeline
  - Call 1-800-273-TALK (8255) or text “START” to 741-741
- The Trevor Project (LGBTQ) [https://www.thetrevorproject.org/](https://www.thetrevorproject.org/)
  - Call 1-866-488-7386

Veteran Referral Services

- U.S. Department of Veterans Affairs [https://www.mentalhealth.va.gov/](https://www.mentalhealth.va.gov/)
- Veterans Crisis Line at 1-800-273-8255 and Press 1
- A crisis line for active-duty, Guard and Reserve members of the military at [https://www.veteranscrisisline.net/ActiveDuty.aspx](https://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](https://www.vetselfcheck.org/Welcome.cfm)
- A confidential online chat session for veterans at [https://www.veteranscrisisline.net/ChatTermsOfService.aspx](https://www.veteranscrisisline.net/ChatTermsOfService.aspx)

The Campus Safety Coordinator can provide additional referral resources within the local area.

The Global Security Operations Center (GSOC) provides student, 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.

Crime victims seeking professional counseling through University of Phoenix’s Counseling Skills Centers 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, unless otherwise required by law.
Contacting the Campus Safety Team

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

Global Security Operations Center (GSOC): 866-992-3301 or 602-557-7000, GSOC@phoenix.edu

Sr. Director Security: 602-557-7537 or Steve.Lindsey@phoenix.edu

University Legal Services: 602-557-1670 or Anne.Shousha@phoenix.edu

Title IX Coordinator: 602-557-3391 or TitleIX@phoenix.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

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
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<td>ARC</td>
<td>Apollo Resource Center</td>
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<td>ASR</td>
<td>Annual Security Report</td>
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<td>CAASE</td>
<td>Chicago Alliance Against Sexual Exploitation</td>
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<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
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<tr>
<td>CSA</td>
<td>Campus Security Authority</td>
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<td>DoD</td>
<td>Department of Defense</td>
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<td>EAP</td>
<td>Employee Assistance Program</td>
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<td>EMN</td>
<td>Emergency Mass Notification</td>
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<td>ERG</td>
<td>Emergency Response Guide</td>
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<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<td>FDLE</td>
<td>Florida Department of Law Enforcement</td>
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<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<td>GSOC</td>
<td>Global Security Operations Center</td>
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<td>HRSA</td>
<td>Health Resources &amp; Services Administration</td>
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<td>ICASA</td>
<td>Illinois Coalition Against Sexual Assault</td>
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<td>IEMA</td>
<td>Illinois Emergency Management Agency</td>
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<td>LRC</td>
<td>Life Resource Center</td>
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<td>MOU</td>
<td>Memoranda of Understanding</td>
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<td>NCVBA</td>
<td>National Crime Victim Bar Association</td>
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<td>OCR</td>
<td>Office for Civil Rights</td>
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<td>RAINN</td>
<td>Rape, Abuse &amp; Incest National Network</td>
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<tr>
<td>RSO</td>
<td>Recognized Student Organization</td>
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<tr>
<td>SANE</td>
<td>Sexual Assault Nurse Examiner</td>
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</table>
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 $55,907 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.