

Arizona College

Annual Security Report

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INTRODUCTION

Institutions of higher education, which receive federal financial assistance, are required to provide current and prospective students and employees with an annual report that identifies policies and procedures related to campus security. This document is prepared to increase awareness of current policies, procedures, and practices related to campus security. Campus crime, arrest, and referral statistics include those that were reported to local law enforcement and campus faculty and staff. An annual copy of the report is posted on the Arizona College website at <http://www.arizonacollege.edu/disclosures/>

REPORTING CRIMES AND EMERGENCIES

Arizona College students, employees and others are encouraged to report all criminal activity and emergencies to the college. In emergency situations, 911 should be called first, followed by an immediate notification to the Campus. Every Arizona College student has the option to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so. The school does not currently have procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. Arizona College does not have campus police or counselors.

If an employee or student observes any crime or if any person reveals to an employee or student that he/she learned of, or were the victim of, perpetrator of, or witness to any crime they are to immediately complete a Crime Incident Report Form and submit to the Campus. This applies to crimes on campus, and locations at which other official college activities are taking place. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place.

Crimes may be reported to the following designated Security Officers on each campus.

Mesa:	Jennifer Laidler
Glendale:	Lisa Beaman
Tempe:	Stephanie Bondeson
Las Vegas:	Marni Montgomery-Blake
Dallas:	Cassie DelCheccolo
Corporate:	Naomi Champagne

Arizona College designated Security officers are responsible for maintaining the Campus's Security Log and reports of all crimes. Once a crime is reported the Security Officer will offer to contact local authorities. In addition, they will evaluate the crime and determine if it constitutes an ongoing security risk to students and employees on campus. If so, the incident commander will be notified, and a timely warning or emergency may be issued. Please see the relevant section related to the issuing of emergency notification and timely warning listed in the Annual Security Report.

To provide for the safety and security of students and employees, Arizona College maintains a cooperative relationship with all local public safety agencies including the Local Police and Fire Departments. Periodically, the Glendale and Mesa Police Department provides Arizona College with reports that provide information on police actions, by category, for the off-campus neighborhood. The annual disclosure of crime statistics is prepared by

Arizona College Office of Regulatory Affairs based on information gathered from designated Security Officers, Building Security (if relevant), and Police Department reports of police actions. Arizona College does not maintain an MOU with local authorities.

EMERGENCY NOTIFICATION & TIMELY WARNING

TIMELY WARNING POLICY AND PROCEDURES

Arizona College will issue a timely warning regarding Clery crimes that represent a serious and continuing threat to its students and employees as soon as pertinent information is available. The warning will contain information about the type of criminal incident that has occurred.

Crimes Subject to a Timely Warning

The College will issue a timely warning for all Clery Act crimes that occur on its Clery Act geography that are reported to campus security authorities or local police agencies and considered by the institution to represent a serious or continuing threat to its students and employees.

Making the Decision to Issue a Timely Warning

The Incident Commander will decide whether and how to warn on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime and whether there is continuing danger to the campus community. This means that after a Clery Act crime is reported, the Commander considers whether students and employees are at risk of becoming victims of a similar crime. The Commander evaluates other factors such as whether the apprehended perpetrator had accomplices or had already set other attacks in motion, and whether a criminal incident appears to be a one-time occurrence or falls into a pattern of reported crimes. The Commander should consider the potential impact on various law enforcement operations as he/she issues these warnings.

The College will consult with campus security personnel and/or local and state law enforcement authorities to discuss the timely warning requirement and request that local law enforcement keep the College informed on an immediate basis of crimes that may require timely warnings. This request will be made as part of its annual letter to law enforcement requesting crime statistics.

Determining the Content of a Timely Warning

The timely warning will include all information that promotes safety and aids in the prevention of similar crimes, especially pertinent information about the crime that triggered the warning. In addition, timely warnings will include information about what action is being taken by campus or local police authorities. It will also direct students and staff as to what action they need to take.

Issuing a Timely Warning

Timely warnings must be issued in a manner that gets the word out quickly and effectively communitywide. The Commander will notify the AMG Alert administrator of the necessary message to campus constituents. The Incident commander will also make a determination on the delivery method (Voice message, text, and/or email) for the timely warning. The AMG Alert administrator will then issue the message through the AMG Alert system.

The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement

The College may, in appropriate circumstances, include personally identifiable information in a timely warning due to health or safety emergencies.

EMERGENCY RESPONSE AND EVACUATION

Emergency Response policy and procedures address non-timely warning incidents (noted above). However, the evacuation procedures described here may apply to either timely warning or emergency response situations.

The Emergency Preparedness Plan is located on the college's website. The plan is available for viewing emergency guidelines and evacuation procedures. If there is an emergency in the building, contact administration or an instructor immediately. In the event of an evacuation, all students should evacuate the building through the closest fire exit and report to their instructor for roll call.

Arizona College will immediately create and issue an Emergency Notification to the College community upon the confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless initiating a notification could, in the professional judgment of responsible authorities compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The method of notification may be made via various methods to be determined at the time of the emergency. The methods of communication that may be used are:

1. AMG Alert System
2. Email
3. Telephone
4. Runners
5. Signs
6. The Web
7. Media

Incident Commanders are responsible for carrying out the following procedures.

Process Arizona College will use to confirm that there is a significant emergency or dangerous situation

Arizona College Incident Commanders may become aware of a critical incident or another emergency that potentially affects the health and/or safety of the campus community. Generally, Incident Commanders become aware of these situations when they are reported directly to a College employee and the employee informs the Commander.

Once first responders or other circumstances confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, Incident Commanders will issue an emergency notification.

The Incident Commander will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of the Incident Commander, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Incident Commanders may also determine if a message should be sent to benefit the health, safety, and well-being of the campus community for situations that do not pose a significant emergency or dangerous situation.

Process the college will use to determine the appropriate segment or segments of the campus community to receive a notification

The Incident Commander has the flexibility to alert only the segment of the population it determines to be at risk. For example, in the case of a gas leak, it may choose to notify only individuals in the building that has the leak, whereas, for a meningitis outbreak, the Incident Commander may choose to notify the entire campus community.

The Incident Commander will make the decision to notify or not notify specific segments of the campus community. For example, the Incident Commander may determine campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus. Incident Commanders will provide a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

Determining the contents of the emergency notification

Arizona College Incident Commanders will determine how much information is appropriate to disseminate at different points in time. Depending on what segments of the community the College's notification targets, the content will differ. In the case of an approaching tornado, you may want to tell students in daytime classes to take shelter in the basement, but you may want to tell evening students not yet on campus to stay away from the campus.

Arizona College has developed templates for the most common incidents that allows for the input of details. In the event no template is created, Incident Commanders will write a custom notification.

Procedures for initiating the emergency notification system

Once the Incident Commanders have made the determination that an emergency exists, local authorities are notified. After local authorities have been notified, the Incident Commander will take the necessary steps to notify the appropriate campus segments.

The institution's procedures for disseminating emergency information to the larger community

Arizona College may disseminate emergency information to individuals and/or organizations outside of the campus community. The College may use different methods to target different segments of the community. For example, it may send cell phone alerts to students, and use radio and/or TV alerts for the neighboring

community. Incident Commanders are responsible for developing the information to be disclosed and are responsible for disseminating the information to the larger community.

The institution's procedures to test, evaluate, and publicize the emergency response and evacuation procedures

Arizona College will test emergency response and evacuation procedures, document each test, including the date, time, and whether it was announced or unannounced and publicize emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Campus Security & Safety committee will review the outcomes of each test and if necessary make recommendations to improve the process. The Emergency Response and Evacuation procedures are included in the Emergency Preparedness Plan located on the College's website.

SECURITY AND ACCESS TO CAMPUS FACILITIES

On-campus facilities are secured and require a key or key card for entrance outside of business hours. Access to the Campus is limited to regular business hours.

All students are required to display their Student ID while on campus, and guests of the college must register at the front desk and display a guest badge while on campus. Individuals who are not students or registered guests are not allowed on campus.

Facilities are maintained to ensure safety and security. Students and employees are encouraged to report any security or maintenance needs to a campus authority, who will ensure that all security requests are resolved. Incident Commanders are responsible for regularly reviewing the security and maintenance facilities on each campus.

Arizona College does not maintain residence buildings and does not have security personnel with law enforcement authority on Campus, written memoranda of understanding with law enforcement agencies, or student organizations with off-campus housing facilities.

REDUCING SECURITY RISKS

Arizona College offers regular training to staff and students regarding Sexual Misconduct and Campus Security Procedures and Practice. Staff training is also provided specifically to incident commanders and Title IX Investigators. Student training is offered specifically for sexual misconduct and Campus Security.

Arizona College students and staff are encouraged to be responsible for their own security. The following tips may help you protect yourself from security risks. This information was obtained from an additional safety information may be located at rainn.org.

"The following tips may reduce your risk for many different types of crimes, including sexual violence.

- *Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service*

provider. Notice where emergency phones are located on campus, and program the campus security 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. If you're alone, only use headphones in one ear to stay aware of your surroundings.*
- *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 backup 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 dorm or college 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. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure."*

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College makes available to all current students and employees the campus security report in its entirety. The most recently reported Crime Statistics for Campuses to follow.

Campus Crime Statistics are included at the end of this document.

SEXUAL OFFENSE AWARENESS

GENDER/SEXUAL DISCRIMINATION, MISCONDUCT, HARASSMENT, OR VIOLENCE – TITLE IX/SaVE PURPOSE

Arizona College is committed to maintaining an academic climate in which individuals of the College community have access to an opportunity to benefit fully from the College's programs and activities. When students experience acts of sexual misconduct, their sense of safety and trust is violated. This can significantly interfere with their lives, including their educational goals. This policy has been developed to proactively create an environment in which incidents of sexual misconduct can be promptly, equitably and effectively responded to without further victimization, retaliation, and with possible remediation of its effects. Proceedings which arise from all allegations including, but not limited to, dating violence, domestic violence, sexual assault, or stalking, including a prompt, fair, and impartial process from the initial investigation to the result.

SEXUAL MISCONDUCT/HARASSMENT POLICY

The College considered the Violence Against Women Reauthorization Act of 2013 (VAWA), and for the purposes of this Policy, the various sexual misconduct definitions listed below are by applicable jurisdictions. Definitions may vary by state.

Dissemination of the Sexual Misconduct/Harassment Policy, Educational Programs, and Employee Training

This policy shall be disseminated through the Arizona College Academic Catalog, provided to the College community online through the College website, Student Portal, and other appropriate channels of communication.

New and current students will be provided with educational materials to promote familiarity with this policy. Newly hired employees and current employees responsible for reporting sexual misconduct will be provided with training. Furthermore, annual training will be provided to investigators and those responsible for implementation of Title IX.

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identifies safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such bystander. Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs.

Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment prohibited by Title IX/SaVE.

Three Types of Sexual Harassment

1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent or patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
 - The frequency of the conduct;
 - The nature and severity of the conduct;
 - Whether the conduct was physically threatening;
 - Whether the conduct was humiliating;
 - The effect of the conduct on the alleged victim's mental or emotional state;
 - Whether the conduct was directed at more than one person;
 - Whether the conduct arose in the context of other discriminatory conduct;
 - Whether the statement is a mere utterance of an epithet which engenders offense in an individual or offends by mere discourtesy or rudeness; and
 - Whether the speech or conduct deserves the protections under other principles such as academic freedom.
 - Hostile Environment sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships or third party to student/faculty/staff.

2. Quid pro quo sexual harassment exists when there are:
 - Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - Submission to or rejection of such conduct results in adverse educational or employment action.
 - Quid Pro Quo sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships.

3. Retaliation:

- The College will sanction a faculty, student, or staff member who takes adverse action against a person because of the person's participation in or support of an investigation of Sexual Misconduct/Harassment. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism
- Retaliation sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships, or third party to student/faculty/staff.

Title IX/SaVE also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Definitions and Examples of Sexual Misconduct/Harassment

Sexual Misconduct Offenses include, but are not limited to:

- Sexual Violence
- Sexual Assault
- Domestic and/or Dating Violence
- Stalking
- Sexual Exploitation

The College reserves the right to determine the applicable definition based upon factors including but not limited to the location of the alleged offense, applicable laws or location of the College. Under College policy or Title IX or other federal law, conduct may constitute sexual misconduct/harassment even though that conduct does not meet a specific state or other definition of an offense.

SEXUAL VIOLENCE

Sexual violence is defined as physical, sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, domestic violence, dating violence, and/or stalking. Sexual violence can be carried out by College employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

CONSENT

Consent means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

INCAPACITATION

Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-

making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibilities to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

SEXUAL ASSAULT

Any person who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The person causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The person knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The person knows that the victim submits erroneously, believing the person to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the person is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the person is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the person has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit unless the act is incident to a lawful search; or
- The person, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the person knows the victim is physically helpless and the victim has not consented.

DOMESTIC VIOLENCE

Domestic violence means an act or threatened act of violence upon a victim with whom the person is or has been involved in an intimate relationship. "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. Domestic violence also includes any other crime against a victim, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a victim with whom the person is or has been involved in an intimate relationship.

DATING VIOLENCE

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

STALKING

A person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph, a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

SEXUAL EXPLOITATION

Occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct/Harassment offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism; and
- Knowingly transmitting an STI or HIV to another student.

CONFIDENTIALITY

Students or parents of minor students, reporting incidents of Sexual Misconduct/Harassment may ask that the students' names not be disclosed to the accused or that no investigation or disciplinary action be pursued to address the alleged Sexual Misconduct/Harassment. The College strongly supports a student's interest in confidentiality in cases involving Sexual Misconduct/Harassment. There are situations in which the College must override a student's request for confidentiality in order to meet its Title IX obligations; however, these instances will be limited, and the information will only be shared with individuals who are responsible for handling the College's response to incidents of Sexual Misconduct/Harassment. Given the sensitive nature of reports of Sexual Misconduct/Harassment, the College will ensure that the information is maintained in a secure manner. The College is aware that disregarding requests for confidentiality can have a chilling effect and discourage other students from reporting Sexual Misconduct/Harassment. In the case of minors, state mandatory reporting laws may require disclosure, but will generally be followed without disclosing information to College personnel who are not responsible for handling the College's response to incidents of Sexual Misconduct/Harassment.

Even if a student does not specifically ask for confidentiality, to the extent possible, the College will only disclose information regarding alleged incidents of Sexual Misconduct/Harassment to individuals who are responsible for handling the College's response. To improve trust in the process of investigating Sexual Misconduct/Harassment complaints, the College will notify students of the information that will be disclosed, to whom it will be disclosed, and why. Regardless of whether student complainant requests confidentiality, the College will take steps to protect the complainant as necessary, including taken interim measures before the final outcome of an investigation.

For Title IX purposes, if a student requests that his/her name not be revealed to the accused or asks that the College not investigate or seek action against the accused, the College will inform the student that honoring the request will limit its ability to respond fully to the incident, *including pursuing disciplinary action against the accused*. The College will also explain that Title IX includes protection against retaliation and that College officials will not only take steps to prevent retaliation but also take strong, responsive action if it occurs. This includes retaliatory action taken by the College and College officials. When the College knows or reasonably should know of possible retaliation by other students or third parties, including threats, intimidation, coercion, or discrimination (including harassment), it will take immediate and appropriate steps to investigate or otherwise determine what occurred. The College will protect the complainant and ensure his/her safety as necessary.

If the student still requests that his/her name not be disclosed to the accused, or that the College not investigate or seek action against the accused, the College will determine whether it can honor such a request while still providing a safe and non-discriminatory environment for all students, including the student who reported the Sexual Misconduct/Harassment. The Title IX Coordinator will evaluate confidentiality requests.

If the College determines that it can respect the student's request not to disclose his/her identity to the accused, it will take all reasonable steps to respond to the complaint consistent with the request. Although a student's request to have his/her name withheld will limit the College's ability to respond fully to an individual allegation of Sexual Misconduct/Harassment, the College will investigate other means available to address the Sexual Misconduct/Harassment, without initiating action against the accused or revealing the identity of the student complainant. The College will also take immediate action as necessary to protect the student while keeping the identity of the student confidential.

RESOURCES

Emergency and Counseling Hotline Telephone Numbers:

Emergency (police, fire, and rescue)

Always dial 911 for life-threatening emergencies.

24 Hour National Suicide Prevention Lifeline / Veterans Crisis Line

(800) 273-TALK (8255)

TTY Line: (800) 799-4889

24 Hour National Domestic Violence Hotline

(800) 799-SAFE (7233)

TDD Line: (800) 787-3224

National Child Abuse Hotline

(800) 4-A-CHILD (422-4453)

Counseling and Rehabilitation

American Council on Alcoholism

(800) 527-5344

Al-Anon

(888) 425-2666

The Substance Abuse and Mental Health Services Administration Treatment Helpline

(800) 662-HELP / (800) 662-4357

TDD (800) 487-4889

24 Hour National Alcohol and Substance Abuse Information Center

(800) 784-6776

American Social Health Association STI Resource Center

(800) 227-8922

CDC National AIDS Hotline / National STD Hotline

(800) CDC-INFO (232-4636)

Gay and Lesbian National Hotline

(888) THE-GLNH (843-4564)

RETALIATION

This policy also prohibits retaliation against a person who reports Sexual Misconduct/Harassment, assists someone with a report of Sexual Misconduct/Harassment, or participates in any manner in an investigation or resolution of a Sexual Misconduct/Harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

RECORDKEEPING

The TitleIX/SaVE Coordinator, along with Legal & Compliance is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from Legal & Compliance.

REPORTING/FILING A COMPLAINT FOR TITLE IX–SEXUAL MISCONDUCT/HARASSMENT

Sexual Misconduct/Harassment is a threat to the entire College community. Members from the College community are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. Complaints from any member of the College community relating to discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex concerning a faculty, staff, a student or students should be reported to:

TITLE IX/SaVE COORDINATOR FOR ARIZONA COLLEGE

Title IX Investigator:

Mesa: Jennifer Laidler
Glendale: Lisa Beaman
Tempe: Stephanie Bondeson
Las Vegas: Marni Montgomery-Blake
Dallas: Cassie DelCheccolo
Corporate: Naomi Champagne

Title IX Coordinator: Matt Calhoun

The Title IX/SaVE Coordinator is responsible for the oversight, coordination, and implementation of all Title IX compliance activities for the College. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the College's policy of Nondiscrimination including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall College activities for compliance with Title IX requirements including athletic equity, grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

Upon receiving notice of a possible violation of the Sexual Misconduct/Harassment policy, the College will take immediate and appropriate steps to:

- End the behavior;
- Conduct a prompt, fair and impartial investigation;
- Remedy the effects, and
- Prevent it from reoccurring.

College personnel will inform students in writing of procedures that victims should follow, including:

- The importance of the preservation of any evidence;
- Options regarding the assistance of local law enforcement, College officials;
- The option to decline assistance, or decline notifying local law enforcement;
- Any interim protective measures that will be taken and their options for protective orders; and
- Resources including counseling, health, and mental health services.

Individuals with complaints of any nature described above always have the right to simultaneously file a formal complaint with the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

In addition, the complainant or the accused has the right to a representative of his/her choosing at any point during the process.

REPORTING/FILING A COMPLAINT about DISCRIMINATION (NOT SEXUAL MISCONDUCT/HARASSMENT)

All other complaints, including non-harassment, other forms of sex/gender-based discrimination, misconduct, harassment, violence or retaliation based on race, color, creed, national or ethnic origin, religion, pregnancy, childbirth and related medical conditions, marital status, gender identity, medical condition, service in the uniformed services, political activities and affiliations, age, disability, veteran status, or any other consideration

made unlawful by federal, state, or local laws, *should follow the relevant procedure outlined in the Dispute Resolution Procedure for Student Complaints (see below)* and/or contact:

Mesa:	Jennifer Laidler
Glendale:	Lisa Beaman
Tempe:	Stephanie Bondeson
Las Vegas:	Marni Montgomery-Blake
Dallas:	Cassie DelCheccolo
Corporate:	Naomi Champagne

The Title IX/SaVE Coordinator is responsible for the oversight, coordination, and implementation of all Title IX compliance activities for the College. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the College's policy of Nondiscrimination including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall College activities for compliance with Title IX requirements including athletic equity, grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

The above complaint processes (Gender/Sex and Other Complaints) involve a thorough, impartial investigation designed to provide a fair, prompt, and reliable determination about whether the College nondiscrimination policies have been violated. As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim.

The College has an obligation to report any crimes of which it has knowledge under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Upon receipt of a complaint, the Title IX/SaVE Investigator may notify Human resources in order to coordinate the investigation.

- Generally, the investigation will be completed, and findings and sanctions issued within sixty (60) calendar days from the receipt of the complaint. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- In all complaints, the Title IX/SaVE Coordinator and, if necessary, Human Resources, will provide interim measures upon the request of a reporting party if such measures are reasonably necessary and available.
- In order to protect the complainant at any time during the investigation, the College may also recommend an interim measure.
- These interim measures may include, but are not limited to, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These measures may apply in ground or online contexts.
- Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim measures may be considered a separate violation of this policy.

TITLE IX INVESTIGATOR INITIAL INVESTIGATION INTO COMPLAINT

NOTE: As discussed under “Confidentiality,” students reporting incidents of Sexual Misconduct/Harassment may ask that the students’ names not be disclosed to the accused or that no investigation or disciplinary action be pursued to address the alleged Sexual Misconduct/Harassment. While the College strongly supports a student’s interest in confidentiality in cases involving Sexual Misconduct/Harassment when the College is able to honor such a request, the formal investigation described here cannot take place when confidentiality is honored. Only informal measures with no potential discipline for the responding party can result in circumstances where confidentiality does not allow the respondent to know the identity of the complainant and the allegations against her or him.

The Initial Investigation will be completed within ten (10) calendar days from the receipt of the complaint, barring documented unforeseen circumstances. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.

- Upon receipt of a complaint from the Title IX/SaVE Coordinator, the Title IX Investigator (THE TITLE IX INVESTIGATOR), and if necessary, Human Resources staff, will mutually investigate the complaint.
- Only trained investigators will analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility of parties and witnesses, synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each case.
- THE TITLE IX INVESTIGATOR and, if necessary, Human Resources staff, will mutually determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or a College proxy or representative.
- THE TITLE IX INVESTIGATOR and, if necessary, Human Resources staff, will mutually collaborate with the complainant to identify the correct policies allegedly violated.
- THE TITLE IX INVESTIGATOR and, if necessary, Human Resources staff, will mutually conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint.
- Once the Title IX Investigator and, if necessary, human resources staff, decides to open an investigation, the Title IX Investigator and/or HR will provide written notice to the responding party of the allegations constituting a potential violation of the sexual misconduct policy, including enough details and with sufficient time to prepare a response before any initial interview.
- Enough details include the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly constituting the potential violation and the date and location of the alleged incident.
- The investigation should result in a written report summarizing the relevant exculpatory and inculpatory evidence.
- The reporting and responding parties and appropriate officials must have timely and equal access to any information that will be used during informal and formal meetings in this and all subsequent steps of the process, and be given the opportunity to present evidence, including written witness statements.
- If a reasonable cause exists, Title IX Investigator and, if necessary, Human Resources staff, will mutually prepare a proposed Notice of Charges on the basis of the initial investigation and submit it to the Title IX/SaVE Coordinator for further action.
- Once the Title IX/SaVE Coordinator receives a copy of the report of initial findings, the Title IX/SaVE Coordinator will review the findings and make a determination within three (3) calendar days of receipt of the initial investigation report and if applicable, the proposed Notice of Charges as to whether reasonable cause exists to bring charges against the accused individual. There may be extensions of this or any

timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay. If reasonable cause exists, the matter shall proceed to a formal investigation.

- If the Title IX/SaVE Coordinator determines there is insufficient evidence to support reasonable cause, the Title IX/SaVE Coordinator or designee or, if necessary, Human Resources, will simultaneously and in writing inform the complainant and the accused that the investigation is discontinued and include the rationale for the result. Any interim measures taken will be reversed.

NOTICE OF CHARGES AND CONTINUED INVESTIGATION OF COMPLAINT

- The decision whether to continue the Investigation will be made and communicated to the parties within fifteen (15) calendar days of the receipt of the complaint. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- The Title IX/SaVE Coordinator or his/her designee will simultaneously communicate in writing to the parties the continuation of the investigation and intent to present the accused with a Notice of Charges. This notification must include an initial or interim decision and the rationale.
- If the Title IX/SaVE Coordinator determines there is sufficient evidence to support reasonable cause and approve the charges, the Title IX/SaVE Coordinator and, if necessary, Human Resources staff, will mutually determine the need for additional interim measure for any parties involved in the complaint.
 - In all complaints, the Title IX/SaVE Coordinator and, if necessary, Human Resources, will provide interim measure upon the request of a reporting party if such measures are reasonably necessary and available.
 - In order to protect the complainant at any time during the investigation, the College may also recommend an interim measure.
 - These interim measures may include, but are not limited to, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These measures may apply in ground or online contexts.
 - Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim measures may be considered a separate violation of this policy.
- The investigator(s) will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the College will provide an opportunity for the parties to present statements, witnesses, and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available including but not limited to law enforcement investigation documents and student or employee personnel files. The investigation is to be prompt, equitable, effective, fair and impartial, and all individuals will be treated with appropriate sensitivity and respect throughout the investigation.
- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX/SaVE Coordinator.
- The investigator will make a finding and present the findings to the Title IX/SaVE Coordinator within forty-five (45) calendar days of the receipt of the complaint. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- The Title IX/SaVE Coordinator will communicate the results, if applicable, to Human Resources staff.

- At any time during this process, the individual maintains the right to simultaneously file a formal complaint with the Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

PRESENTATION OF INVESTIGATION FINDINGS TO THE PARTIES

- The Title IX/SaVE Coordinator or designee, or, if necessary, Human Resources staff, will simultaneously and in writing communicate the findings to the accused and the complainant within fifty (50) calendar days of the receipt of the complaint. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- This communication will inform the parties whether the preponderance of the evidence supports a finding against the accused for the alleged violation(s).
- The communicated findings will inform the parties as to 1) whether there is a finding of sexual harassment; 2) whether the interim measures will continue; 3) what actions will be taken, including any disciplinary procedures that will be initiated; and 4) whether any assistance will be provided to the victim.
- Where the accused is found not responsible for a violation, the Title IX/SaVE Coordinator and Human Resources staff where applicable will consider the reversal of any remedial actions taken.
- The accused or the complainant may appeal the findings in part or in whole; the Title IX/SaVE Coordinator or his/her designee will advise the parties of the procedures to appeal the result when communicating the findings.

INVESTIGATION FINDINGS: ACCEPTANCE

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX/SaVE Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual do not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the College will proceed accordingly with the process four (4) business days following communication of the investigation findings.
- The Title IX SaVE/Coordinator will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay. If the accused is an employee, the Title IX/SaVE Coordinator in coordination with the Human Resources staff will determine appropriate sanctions within the same parameters.
- The Title IX/SaVE Coordinator, or Human Resources staff (if applicable) shall, within two (2) business days, simultaneously and in writing inform the complainant and the accused of the sanction decision and the rationale. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- Sanctions against the student(s) determined by this process are subject to the Sanction Appeal Process by either the accused or complainant and the above simultaneous notification must include notice of that process.

INVESTIGATION FINDINGS: APPEAL

- If the complainant and/or the accused individual(s) disagree with the findings, in part or in totality, either the complainant or the accused may appeal the finding in part or in totality on the following bases:

- The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation that could be outcome determinative. A summary of this new evidence and its potential impact must be included;
 - The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
 - The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was enough to find them responsible by a preponderance of the evidence; or,
 - The accused and/or complainant alleges bias by the investigator or the Title IX/SaVE Coordinator which deprived the process of impartiality in a way that was outcome determinative.
- The accused and/or complainant have five (5) business days from the date of communication of findings, to present the formal appeal, in writing, to the Title IX Coordinator of Arizona College, Matt Calhoun. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.

The Title IX Coordinator may be contacted as follows:

Email: mcalhoun@arizonacollege.edu

Mailing Address:

Matt Calhoun

Title IX Coordinator Arizona College

2510 W Dunlap Ave, Suite 290, Phoenix, AZ 85021

INVESTIGATION FINDINGS: APPEAL PROCESS

- Upon receipt of either party's appeal of the findings, the Senior Vice President for Academic Affairs will acknowledge receipt of the notice within three (3) business days. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal.
- The Senior Vice President for Academic Affairs or his/her designee will review all cases presented for appeal within five (5) business days of the appeal, to determine if the presented grounds for appeal and supporting information will be accepted or rejected. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- If the appeal does not meet the stated grounds for appeal, the appeal will be rejected. The Sr. Vice President for Academic Affairs, shall, within two (2) business days of the determination, simultaneously and in writing, inform the complainant and the accused the appeal decision. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- If the Title IX Coordinator determines there is sufficient evidence to support an appeal, the matter will return to the Title IX Investigator for further investigation unless the appeal alleges bias of the investigator which deprived the process of impartiality in a way that was outcome determinative or an assertion that the evidence was insufficient to meet the preponderance of the evidence standard. In those cases, the appeal will remain with the Title IX Coordinator his/her designee for review and final decision.

- Whether the investigation goes to the Title IX Investigator or remains with the Title IX Coordinator or his/her designee, the appeal investigation will be completed within fourteen (14) calendar days of submission to the Sr. Vice President for Academic Affairs. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- The Sr. Vice President for Academic Affairs, and if applicable in coordination with Human Resources, will communicate the appeal findings simultaneously and in writing to the complainant and the accused.
- Additionally, the Title IX Coordinator will consult with the Title IX/SaVE Coordinator and Human Resources (when necessary) to consider the reversal of any interim measures taken.

ADDITIONAL INFORMATION FOR SEXUAL MISCONDUCT/HARASSMENT INVESTIGATIONS

Advisor. Both parties have the same opportunity to have an advisor of their choice present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by that advisor. Any restrictions regarding the extent to which the advisor may participate will be equally applied.

Amnesty Policy. Arizona College encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to College officials because they fear that by reporting an incident he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to College officials. To encourage reporting, Arizona College pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as an accused individual, he or she would not be immune from policy violations.

Attempted Violations. In most circumstances, Arizona College will treat attempts to commit Sexual Misconduct/Harassment as if those attempts had been completed.

False Reporting. Arizona College will not tolerate intentional false reporting of incidents.

Group Actions. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and may proceed against the group of jointly accused students, or individually, at the discretion of the College.

Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his or her own complaint if he or she wants to or to ask the College to stand as complainant in his or her place.

Sexual History. Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the accused will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of Sexual Misconduct/Harassment.

College as the complainant. As necessary, Arizona College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of Sexual Misconduct/Harassment.

POSSIBLE SANCTIONS AND PROTECTIVE MEASURES

Any student found responsible for violating the policy on Sexual Misconduct/Harassment may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previously documented conduct issues. If the accused individual is an employee, sanctions will be determined by Title IX/SaVE Coordinator in consultation with Human Resources if applicable.

In order to protect the complainant, at any time during the investigation, the College may recommend short term, or interim, protections or remedies. These remedial actions may include, but are not limited to, making the complainant aware of their rights, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These remedies or protections may apply in ground or online contexts.

Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim protections may be considered a separate violation of this policy.

SANCTION APPEAL PROCESS

Where either party, the accused or the complainant, disagrees with the sanction(s), either has five (5) business days from the date sanctions are communicated to present an appeal of the sanctions, in writing, to the Title IX Coordinator. The written request for appeal of the sanctions must state one or more of the five (5) basis for appeal (see the following), along with facts and information that support the grounds for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX/SaVE Coordinator will forward all case information to the Title IX Coordinator designee who will make a determination as to whether there is sufficient evidence to support an appeal of sanctions on the basis of:

- The availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
- A potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative regarding the sanctions;
- The potential of bias by the Title IX/SaVE Coordinator which may have deprived the process of impartiality in a way that was outcome determinative.
- A belief that a sanction(s) is disproportionate to the severity of the offense.
- The sanction(s) appeal will be reviewed by the Title IX Coordinator within five (5) business days of the sanction appeal notice to determine whether there are sufficient grounds for appeal. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- If the appeal of the sanctions does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the Title IX Coordinator or designee and the decision to reject the appeal communicated to the Title IX/SaVE Coordinator and if applicable Human Resources.
- The Title IX/SaVE Coordinator and if applicable Human Resources, will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) calendar days of the determination. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.

- The Title IX/SaVE Coordinator will impose all sanctions on the accused student for the violation. Human Resources in consultation with the Title IX/SaVE Coordinator will impose all sanctions on the accused employee. Once the sanctions are carried out, the case will be closed.
- If the Title IX Coordinator determines there are grounds for the sanction appeal, the Title IX Coordinator will review all information presented with the sanction appeal and make a final sanction determination within fourteen (14) calendar days of acceptance of the appeal of sanctions. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay. The Title IX Coordinator will forward the determination to the Title IX Investigator.
- The Title IX/SaVE Coordinator and if applicable, Human Resources, will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) calendar days of the decision. There may be extensions of this or any timeframe within this procedure for good cause with written notice to the parties of the delay and the reason for the delay.
- The Title IX/SaVE Coordinator or designee, and if applicable, Human Resources, will impose all sanctions for the violation. Once the sanctions are carried out, the case will be closed.

CAMPUS SEX CRIMES PREVENTION ACT

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Arizona College is providing a link to the state Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of justice, screening of current or prospective employees and volunteers, or otherwise for the protection of the public in general and children in particular. Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by the law enforcement agencies of Arizona. This abuse could potentially terminate our ability to release this important information to the public. Follow the link below to access the Arizona Department of Public Safety Registry information.

Arizona: http://www.azdps.gov/Services/Sex_Offender/
 Nevada: <http://www.nvsexoffenders.gov/>
 Texas: <https://records.txdps.state.tx.us/SexOffenderRegistry>

DRUG FREE SCHOOLS & COMMUNITIES ACT

Arizona College is committed to maintaining a drug-free environment. Preparation for a career in Healthcare requires both students and staff to be free of the influence of illegal drugs and alcohol.

As part of the Drug-Free Schools and Communities Act of 1986, as amended 1989, we must notify students of the regulations regarding the prohibition of the unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities. Drug screenings may be required during the course of enrollment

or employment at Arizona College and may be required by clinical facilities. Any Arizona College student or staff who consumes or distributes drugs or alcohol on the school premises or at clinical and externship sites will be subject to disciplinary action and possible termination.

Students who seek assistance in dealing with a possible substance abuse problem are encouraged to obtain a listing of agencies providing substance abuse assistance from the College administration. Arizona College has located resources which might assist students who find they are having difficulty with controlled substances or alcohol. If a student should find they are having such difficulties, he/she should notify student services immediately. The resources will assist in referral and/or treatment.

LAWS REGARDING ALCOHOL AND DRUGS

ARIZONA

In addition to the Federal laws, the State of Arizona has its own laws dealing with controlled substances. It is illegal for persons under the age of 21 to possess alcoholic beverages with intent to consume them, and for anyone to falsify or misrepresent his or her age or another person's age to obtain alcohol. It is illegal in most circumstances to obtain or give alcohol to a person under the age of 21. Arizona law (ARS & 8-323) provides for the following penalties for a minor who purchases, possesses, or consumes spirituous liquor.

1. Probation
2. A juvenile court hearing
3. Driving privileges suspended for 180 days
4. Attendance at a counseling or education program
5. A fine up to \$500
6. Community service work

Arizona law also makes it a misdemeanor to be intoxicated in public and cause a public disturbance or to be intoxicated and endanger the safety of another person or of property. This carries a fine of up to \$1000 and up to 90 days imprisonment.

Controlled Substances – Federal and state laws prohibit the possession, use, sale and manufacture of illegal drugs.

Penalties for drug possession under Arizona law range from a minimum of probation to a maximum of 10 years in prison and a \$150,000 fine.

**Information is given for first offense only. Repeat offenses carry progressively greater sanctions. Trafficking (selling) any of the above drugs, excluding alcohol, are all felonies. Amount and type of drug possessed for sale will determine the penalty. The above information is presented as guidelines for educational purposes but is not binding.*

NEVADA

In addition to the Federal laws, the State of Nevada has its own laws dealing with controlled substances. NRS 453.316 Opening or maintaining of place for unlawful sale, gift or use of controlled substance prohibited; penalties; prohibition against probation or suspension of sentence for certain repeat offenders.

1. A person who opens or maintains any place for the purpose of unlawfully selling, giving away or using any controlled substance is guilty of a category B felony and shall be punished by imprisonment in the

state prison for a minimum term of not less than 1 year and a maximum term of not more than 6 years, and may be further punished by a fine of not more than \$10,000, except as otherwise provided in subsection

2. If a person convicted of violating this section has previously been convicted of violating this section, or if, in the case of a first conviction of violating this section, he has been convicted of an offense under the laws of the United States or any state, territory or district which, if committed in this State, would amount to a felony under this section, he is guilty of a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 10 years, and may be further punished by a fine of not more than \$20,000. The court shall not grant probation to or suspend the sentence of a person convicted of violating this section if he has been previously convicted under this section or of any other offense described in this subsection.
3. This section does not apply to any rehabilitation clinic established or licensed by the Health Division of the Department.

ALCOHOL

1. Under Nevada state law, alcoholic beverages may not be served or sold to any person under the age of 21. It is illegal for persons under age 21 to possess alcoholic beverages with intent to consume them, and for anyone to falsify or misrepresent his or her age or another person's age to obtain alcohol. It is also illegal in most circumstances to obtain or give alcohol to a person under age 21. The penalty is a fine of \$500 for the first offense and up to \$1,000 for repeat offenses.
2. Alcoholic beverages may not be served or sold to any person who is intoxicated. According to the Alcoholic Beverage Control (ABC) Board, "Any person who has drunk enough alcoholic beverages to so affect his/her manner, disposition, speech, muscular movements, general appearance or behavior so as to be apparent to observation shall be deemed to be intoxicated."
3. State law prohibits drinking in public (e.g., on the street, in parking lots); possession of an alcoholic beverage by a person under the legal drinking age; falsely representing one's age for the purpose of procuring alcohol, and purchasing an alcoholic beverage for a person who is under the legal drinking age.
4. State Ordinances forbid possession of open alcoholic beverage containers in public parks and playgrounds. It is also unlawful for any person to be drunk or profanely to curse or swear in any public place in the county.
5. Federal and state laws prohibit the possession, use, sale, and manufacture of illegal drugs.

DRUGS

In addition to the Federal laws, the State of Nevada has its own laws dealing with controlled substances. A minimum of five years imprisonment is the penalty for a first offense of manufacture, distribution, dispensing or possession with intent to distribute 50 pounds or more of marijuana; 448 grams or more of cocaine or cocaine mixture; 50 grams or more of cocaine base; 28 grams or more of morphine or opium mixture; 1000 dosage units of LSD or mixture; 448 grams or more of methamphetamine or mixture; or 448 grams or more of phencyclidine in liquid form. For a second offense, the authorized penalty is doubled. If the offender is convicted as a "drug kingpin," even the first offense can carry a fine of up to \$1,000,000 and 20-40 years imprisonment without parole. The penalty for a first offense of trafficking in PCP, LSD, or other Schedule I and II narcotics is a fine of up to \$25,000 (\$20,000 in case of PCP and LSD) and/or imprisonment of up to twenty years. For a second offense, the minimum prison term is ten years. Trafficking in other Schedule I-IV controlled substances is punishable by a fine of up to \$15,000 and a prison term up to five years (both are doubled for a second offense).

FEDERAL

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. See the Federal Controlled Substances Act at 21 USC 800.

SCHOOL SANCTIONS

In addition to the physical risks associated with illegal drug and alcohol abuse, there are many federal state laws individuals should be aware of. One of these regulation includes the possible loss of Financial Aid due to the conviction of a drug offense while receiving Financial Aid. Arizona College will provide a timely notice to each student who has lost eligibility due to drug convictions for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

LOCAL TREATMENT RESOURCES

Alcoholics Anonymous	(602) 264-1341
Assisted Recovery Centers of America	(602) 264-7897
Valley Hope Alcohol and Drug Treatment Services	(800) 544-5101
Phoenix House	(800) DRUG-HELP
Phoenix Recover Center	(800) 671-9516
Narcotics Anonymous	(480) 897-4636
Nationwide Addiction Assistance Helpline	(800) 559-9503



Arizona College-Glendale

2018 Annual Safety and Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (Includes Attempts)	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, FORCIBLE	2017	1	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ROBBERY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
AGGRAVATED ASSAULT	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
BURGLARY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
MOTOR VEHICLE THEFT	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARSON	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	1	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0



Arizona College-Glendale

2018 Annual Safety and Security Report

ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DOMESTIC VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DATING VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; STALKING	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	1	N/A	0	0



Arizona College-Mesa

2018 Annual Safety and Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (Includes Attempts)	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, FORCIBLE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ROBBERY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
AGGRAVATED ASSAULT	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
BURGLARY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
MOTOR VEHICLE THEFT	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARSON	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	2	N/A	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0



Arizona College-Mesa

2018 Annual Safety and Security Report

ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DOMESTIC VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DATING VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; STALKING	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0



Arizona College-Las Vegas

2018 Annual Safety and Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (Includes Attempts)	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, FORCIBLE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
SEX OFFENSES, NON-FORCIBLE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ROBBERY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
AGGRAVATED ASSAULT	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
BURGLARY	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
MOTOR VEHICLE THEFT	2017	1	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARSON	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0



Arizona College-Las Vegas

2018 Annual Safety and Security Report

ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DOMESTIC VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; DATING VIOLENCE	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0
VAWA OFFENSES; STALKING	2017	0	N/A	0	0
	2016	0	N/A	0	0
	2015	0	N/A	0	0



Arizona College-Tempe

2018 Annual Safety and Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (Includes Attempts)	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
NEGLIGENT MANSLAUGHTER	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
SEX OFFENSES, FORCIBLE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
SEX OFFENSES, NON-FORCIBLE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ROBBERY	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
AGGRAVATED ASSAULT	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
BURGLARY	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
MOTOR VEHICLE THEFT	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARSON	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARRESTS: DRUG ABUSE VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*



Arizona College-Tempe

2018 Annual Safety and Security Report

ARRESTS: LIQUOR LAW VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; DOMESTIC VIOLENCE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; DATING VIOLENCE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; STALKING	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*



Arizona College-Dallas

2018 Annual Safety and Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (Includes Attempts)	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
NEGLIGENT MANSLAUGHTER	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
SEX OFFENSES, FORCIBLE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
SEX OFFENSES, NON-FORCIBLE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ROBBERY	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
AGGRAVATED ASSAULT	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
BURGLARY	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
MOTOR VEHICLE THEFT	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARSON	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
ARRESTS: DRUG ABUSE VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*



Arizona College-Dallas

2018 Annual Safety and Security Report

ARRESTS: LIQUOR LAW VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; DOMESTIC VIOLENCE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; DATING VIOLENCE	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*
VAWA OFFENSES; STALKING	2017	*	N/A	*	*
	2016	*	N/A	*	*
	2015	*	N/A	*	*