

Campus Safety Policies



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GROUPSM

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Section I: University of Phoenix Security

The following information has been prepared to increase the University of Phoenix community's awareness of current programs that exist to protect its members' safety and well being. The information is intended to provide a general description of University of Phoenix campus safety policies; it is not, however, intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize for each of its campus locations, crime statistics from the most recent calendar year and the three preceding calendar years.

1.1

University of Phoenix Safety Declaration

University of Phoenix is strongly committed to crime prevention. The University considers the personal physical safety of its students, faculty and staff necessary for a successful learning environment.

University campuses, like all other communities, are not immune to crime. Similarly, students, faculty and staff are members of the University of Phoenix community and citizens of the state in which they reside. Therefore, they are expected to obey not only the laws of their state but also the rules and regulations of the University. Members of the University of Phoenix community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on campus. The cooperation and involvement of students, faculty and staff in campus safety is essential to minimize criminal activity.

University of Phoenix affirms the notion that a well-informed university community helps create a safety conscious public. Pursuant to federal law, the University will publish and distribute annually the crime statistics for the most current academic year and the three preceding academic years.

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

2.1

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

2.1.1

Notice of Reporting and Disclosure of Annual Campus Safety Policies and Annual Crime Statistics to Current Students, Faculty and Staff

All current students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the University's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that the University's annual crime statistics are available on a Web site as part of the University of Phoenix Annual Safety Report.
- The notice will contain the exact electronic Web site address.
- The notice will state that anyone is entitled to a paper copy of the information upon request.

2.1.2

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to Prospective Students, Faculty and Staff

The University or the local Campus Security Authority will provide a notice to prospective students, faculty and staff disclosing that the University's Campus Safety Policies and Annual Crime Statistics are available on a Web site as part of the University of Phoenix Annual Safety Report.

- The notice will contain the exact electronic Web site address.
- The notice will state that anyone is entitled to a paper copy of the information upon request.

2.1.3

Published Notice of the University of Phoenix's Campus Safety Policy and Annual Crime Statistics

The University of Phoenix Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting your local Campus Security Authority or by accessing the following Web site:

http://www.phoenix.edu/about_us/campus_safety.html

The Annual Security Report will be provided to current students and employees no later than October 1st via United States Postal Service, campus or electronic mail.

2.2

Reporting and Disclosure of Annual Crime Statistics and Sex Offender Registry

2.2.1

University of Phoenix Distribution of Annual Crime Statistics

In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice, FBI, as modified by the Hate Crimes Statistics Act, the University of Phoenix will publish annual crime statistics.

These statistics will be accessible electronically to all current students, faculty and staff.

Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics and will be given an opportunity to request a copy of the report.

2.2.2

Statistics Concerning Liquor, Drug and Weapons Possession

Statistics concerning liquor, drug and weapons violations are annually released to the University community.

These statistics will also be reported in accordance with federal regulations and the FBI Uniform Crime Reporting program. This reporting will only include violations reported to the local police that result in a criminal arrest.

All arrests and disciplinary referrals for liquor, drug and weapons violations are reported separately within the University crime report form. The crime report form has two separate categories for these violations to include whether there was an arrest or disciplinary action associated with the crime.

2.2.3

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

The data for the annual crime statistics is monitored daily. Every University of Phoenix campus has a designated Campus Security Authority. The Campus Security Authority, upon receiving notification of a crime incident on University of Phoenix property, will verify the circumstances and put the information into a permanent web-system database. These crime statistics will be published as part of the University of Phoenix Annual Security Report. Current data can also be disseminated upon request daily, monthly, or annually.

The Campus Security Authority sends communication to local law enforcement on an annual basis via the "Letter to Local Police" to obtain crime statistics for their campus for the previous calendar year. Data received from local law enforcement is compared to the University's internal database to ensure accurate reporting. In addition, for those campuses with AlliedBarton security contracts, AlliedBarton communicates any incidents in writing directly to the Campus Security Authority.

2.2.4

Sex Offender Registry

The University's Sex Offender Registry provides for the tracking of convicted sex offenders enrolled at or employed at this university as reported to this institution.

Section III: Safety Awareness and Crime Prevention

3.1

Campus Security

The University does maintain a contractual relationship with AlliedBarton Security and may have security personnel present on assigned campuses. The security personnel are surveyed for crime statistical reporting and timely warning purposes.

- AlliedBarton Security Services provides state licensed security personnel for all University of Phoenix campuses effective 2009.
- AlliedBarton Security Services personnel are unarmed security personnel.
- AlliedBarton Security Services personnel and University of Phoenix campus employees do not have the authority to arrest individuals. However, University of Phoenix campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies.
- One to two security personnel may be assigned to each campus. For larger campuses, up to five security personnel can be assigned to that campus. Service Provide shall comply with the training requirements mandated by each state in which uniformed security services are provided. This “Basic Training” should result in the issuance of a guard license; guard certificate; security officer registration; or guard card by the state of assignment, if applicable to that state.

Training covers the following areas:

1. Legal restrictions on arrest, search and seizure, and use of force.
2. Report writing basics.
3. Recognition, response to, and prevention of workplace violence.
4. Control, detection, and reporting of fires. This shall also include the use of portable fire fighting equipment and the control of fire-suppression sprinkler systems.
5. Personal appearance, attitude and conduct in accordance with the standards and practices generally acceptable in the security industry and as required by Apollo.

University of Phoenix endorses safety awareness and crime prevention measures.

3.2

Crime Prevention Measures

Part of crime prevention is individual safety consciousness and awareness of personal environment. The University suggests the following crime prevention measures, which can contribute to the safety and security of the University of Phoenix community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave 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.
- Do not bring any kind of weapon onto University property.

The carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.

If anything makes you feel unsafe or threatened, **dial 9-1-1.**

Faculty, staff, and students are encouraged to report all crimes that occur on reportable campus property to their local and state police department.

3.3

Timely Warning Notifications to the Campus Community

Campus Security Authorities are responsible for alerting the campus community of a particular crime or trend of crimes in order to help safeguard the individuals within these areas and/or their property from further harm or damage.

- The Campus Security Authority will release Timely Warning Notifications as necessary to warn the campus of crimes or events considered to be a potential threat to students, faculty and staff.
- Posting Timely Warning Notifications is necessary if there has been a serious crime or systematic pattern of crimes and/or series of threats that may put any member of the campus community at risk. This decision should be made after consultation with the University of Phoenix Campus Safety Team and local law enforcement. Additionally, the Security Operation Center [SOC] may be contacted 24 hours a day/ 7 days a week. Campuses are encouraged to report any trend of crimes to the local law enforcement agencies, as appropriate.
- The Campus Security Authority must post Timely Warning Notifications in visible, accessible areas at the University of Phoenix location(s) at which the serious crime or systematic pattern of crimes and/or series of threats have occurred.
- University of Phoenix campuses may use one or all of the following forms of communication media to inform their campus community about security matters if available to them: email and on site monitors. All information related to security matters is distributed through these forms of communication media in a timely manner. These forms of media communication are utilized any time a situation warrants its use.

3.4

Safety and Access to University of Phoenix Campus Facilities

The University's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public during normal business hours. However, classrooms and office buildings not in use will generally remain locked. Only employees and faculty members have access to secured administrative, institutional facilities, and private program areas. These areas are not accessible to students, outside guests, or other unauthorized individuals.

3.5

Maintenance on University of Phoenix Campuses

The Campus Security Authority must resolve any campus maintenance issues that could give rise to potentially unsafe situations, or conditions that have the potential to enhance criminal activity. The Campus Security Authority will notify the appropriate individual or company responsible for facilities management at the site.

The university facilities management personnel are responsible for repairing the campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the university's commitment to campus safety. All members of the campus community are encouraged to report any known problems or hazards to his or her Campus Security Authority. Prompt reporting enhances campus safety for all concerned.

3.6

Safety Programs

The university will have at least an annual safety program encouraging the campus community to look out for themselves and one another.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the university community through security alerts posted prominently throughout campuses.

Examples of programs may include CPR/AED, Crime Prevention Programs, Self-Defense and Protection, and Local Police and Fire Departments Demonstrations. Programs will vary by campus based on their individual needs. These programs when applicable will focus on increasing security awareness and educating individuals about the subject of crime prevention. Information regarding upcoming security awareness and crime prevention programs can be located on each individual campus web site. Each campus web site can be located on the [NewSource Campus Regions Page](#).

3.7

Emergency Evacuation Planning

The Campus Security Authority is responsible for conducting one (1) emergency evacuation drill per year at their campus location.

Section IV: Reporting Criminal Activities

University of Phoenix encourages all individuals to report criminal activity to local law enforcement authorities. However, it is the discretion of the individual to contact local law enforcement authorities if the individual is a victim of criminal activity. It is University of Phoenix's practice to file Incident and Crime Reports for all criminal incidents and to contact local and state police when situations warrant the campus to do so.

University of Phoenix does not have a campus police authority. Individuals are encouraged to report all incidents and criminal activity to the Campus Security Authority. The Campus Security Authority is an individual who has been specified on every University of Phoenix Campus as an individual to which students, faculty and staff should report criminal offenses.

University of Phoenix has officially recognized student organizations that meet on-campus and not off-campus. Therefore, no security personnel is monitoring any student organization that is held unofficially off-campus. However, when any officially recognized student organizations meet on-campus and have an incident, they report emergency and non-emergency criminal activities by following the recommendations found within procedures 4.1 and 4.2.

4.1

Reporting Emergency Criminal Activities

In emergency situations, **first dial 9-1-1.**

9-1-1 calls are answered **24 hours a day, 7 days a week, 365 days every year.** The local police, fire or medical departments will respond immediately.

Thereafter, report the criminal offense to the Campus Security Authority.

4.2

Reporting Non-Emergency Criminal Activities

In non-emergency situations, promptly report criminal offenses to the Campus Security Authority. In addition, all campus community members are encouraged to report crimes to their local and state police department.

4.3

Reporting Criminal Activity to the Campus Security Authority

A Campus Security Authority is available for *all* University of Phoenix campuses for students, faculty and staff. The Campus Security Authority has the official capacity to receive all reports relating to crime.

The identity of the Campus Security Authority will be listed or posted in visible areas and venues at each University of Phoenix campus.

4.4

Anonymous/Confidential Reporting of Crimes

University of Phoenix encourages students, faculty and staff to report all criminal activity that has occurred at a University of Phoenix location. The report of the criminal activity may be anonymous and the person may request confidentiality.

The Security Operations Center [SOC] is open to staff 24 hours a day and 7 days a week to anonymously report information. Staff can contact the Security Operations Center at 1-866-992-3301. The campus community may also contact their local Silent Witness or Crime Stopper program to report information.

4.5

Confidential Reporting to a Counselor

University of Phoenix does not have a policy or procedure that encourages its professional counselors; if and when the counselor deems it appropriate, to inform the person being counseled of any procedures to report crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Generally, when counselors do not have the permission of the victim, they can only report the occurrence of a number/statistic.

Section V: Reportable Offenses

All crimes that have been reported to a Campus Security Authority and that fall within FBI crime definitions will be included in the University of Phoenix Annual Security Report. Reportable crimes are not limited to FBI-defined offenses.

5.1

List of FBI-Defined Reportable Offenses

The following list of crimes is compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Hate Crimes
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

5.2

Additional Offenses Reported Internally

- Bomb Threats
- Destruction/Damage/Vandalism of Property
- Intimidation
- Larceny Theft
- Menacing
- Simple Assault
- Stalking
- Terroristic Threatening/Intimidation
- Theft
- Wanton Endangerment

5.3

Hate Crimes

Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

5.4

Reportable Locations and their Definitions

- **On Campus:** Any building or property owned 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. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.

- **Non Campus:** Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.

- **Public Property:** Public property is defined as the area that is within the same reasonably contiguous geographic area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purpose.

- **Local Police crime statistics (as applicable)** Statistics that were reported by local and state police should be reported in this category if they were not included already in the campus crime statistics as reported by the Campus Security Authority.

Section VI: University Cooperation with Law Enforcement Agencies

University of Phoenix campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. The University does not currently maintain contracts for local police and law enforcement agencies; however, campuses are required to contact the appropriate police authorities annually for crime reporting purposes as well as in the event of an emergency on campus that requires their involvement.

Campus Security Authorities are encouraged to develop a professional relationship with their local law enforcement through on-going communications and by establishing safety awareness opportunities on campus.

Section VII: Policies and Programs Concerning Alcohol and Drugs

University of Phoenix has adopted a “**Zero-Tolerance**” policy regarding the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol.

The materials that follow are intended to help inform the entire University community of the standards of conduct required with regard to illicit drugs and alcohol and the possible consequences of inappropriate behavior.

The following structures are in place to address Alcohol and Drug abuse issues:

- Polices are distributed annually to all employees, faculty and students through the employee/faculty/student handbooks as well as through the Consumer Information Report.
- Disciplinary sanctions are enforced through misconduct violations relating to the code of conduct.
- The Campus Safety policies are maintained on the UOPX website, which is available to all students, faculty or employees at any time. These policies include required alcohol and drug prevention information.
- Students, faculty and employees are able to report instances of abuse through several communication channels.
- Students can report concerns to faculty, their local Campus Security Authority, or via their end of course survey.
- Faculty can report concerns through their Academic Affairs contacts, their local Campus Security Authority, or via their end of course surveys.
- Employees can report concerns through their immediate supervisors, by contacting HR or via the ethics hotline.
- The local Campus Security Authority (CSA) maintains a list of local treatment facilities. CSA contact information is communicated on posters in every classroom and common area of a ground campus.
- An environment that is conducive to alcohol and drug abuse prevention has been established through the prohibition of alcohol and alcohol related advertising on campus.
- Employee benefits offer resources to assist alcohol and drug addiction related issues.

7.1

Alcohol and Drug Prevention and Counseling Services

The following national toll-free telephone numbers are provided to assist any member of the University community who may have a drug or alcohol problem.

- **Al-Anon 1-888-425-2666**
- **American Council on Alcoholism 1-800-527-5344**
- **National Council On Alcoholism 1-800 NCA-Call (622-2255)**
- **National Institute On Drug Abuse Hotline 1-800-662-HELP (662-4357)**
- **National Institute on Drug Abuse Helpline 1-800-843-4971**

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

For additional assistance in locating a treatment facility within the local area of a University of Phoenix campus, contact your local the Campus Security Authority.

Each campus is required to provide an annual safety education event to their campus community. This awareness program may cover any topic relevant to campus safety, to possibly include the alcohol and drug awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. However, each campus is at liberty to select their individual campus safety topic based on the needs of their campus community and activity within their surrounding areas.

The University also offers substance abuse and various counseling services to all currently enrolled students via a Student Work-Life Enrichment Program that is accessible directly from the student website. The Student Work-Life Enrichment Program offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling 866-320-2817, and free to students.

University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the MyHR site. This service provides referral services and treatment sessions as needed. The frequency of calls and online inquiries are tracked by category. Additionally, employees can gain additional substance abuse benefits through enrollment with United Healthcare. These include outpatient and inpatient services.

7.2

Health Risks of Alcohol and Other Drugs

- Health risks when using alcohol or other drugs include both physical and psychological effects.
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose 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 (a painful, difficult and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.
- The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

7.3

Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
Other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other	Moderate	Moderate	Slurred speech, disorientation,
Depressants	High-Mod	High-Mod	drunken behavior without odor of alcohol
Barbiturates	Low	Low	
Benzodiazepines	High	High	
Methaqualone, Glutehimide			
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance

Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil Tetrahydrocannabis	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trebling

7.4

Standards of Conduct

The University of Phoenix community must adhere to a code of conduct that recognizes 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. If an individual associated with the University is apprehended for violating any drug or alcohol related law when on University property, or participating in a University activity, the University will fully support and cooperate with federal and state law enforcement agencies.

7.5

Sanctions the University Will Impose for Alcohol or Drug Violations

Any member of the University community found consuming or selling alcohol or drugs on University property shall be subject to discipline on a case by case basis.

- ◆ Discipline will be based on the seriousness of the situation.
- ◆ A case may result in dismissal from the University.
- ◆ In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- ◆ The university has adopted a “zero tolerance” policy regarding underage drinking.

7.6

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

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

Federal Trafficking Penalties

<http://www.justice.gov/dea/agency/penalties.htm>

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	100 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	2 or More Prior Offenses: Life imprisonment
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an		

Hydroxybutyric Acid)		individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties – Marijuana

<http://www.justice.gov/dea/agency/penalties.htm>

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than

		other than an individual	an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Section VIII: Sexual Assault Policy and Prevention

University of Phoenix is committed to creating and maintaining a community in which students, faculty, and staff can work and be present in an atmosphere free from all forms of harassment, exploitation or intimidation.

The University has programs on assault prevention and has established procedures for reporting violations of University policy.

All forms or attempts of sexual assault are regarded as serious University offenses which may result in suspension, required withdrawal, or expulsion.

Victims should seek medical treatment immediately and get counseling. If they need assistance, they can contact the Campus Security Authority who can assist with reporting the incident to the authorities, secure the area and contact local authorities for assistance with arranging medical transportation and evidence collection.

By calling 911, local law enforcement should respond to assist the victim in receiving medical treatment. The Campus can also assist the victim in changing an academic schedule following an incident of sexual assault.

8.1

Definition of Sexual Assault

The definition of “sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

8.2

Facts about Sexual Assaults

Sexual assault can happen anywhere. In fact, according to the U.S. Department of Justice:

- A rape occurs every 2 minutes in America.
- One of every 4 rapes takes place in a public area or in a parking garage.
- 68% of rapes occur between the hours of 6 p.m. and 6 a.m.

- In 47% of rapes, the victim sustained injuries other than rape injuries.
- 75% of female rape victims require medical care after the attack.

8.3

Reporting a Sexual Assault

The victim of a sexual offense has the right to:

- Dial 911
- Report the incident to the appropriate police agency and pursue criminal charges
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution
- Access the wide range of support services provided by the University.
- If the incident occurred at a University of Phoenix location, the victim is also encouraged to report the assault to the Campus Security Authority

8.4

Preservation of Evidence of a Sexual Assault

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission.

Keep in mind that although sexual assault is a criminal offense, police do not collect evidence of a personal nature from the victim's body.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report or is certain he or she will not prosecute, evidence should be preserved so the victim has the opportunity to change his or her mind.

The following list of instructions is offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention. If the clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination.
- Do not touch anything the suspect may have touched.
- Do not bathe (or shower) until you have received medical attention.

- While waiting for medical and law enforcement assistance, try to make mental notes of the incident.

8.5

Surviving Sexual Assault

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.

- Victims of sexual assault may receive **FREE CONFIDENTIAL 24 HOUR** counseling by calling **RAINN (Rape Abuse Incest National Network)**
- **HOTLINE NUMBER 1-800-656-HOPE (4673) extension 1.**
- Trained counselors are available at the aforementioned numbers **24 hours a day, 7 days a week.**

RAINN can also be reached through e-mail, at **info@rainn.org** . However, crisis counseling is not available through e-mail. The e-mail address is intended solely for questions or comments.

You can also visit the RAINN Web site at <http://www.rainn.org> .

The Campus Security Authority will provide additional referral resources within the local area.

Each campus is required to provide an annual safety education event to their campus community. This awareness program may cover any topic relevant to campus safety, to possibly include the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. However, each campus is at liberty to select their individual campus safety topic based on the needs of their campus community and activity within their surrounding areas.

The Student Work-Life Enrichment Program offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling 866-320-2817, and free to students. University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the MyHR site. This service provides referral services and treatment sessions as needed. The frequency of calls and online inquiries are tracked by category.

8.6

Sanctions the University May Impose Following a Final Institutional Disciplinary Determination of Rape, Acquaintance Rape, or Other Sex Offense

Sexual assaults violate the standards of conduct expected of every member in the University community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, the University will abide by and cooperate with local, state and federal sanctions. University disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

8.7

Change Academic Situation

University of Phoenix will change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim and are reasonably available.

8.8

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

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

In addition, both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Section IX: Sex Offender Registry

9.1

Sex Offender Registry

The University of Phoenix Sex Offender Registry provides for the tracking of convicted sex offenders enrolled at or employed at this university as reported to the institution.

9.2

Reporting Convicted Sex Offenders

The Campus Sex Crimes Prevention Act (CSPCA) (section 1601 of the Victims of Trafficking and Violence Protection Act of 2000-Pub. L. 106-386) provides minimum national standards for state sex offender registration and community notification programs. This act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education and to make this information available promptly to a campus police department or other appropriate law enforcement agency having jurisdiction where the institution is located.

Section X: University Enrollment and Employment

10.1

Enrollment

University of Phoenix has an open enrollment policy and does not discriminate based on potential student's criminal conviction(s). Students by law have to disclose their criminal conviction(s) when submitting for Title IV Federal Financial Assistance.

10.1.1

Total enrollment for all University of Phoenix campuses including online can be found via the following link:

<http://nces.ed.gov/collegenavigator/>

10.2

Student Housing

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

10.3

Employment

All employees and faculty members must pass a background investigation and have their criminal record checked before receiving employment with University of Phoenix.

Section XI: Emergency Mass Notification

1.0 Overview

Apollo Group, (Apollo), has established an emergency mass notification process that includes emergency escalation processes, mass notifications, and supporting systems. These processes enable Apollo, and its subsidiary educational institutions to contact or send notices, alerts or warnings “without delay” to employees (for Apollo, Apollo’s U.S. based subsidiaries, and Meritus), faculty, and students¹ in the event of an emergency, dangerous or otherwise high-risk situation at an Apollo site.

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

An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the Apollo community at an Apollo site or that significantly disrupts Apollo programs and activities.

2.0 Scope

This policy applies to all officers and employees (for Apollo, Apollo’s U.S. based subsidiaries, and Meritus), faculty, and students² in the event of an emergency, dangerous or otherwise high-risk situation at an Apollo site.

3.0 Policy

General Policy

Apollo has assigned the responsibility of managing the EMN policy and procedures to the Apollo Ethics and Compliance Management Department (AEC). The review of emergency events and the related issuance of emergency mass notifications is the responsibility of the Apollo Core Crisis Management Team (ACCMT).

These notices and warnings will be issued when the ACCMT confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Apollo community related to a company site.

This ACCMT may consist of members from various Apollo and campus entities as defined in the Apollo Crisis Management policy to include the Apollo Legal, Business Continuity and Crisis Management, Public Relations, Campus Management and Student Services Departments. The ACCMT will work closely with Apollo Corporate Security and the Security Operation Center (SOC) before making final decisions regarding notices and warnings.

¹ Students and faculty who are enrolled at Apollo institutions that receive Title IV funds are included in this process.

² Students and faculty who are enrolled at Apollo institutions that receive Title IV funds are included in this process.

The ACCMT will have back-up individuals assigned if needed and when appropriate. If an ACCMT meeting is called to review a significant emergency or dangerous situation, the meeting will typically convene by teleconference using a line made available by the SOC.

Reporting Issues to the ACCMT

Individuals should immediately call emergency 9-1-1 for police assistance if they believe the situation warrants it. In addition to any 9-1-1 reports made, individuals should report all potential health and safety emergencies that pose an immediate threat to the Apollo community as follows:

- University of Phoenix and WIU students should contact their local Campus Security Authority (CSA). Each Apollo and University site has posters that identify the contact information for the local CSA. In addition, enclosed are additional references related to whom to contact to report an issue:
 - A University of Phoenix CSA listing is available at:
http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html.
 - A Western International CSA listing is available at:
<http://www.west.edu/WIU-Campus-Safety.htm>.
 - All other Apollo subsidiaries may contact the SOC directly at 1-866-992-3301.
- Employees and faculty should contact the SOC directly at 1-866-992-3301.

CSAs must immediately report any issues they receive to the SOC. The SOC will report all issues received to the ACCMT for its review.

Incidents that may warrant a report to the CSA or SOC are those that pose a serious or continuous health or safety threat to the Apollo or University community such as dangerous or otherwise high-risk situations at an Apollo site.

Notifications and Warnings

Once the SOC has received notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees, students or faculty, the SOC will immediately perform the following functions:

- notify the ACCMT of the reported issue,
- confirm that there is a significant emergency or dangerous situation with a secondary source,
- advise the ACCMT on the appropriate segment or segments of Apollo or campus community to receive notifications, and
- initiate the notification system based on the direction from ACCMT.

The ACCMT is responsible for reviewing identified issues on a case by case basis, and considering factors including the following:

- the nature of the situation,
- the continuing danger to the Apollo community,
- determining the content of the emergency notification,
- the possible risk of compromising law enforcement efforts related to the issue,
- those incidents that, in the judgment of the ACCMT, warrant an alert message.

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

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the Apollo community,
- the locations that may be affected (which could include targets),
- appropriate procedures the Apollo community should follow which may include:
 - evacuation procedures,
 - lockdown or shelter in place procedures,
 - safety suggestions,
 - location closing information,
 - procedures to help to contain or protect against the problem
- whom to contact for questions or issues related to the notification, alert or warning notification will be provided,
- additional details necessary to preserve safety and security,
- additional resources to include possible telephone numbers, web site and/or other sources for information regarding the incident,
- any necessary attachments (e.g. maps)
- computer prompted questions may be presented.

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

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

All warnings, notifications and related communications must be approved by the ACCMT. Follow-up information will be provided periodically or as warranted for the duration of the emergency by the appropriate individuals to the Apollo community as needed. Additionally, the Apollo Public Relation's department may also disseminate further status and update information to the Apollo and/or larger community if appropriate.

At the conclusion of an incident, and when authorized by the ACCMT, an "all clear" message will be sent to all recipients of the previous alert message(s).

Executive management, ACCMT members and the SOC 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 SOC will be responsible for maintaining copies and tracking all emergency notifications.

Notification Methods

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

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

Maintenance of Emergency Contact Information

Employees, faculty, and students are responsible for having current and accurate information on file with Apollo and/or its relevant subsidiaries to ensure they will receive notifications from the emergency mass notification system. Note: Apollo does not assume any responsibility for incorrect or inaccurate contact information on file which may cause a notification not to be sent, technical malfunctions, human or technical error, lost, delayed or garbled data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any combination thereof which may cause a lost notification.

Persons with disabilities and their managers or faculty are responsible for working together to ensure that a person in the same or adjacent area is assigned to provide assistance.

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

Responsibility for EMN Administration

The Apollo Ethics & Compliance Department is responsible for maintaining policies and procedures related to the Emergency Mass Notification processes. The Emergency Mass Notification processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues to the ACCMT for its review and consideration,

- Creating and implementing Apollo community training regarding the EMN process including the following:
 - how potential issues should be reported,
 - maintenance of emergency contact information
 - appropriate response procedures when the EMN system is used,
- Overlapping and redundant backup systems to support EMNs if the primary EMN system is not functional,
- Written procedures used by the ACCMT to administer the EMN processes,
- Tracking and retention of any EMNs that are sent,
- Appropriate staff coverage and call trees to activate the EMNs,
- Periodic testing, at least annually, of the EMN systems and processes will be performed announced or unannounced and documented to include the following:
 - Fire alarm tests,
 - Evacuation and EMN systems,
 - Scheduled exercises with employees, students, and faculty to ensure awareness of the EMN process
 - Description of the exercise, date, and time
 - Documentation of whether it was announced or unannounced

RELATED LINKS:

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

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

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

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

Illinois Emergency Management Agency (<http://www.state.il.us/iema>)

Policy Exceptions

None

4.0 Monitoring and Enforcement

If any individual does not comply with this policy or if Apollo determines that any actions were inappropriate or inconsistent with this policy, the law, or any other Apollo policy, standard, or guideline, Apollo may take action against an employee up to and including termination and appropriate actions against students and faculty as described in the student and faculty handbooks or similar governing guides.

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

5.0 Citations

Higher Education and Opportunity Act of 2008-Public Law 110-315
Right to Know and Campus Security Act-20 U.S.C. § 1092(f) *et seq*
34 C.F.R. §668.46

6.0 Related Policies

University of Phoenix (UOPX) campus safety policies,
http://www.phoenix.edu/about_us/campus_safety.html

Western International University (WIU) campus safety policies, <http://www.west.edu/WIU-Campus-Safety.htm>

Apollo Employee Handbook, https://myhr.apollogrp.edu/staff/emp_per_manual.pdf

7.0 Definitions

Apollo—Apollo Group Inc. and all of its US based subsidiaries.

Apollo site—

- Any building, property, or portion thereof, owned or controlled by Apollo, and
- Any building or property that is within or reasonably contiguous to the area identified above that is owned by Apollo but controlled by another person, is frequently used by the Apollo community, and supports Apollo business (such as a food or other retail vendor).
- Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

Apollo and Campus Community – Apollo employees, faculty, and students. Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

Alert – A signal or messaging technique used to warn of danger or attack. 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, including residence halls if applicable; and
- Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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

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

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

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

Evacuate - to leave a room/building/campus in a timely and orderly manner.

Lockdown - to secure an area by locking doors, windows, and barricading oneself to block entry to a room/building/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.

Shelter-in-place - to secure an area by locking doors, windows, and barricading oneself to block entry to a room/building/campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

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

8.0 Revision History

None

Contacting the Campus Security Authority

University of Phoenix has a Campus Security Authority assigned to each campus. Specific Campus Security Authority information can be located on the phoenix.edu [Campus Safety Contact List](#) Page.

http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html

Contacting the Campus Safety Team

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

Campus Safety Compliance Officer, Apollo Ethics & Compliance Department:

Jim Godfrey, Jim.Godfrey@apollogrp.edu (602) 557-7589

Compliance Manager, ADA & CSA, Apollo Ethics & Compliance Department:

Stefani Rosenstein, Stefani.Rosenstein@apollogrp.edu (602) 557-3355

Corporate Counsel, Apollo Legal Department:

Anne Shousha, anne.shousha@apollogrp.edu (602) 557-1670