

# 2022 SECURITY AND SAFETY REPORT

October 1, 2023

Honor Health Phoenix Immersion Location\*<sup>1</sup>

19602 N. 23<sup>rd</sup> Ave. Phoenix, AZ 85027

T: 303-333-4224



<sup>1</sup> Immersion location closed in December 2022. Last year reporting.



---

## CONTENTS

---

### Introduction 3

### Security and Crime Prevention 4

---

Notification of the Campus Security and Safety Report	4
Reporting Crimes and Emergencies	4
Procedures for Reporting Criminal Actions or Emergencies	4
Contact Information to Report a Crime or Emergency	4
Timely Reports of Specific Crimes or Offenses	5
Security and Access	5
Safety and Crime Prevention Programs	5

### Alcohol and Drug Policies and Procedures 6

---

Alcohol and Drug Prevention Programs	6
--------------------------------------	---

### Sexual Misconduct Policies and Procedures 6

---

Definition of Terms	7
Confidentiality	10
Prohibited Conduct Examples	11
Recordkeeping	12
Reporting/Filing a Complaint for Title IX	12
Other Complaints	12
Receipt of Complaint	13
Referral to University Leadership	13
Initial Investigation into Complaint	13
Notice of Charges and Continued Investigation of Complaint	14
Presentation of Investigation Findings to the Parties	15
Investigation Findings: Acceptance	15



Investigation Findings: Appeal	16
Investigation Findings: Appeal Process	16
Additional Information for Sexual Misconduct Investigations	16
Possible Sanctions and Protective Measures	17
Sanction Process	17
Sanction Appeal Process	18
Special Procedural Provisions for Sexual Misconduct Sanction Hearings	18
Tips to Reduce Risk of Sexual Assault and Misconduct	19
Sexual Misconduct Prevention Programs	20
Information Regarding Sex Offenders	21
<b>Emergency Response and Evacuation Policies and Procedures</b>	<b>21</b>
Emergency Evacuation Procedures and Emergency Notification	21
Evacuation Plan	21
Missing Student Notification/Fire Safety Report/Fire Log	22
<b>Annual Disclosure of Crime Statistics (Phoenix, AZ)</b>	<b>22</b>

## Introduction

Aspen University prepares this report to comply with the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). The University is committed to providing students, faculty, staff, and guests a safe and secure environment.

This report is prepared by members of the Aspen University Safety Committee/Phoenix, which includes the President, Provost, Registrar, Vice President of Institutional Effectiveness/Quality Assurance, Vice President of Student Financial Services, Director of Enrollment, and Office Manager in cooperation with the local law enforcement agencies. The report covers a clinical site located at 19602 N. 23rd Ave. Phoenix, AZ 85027 for the calendar year 2022. Campus crime, arrest, and referral statistics include those reported to the local law enforcement agencies.



# Security and Crime Prevention

## Notification of the Campus Security and Safety Report

Each year, an e-mail notification is sent to all enrolled students, faculty, and staff with the web site location to access this report. Current and prospective students may obtain a copy of the report from the Registrar's Office at [registrar@aspen.edu](mailto:registrar@aspen.edu). Prospective and current employees may obtain a copy from the Human Resources Office at [hr@aspen.edu](mailto:hr@aspen.edu) or 4615 E. Elwood, Suite 100, Phoenix, AZ 85040, or the Registrar's Office. The report is available online to all at <http://www.aspen.edu/student-consumer-information>.

## Reporting Crimes and Emergencies

It is important for students, as well as other members of the Aspen community, to take responsibility for their own safety and well-being. The University strongly encourages students, staff, and employees to take steps to ensure the safety and security of their belongings, themselves, and others and to report any crimes or emergencies to local authorities.

Aspen University does not maintain student housing and does not have a campus police department. Each location where students are in attendance or where university administrative staff are located has a designated Safety Coordinator who is responsible for receiving and documenting incident reports.

The University has a policy in the Aspen University, Inc., Company Handbook Version 1.5, Policy 8.0 Safety and Loss Prevention that allow victims or witnesses to report crimes on a voluntary, confidential basis to University administrators. It may remain confidential, except where there is a legitimate need to know. In addition, under Policy 6.6 Security, employees are encouraged to immediately report potential security risks and/or suspicious conduct. The University neither employs professional counselors or pastoral (faith-based) counselors for use by students, faculty, or staff nor follows a policy that encourages pastoral counselors and professional counselors to inform the persons whom they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Students and employees may anonymously report a crime directly to the local police or through other anonymous crime reporting mechanisms (such as Crime Stoppers).

## Procedures for Reporting Criminal Actions or Emergencies

The safety and security of all members of the Aspen community are of primary importance. If any student or employee becomes aware of a situation that would affect the safety or well-being of any member of the Aspen community, the student or employee must report the situation immediately to the local authorities and to the HonorHealth Security Office for completion of an Incident Report.

## Contact Information to Report a Crime or Emergency

Dial 911 for emergencies. All other crimes or suspicious activity may be reported to the following:



**Honor Health**  
**Security Administration Office**  
19602 N. 23<sup>rd</sup> Ave.  
NSSC Bldg. 1  
Phoenix, AZ 85027  
623-683-5555

**HonorHealth Property Management**  
19602 N. 23<sup>rd</sup> Ave.  
Phoenix, AZ 85027  
623-683-4242  
[realestate@honorhealth.com](mailto:realestate@honorhealth.com)

Non-Emergency Police: 602-262-6151  
Non-Emergency Fire: 602-495-5555

---

## Timely Reports of Specific Crimes or Offenses

---

When a known crime is considered to have a serious or continuing threat to University students or employees, the Safety Coordinator will notify the Aspen community in a timely manner, withholding the names of victims as confidential, through one or more of the following methods, depending upon the nature of the incident:

- Immediate notification to students, faculty, and staff via email, and/or in-class announcement
- If necessary, notification to the larger community via written press release, or email.

Without undue delay and taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, utilizing email, or in-class announcement methods, unless issuing a notification will in the professional judgment of those responsible compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

---

## Security and Access

---

Aspen University's clinical site is located within the HonorHealth hospital, which employs security personnel who are on site 24/7. During business, building lobby doors are unlocked. Key cards are issued to personnel for after-hours access. In addition, all administrative office and classroom areas are restricted with key card access at all times.

---

## Safety and Crime Prevention Programs

---

The University takes crime prevention and safety seriously and informs students and staff of various opportunities for safety and security trainings and resources throughout the year. On-campus orientations include information regarding safety and crime prevention. University staff receive annual training on safety and security. Trainings are conducted and documented by the Safety Coordinator.



## Alcohol and Drug Policies and Procedures

In compliance with the Drug-Free Schools and Communities Act, the University has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The Program requires the University to distribute information annually to students and employees concerning the possession, use, or distribution of alcohol and illicit drugs at the University. This information includes the University's standards of conduct relating to the unlawful possession, use, or distribution of illicit drugs and alcohol, health risks associated with the use of illicit drugs and alcohol abuse, resources for obtaining assistance with drug and alcohol abuse, and a summary of legal sanctions for violations of federal, state, and municipal law, as well as University disciplinary actions relating to the unlawful possession, use, or distribution of illicit drugs and alcohol. The institution sets forth this information below and in the current Academic Catalog at <https://aspen.smartcatalogiq.com/name/academic-catalog/substance-use-and-abuse-policy/>.

The Drug-Free Schools and Communities Act Program is intended to supplement and not limit the provisions of the University's Drug-Free Workplace policy applicable to University employees.

It is the University's intent to provide a drug-free, healthful, safe, and secure academic and work environment.

---

### Alcohol and Drug Prevention Programs

The University provides information regarding the use of alcohol and/or a controlled substance on its website at <https://aspen.smartcatalogiq.com/name/academic-catalog/substance-use-and-abuse-policy/>. Students who violate University policies related to the use of drugs or alcohol will be subject to the disciplinary procedures as set forth in the Student Code of Conduct at <https://aspen.smartcatalogiq.com/name/academic-catalog/code-of-conduct/violations-of-code-of-conduct/>. Employees who violate the Substance Use and Abuse policy will be disciplined, up to and including termination. The following national toll-free telephone number is provided to assist any member of the University who may require assistance in dealing with a drug or alcohol problem:

**24 Hour National Alcohol and Substance Abuse Information Center    1-800-784-6776 or 844-285-0221**

The United States Drug Enforcement Administration also provides information on the effects of alcohol and commonly used drugs. This information can be found on the U.S. Drug Enforcement Administration website at [www.dea.gov](http://www.dea.gov).

## Sexual Misconduct Policies and Procedures

Aspen University is committed to maintaining an academic climate in which individuals of the University community have access to an opportunity to benefit fully from the University'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. The Sexual Misconduct Policies and Procedures have been developed to proactively create an environment in which incidents of sexual misconduct can be promptly and effectively responded to without further victimization, retaliation, and with possible remediation of its effects. This policy applies to all students, faculty, and staff, regardless of sexual orientation or gender identity, as well as to third parties, and also applies to off-campus conduct if the conduct occurs in the context of an education program or setting, or had a continuing effect on a University location.



The University regards sexual misconduct, including domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking as serious offenses that may result in suspension, expulsion, or termination of employment for faculty and staff or result in sanctions up to dismissal from the University for students. Definitions for each of these terms are found in the Definition of Terms below.

The University has personal safety and sexual misconduct prevention programs in place and follows established procedures for reporting violations of University policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims. Neither the University nor any officer, faculty member, staff member, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments of 1972 or the Campus Sexual Violence Elimination (SaVE) Act. The University will take strong responsive action against any retaliation. The University encourages victims to report offenses to the Title IX Coordinator and to exercise their rights, if desired.

---

## Definition of Terms

---

“Advisor” means any individual who provides the Complainant or the Respondent with support, guidance, or advice. “Complaint” is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.

“Complainant” refers to the individual(s) who is alleged to be the victim of behavior that could constitute Prohibited Conduct. A Complainant seeking to use the Title IX grievance procedure associated with this policy must be participating in or attempting to participate in an educational program, employment, or activity of the University at the time of filing a formal complaint.

“Consent” is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely and affirmatively chosen to engage in sexual contact. Consent cannot be obtained through: (1) the use of coercion or force, or (2) by taking advantage of the incapacitation of another individual. Silence, passivity, incapacitation from alcohol or drugs, or the absence of resistance does not imply consent. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact.

“Dating Violence” means (1) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime. (2) Threatening to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person. (3) The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Domestic Violence” is violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person whom the victim shared a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv.) by a person similarly situated to a spouse of the victim under the domestic violence or family violence laws of the jurisdiction in which the crime occurred; or (v.)

by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“Fondling” is forcible or non-forcible touching of the private body part (breast, buttocks, groin, genital, or other intimate part) of another person for the purpose of sexual gratification without consent.

“Force” means the use or threat of physical violence and/or otherwise physically imposing on another person to gain sexual access.

“Gender-based harassment” is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, sexual orientation, or nonconformity with gender stereotypes that is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of the Complainant.

“Hostile environment” is one that denies or interferes with an individual or group’s access to the programs and activities. A hostile environment is created when (i.) enduring the hostile conduct becomes a condition of the continued living, working, or social environment, or (ii.) the conduct is sufficiently severe, pervasive, and objectively offensive to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Petty slights, offensive comments, and isolated incidents (unless extremely serious) typically do not rise to the level of a policy violation and unless the effects associated with the offensive comment go beyond being uncomfortable, embarrassed, or offended. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including but not limited to: The frequency, nature, and severity of the conduct; Public nature of the conduct; Whether the conduct was physically threatening; The effect of the conduct on the Complainant’s mental and emotional state; Whether the conduct was directed at more than one person; Whether the conduct arose in the context of other unlawful discriminatory conduct; and Whether the conduct implicates concerns related to academic freedom or protected speech.

“Incapacitation” An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one’s own conduct. Physically helpless means a person is physically unable to verbally or otherwise communicate consent or unwillingness to an act.

“Incest” means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

“Intimidation” means to coerce by threat or to make timid or fearful.

“Intoxication” when alcohol is involved, a person can be incapacitated due to intoxication. Some ways in which a person can be incapacitated as a result of alcohol use may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. The individual may experience a blackout state in which they appear to be giving consent but does not actually have conscious awareness or the ability to consent. Therefore, individuals who engage in sexual activity of any kind must be aware of the other person's level of intoxication.



“Quid pro quo” behavior involves express or implied demands for sexual favors in exchange for some benefit (a promotion, a raise, a good grade or recommendation) or to avoid some detriment (termination, demotion, a failing grade, denial of a fellowship) in the workplace or in the classroom. By definition, it can only be perpetrated by someone in a position of power over another. One instance of “quid pro quo harassment” violates this policy.

- Quid pro quo harassment may be a direct solicitation (“sleep with me or else...”) or take more oblique forms of sexual propositions or dating invitations (“let’s discuss your homework over a glass of wine at my house”). The person in the position of power (supervisor, faculty member, etc.) does not have to make good on his or her demands or insinuations to have engaged in quid pro quo behavior for the purposes of this policy.

“Rape” is attempted or completed anal or vaginal penetration of another person, no matter how slight, by a body part or object without consent and/or completed or attempted oral penetration by a sex organ of another person.

“Respondent” refers to the individual who is alleged to have committed sexual harassment, gender- based harassment or sexual violence against a University student, employee, or visitor.

“Retaliation” is any action, statement, or behavior meant as reprisal or retribution against an individual in response to the individual’s good-faith report or participation in a proceeding related to this policy. Any retaliatory action taken directly or indirectly against a person who has made a report, filed a complaint, or participated in an investigation is prohibited. Retaliation includes, but is not limited to, intimidation, threats, harassment, and other conduct that would discourage a reasonable person from engaging in activity protected under this policy, such as seeking services, receiving protective measures and accommodations, and/or reporting alleged Prohibited Conduct. This prohibition against retaliation protects Complainants, Respondents, reporting parties, witnesses, hearing panelists, decision-makers, advisors, investigators, and other individuals who provide information relating to a Title IX investigation or participate in a complaint process associated with this policy.

“Sex Discrimination” treating a person differently because of their sex in the terms and conditions of educational programs, activities, and/or employment; Example: A professor requires all male students in a class to do an extra assignment that is not required of female students.

“Sexual Assault” is any form of sexual contact (i.e., any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party) that occurs without consent and/or through the use of force, threat of force, intimidation, or coercion. Any conduct that meets the definition of rape, fondling, incest or statutory rape constitutes a sexual assault.

“Sexual Exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

“Sexual Harassment” is conduct on the basis of sex that satisfies one or more of the following: (i.) An employee conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (quid pro quo); and/or (ii.) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (hostile environment).

“Sexual Penetration” any contact, however slight, between the sex organ or anus of one person by an object, the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one

person or of any animal or object into the sex organ or anus of another person. Includes, but not limited to, cunnilingus, fellatio, or anal penetration.

“Sexual violence” is an umbrella term that includes: sexual assault, dating violence, and domestic partner violence. Stalking, while not necessarily sexual in nature can be a form of sexual violence depending upon the circumstances.

“Stalking” is a course of conduct on the basis of sex or gender directed at a specific person that would cause a reasonable person to (i.) fear for the person’s safety or the safety of others; or (ii.) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. Stalking includes the concepts of cyber-stalking, a form of stalking through electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

“Statutory Rape” is non-forcible sexual intercourse with a person who is under the statutory age of consent.

“Unwelcome Conduct” is conduct that an individual did not request or invite and considers the conduct to be undesirable or offensive. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person’s account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant’s reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

“Visitor” is an individual who is present at a University campus or unit but is not a student or an employee.

“Voluntary” means consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity).

---

## Confidentiality

---

Students or parents of minor students, reporting incidents of Sexual Misconduct 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. The University strongly supports a student’s interest in confidentiality in cases involving Sexual Misconduct. There are situations in which the University 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 University’s response to incidents of Sexual Misconduct. Given the sensitive nature of reports of Sexual Misconduct, the University will ensure that the information is maintained in a secure manner. The University is aware that disregarding requests for confidentiality can have a chilling effect and discourage other students from reporting Sexual Misconduct. In the case of minors, state mandatory reporting laws may require disclosure, but will generally be followed without

disclosing information to University personnel who are not responsible for handling the University's response to incidents of Sexual Misconduct/Harassment.

Even if a student does not specifically ask for confidentiality, to the extent possible, the University will only disclose information regarding alleged incidents of Sexual Misconduct to individuals who are responsible for handling the University's response. To improve trust in the process for investigating Sexual Misconduct complaints, the University 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 University 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 University not investigate or seek action against the accused, the University will inform the student that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the accused. The University will also explain that Title IX includes protection against retaliation, and that University 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 University and University officials. When the University 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 University will protect the complainant and insure his/her safety as necessary.

If the student still requests that his/her name not be disclosed to the accused, or that the University not investigate or seek action against the accused, the University will determine whether or not 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. The Title IX Coordinator will evaluate confidentiality requests.

If the University 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 may limit the University's ability to respond fully to an individual allegation of Sexual Misconduct, the University will investigate other means available to address the Sexual Misconduct, without initiating formal action against the accused or revealing the identity of the student complainant. The University will also take immediate action as necessary to protect the student while keeping the identity of the student confidential.

---

## Prohibited Conduct Examples

The following examples, while not an exhaustive list, demonstrate conduct that may violate this policy:

- ☐ Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where the parties have a reasonable expectation of privacy, without the knowledge and consent of all
- ☐ Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- ☐ Sexual advances, whether or not they involve physical touching
- ☐ Commenting about or inappropriately touching an individual's body
- ☐ Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- ☐ Lewd or sexually suggestive comments, jokes, innuendoes, or gestures



---

## Recordkeeping

---

The Title IX Coordinator, along with Human Resources, is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with University Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from the Title IX Coordinator.

---

## Reporting/Filing a Complaint for Title IX

---

Sexual misconduct is a threat to the entire University community. The Title IX formal complaints on sexual misconduct complaints is outlined in greater detail in the [Title IX Grievance Process](#). Members from the University 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 University 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 may be reported to:

**Title IX Deputy Coordinator for Aspen University**

Elizabeth Fernandez, J.D., Esq.

Vice President, Academic and Regulatory Operations

Email: [titleix@aspen.edu](mailto:titleix@aspen.edu)

Mailing Address: 4615 E. Elwood St. Suite 100, Phoenix, AZ 85040

The Title IX Coordinator is responsible for the oversight, coordination and implementation of all Title IX compliance activities for the University. Title IX Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the University's policy of nondiscrimination including the Title IX Coordinators contact information, continuous monitoring and oversight of overall University activities for compliance with Title IX requirements including grievance procedures, investigations, sanctions and evaluating requests for confidentiality. University personnel will inform students in writing of procedures that victims should follow, including:

- ☐ the importance of preservation of any evidence;
- ☐ options regarding the assistance of local law enforcement, campus/site 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 also always have the right to 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.

---

## Other Complaints

---

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 contact a member of the University faculty or staff.

An individual may also file a complaint or grievance alleging discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex to the Title IX Coordinator.

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

---

## Receipt of Complaint

Upon receiving notice of a possible violation of the Sexual Misconduct/Harassment policy, Aspen University 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.

---

## Referral to University Leadership

Upon receipt of a complaint, the Title IX Coordinator will determine if the complaint meets the parameters of Title IX. The Title IX formal complaints on sexual misconduct complaints is outlined in greater detail in the [Title IX Grievance Process](#).

- ☐ The investigation should be completed and findings issued within a total of sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.
- ☐ In all complaints, the Title IX Coordinator and, if necessary, Human Resources, will determine the need for initial, short term remedial actions.
- ☐ In order to protect the complainant, at any time during the investigation, the University 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.

---

## Initial Investigation into Complaint

The Initial Investigation will be completed within ten (10) business days from the receipt of the complaint, barring documented unforeseen circumstances.

- ☐ Upon receipt of a complaint, the Title IX Coordinator will investigate the complaint.
- ☐ The Title IX Coordinator will determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or a University proxy or representative.
- ☐ The Title IX Coordinator will collaborate with the complainant to identify the correct policies allegedly violated.
- ☐ The Title IX Coordinator will 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. If a reasonable cause exists, the Title IX Coordinator will document and move immediately to the next step.
- ☐ Once the Title IX Coordinator develops a copy of the report of initial findings, the Title IX Coordinator will 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. If reasonable cause exists, the matter shall proceed to a formal investigation.
- ☐ If the Title IX Coordinator determines there is insufficient evidence to support reasonable cause, the Title IX Coordinator or designee, will simultaneously and in writing inform the complainant and the accused that the investigation is discontinued. The interim, short term actions 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) business days of the receipt of the complaint, barring documented unforeseen circumstances. The Title IX Coordinator will simultaneously communicate in writing to the parties the continuation of the investigation and intent to present the accused with a Notice of Charges.

If the Title IX Coordinator determines there is sufficient evidence to support reasonable cause and approve the charges, the Title IX Coordinator, in conjunction with an appropriate university leader, will mutually determine the need for additional, short term remedial actions for any parties involved in the complaint.

In order to protect the complainant, at any time during the investigation, the University 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.

The Title IX Coordinator 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 University 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 deemed to be adequate, reliable, impartial, prompt, balanced and fair, 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 Coordinator.

The Title IX Coordinator will confirm any findings within sixty (60) calendar days of the receipt of the complaint, barring documented unforeseen circumstances.

The Title IX Coordinator will communicate the results, if applicable, to appropriate university leadership.

At any time during this process, the victim maintains their 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 Coordinator 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, barring documented unforeseen circumstances. 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 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 Coordinator or his/her designee will advise the parties of the criteria for appeal of the findings 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 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 University will proceed accordingly with the process four (4) business days following communication of the investigation findings.
- ☐ The Title IX 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, barring documented unforeseen circumstances. If the accused is an employee, the Title IX Coordinator in coordination with appropriate university leadership will determine appropriate sanctions.
- ☐ The Title IX Coordinator shall, within two (2) business days, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the sanction decision.
- ☐ Sanctions against student(s) determined by this process are subject to the Sanction Appeal Process by either the accused or complainant.

---

## 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, unavailable during the original investigation, which 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 sufficient to find them responsible by a preponderance of the evidence; or,
- ☐ The accused and/or complainant allege bias by the Title IX Coordinator which deprived the process of impartiality in a way that was outcome determinative.
- ☐ The accused and/or complainant has five (5) business days, barring documented unforeseen circumstances from the date of communication of findings, to present the formal appeal, in writing, to the University Provost.

---

## Investigation Findings: Appeal Process

---

- ☐ Upon receipt of either party's appeal of the findings, the University Provost will acknowledge receipt of the notice within three (3) business days.
- ☐ The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal.
- ☐ The Provost or his/her designee will review all cases presented for appeal within five (5) business days of the appeal, barring documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.
- ☐ If the appeal does not meet the stated grounds for appeal, the appeal will be rejected. The Provost or designee shall, within two (2) business days of the determination, barring documented unforeseen circumstances, simultaneously and in writing, inform the complainant and the accused of the appeal decision.
- ☐ If the Provost or designee determines there is sufficient evidence to support an appeal, the matter will be reviewed with the Chief Academic Officer unless the appeal alleges bias of the investigator(s) 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 Provost or designee for review and final decision.
- ☐ The appeal investigation will be completed within fourteen (14) calendar days of submission to the Provost, barring documented unforeseen circumstances that may extend the appeal review.
- ☐ The Provost, 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 Provost will consult with the President and Title IX Coordinator to consider the reversal of any remedial actions taken.

---

## Additional Information for Sexual Misconduct Investigations

---



- **Amnesty Policy.** Aspen University encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to University 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 University officials. To encourage reporting, Aspen University 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 a perpetrator, he or she would not be immune from policy violations.
- **Attempted Violations.** In most circumstances, Aspen University will treat attempts to commit Sexual Misconduct/Harassment as if those attempts had been completed.
- **False Reporting.** Aspen University 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 a hearing may proceed against the group jointly accused students, or individually, at the discretion of the University.
- **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 University 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.
- **University as Complainant.** As necessary, Aspen University 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 previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by the Title IX Coordinator in consultation with the Provost if applicable.

In order to protect the complainant, at any time during the investigation, the University 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 Process

---

The Title IX Coordinator will review all case information and determine sanctions within five (5) business days of notification of acceptance or determination on appeal barring documented unforeseen circumstances.

---

## 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, barring documented unforeseen circumstances to present an appeal of the sanctions, in writing, to the Provost. The written request for appeal of the sanctions must state one or more of the five (5) basis for appeal (see below), 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 Coordinator will forward all case information to the Provost or 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;
- ☐ The evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence; or,
- ☐ The potential of bias by the Title IX Coordinator which may have deprived the process of impartiality in a way that was outcome determinative.
- ☐ A belief that a sanction(s) is substantially disproportionate to the severity of the offense.

The sanction(s) appeal will be reviewed by the Provost within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal. 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 Provost or designee and the decision to reject the appeal communicated to the Title IX Coordinator. The Title IX Coordinator will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances. The Title IX Coordinator will impose all sanctions on the accused student for the violation. Human Resources, in consultation with the Title IX Coordinator, will impose all sanctions on the accused employee. Once the sanctions are carried out, the case will be closed.

If the Provost determines there are grounds for the sanction appeal, he/she 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, barring documented circumstances that may extend the determination. The Provost will forward the determination to the Title IX Coordinator. The Title IX Coordinator will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision, barring documented unforeseen circumstances. The Title IX Coordinator or designee will impose all sanctions for the violation. Once the sanctions are carried out, the case will be closed.

---

## Special Procedural Provisions for Sexual Misconduct Sanction Hearings

---

**Right to a Closed Hearing.** The sanction hearing will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.

**Advisor.** The accused and complainant to sexual misconduct complaints have the right to the same opportunities to have others present during the sanctioning hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

**Right to be Present for Sanctioning Proceeding.** Each party has the right to be present during Student Code of Conduct hearings.

**Nondisclosure Agreements.** The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

---

## Tips to Reduce Risk of Sexual Assault and Misconduct

---

Men and women should be aware of the subsequent information to help protect themselves against acquaintance rape and stranger rape sexual violence, intimate partner violence, and sexual assault. The following are some tips to reduce the risk of being a victim:

- ☐ Avoid isolated settings. When you begin dating a new person, go to public places or go with other people.
- ☐ Clearly express your expectations and limits to your date.
- ☐ Be suspicious if drugs or alcohol are being forced on you. These can be used to decrease your defenses and reactions. They can also impair your judgment.
- ☐ Carry enough money to take a cab home if you have to get away. Carry your cell phone or enough change in case you need to use a pay phone.
- ☐ Tell someone the name of your date and where you are going before your date.
- ☐ Pay attention to warning signs such as being very demanding, talking in degrading ways about you or men or women in general, being irrationally suspicious or jealous, or touching you when you've said "no."
- ☐ Make an assertive refusal — hurting his/her feelings or your own embarrassment are less important than your own safety.
- ☐ Do not let your date intimidate you. If you feel uncomfortable, trust your instincts and get away from him or her.
- ☐ Trust your feelings. Gut instincts are often a sign of potential danger.
- ☐ Stay around other people.
- ☐ Avoid accepting rides from new acquaintances.
- ☐ Don't drink beverages you don't open yourself.
- ☐ Go to parties with friends that you trust. Make arrangements to watch out for each other and meet up periodically to make sure that you are all okay.

To protect against sexual assault:

- ☐ Know your sexual intentions and limits. You have the right to say "No" to any unwanted sexual contact. If you are uncertain about what you want, ask the other person to respect your feelings.
- ☐ Communicate your limits firmly and directly. If you say "No," say it like you mean it. Don't give mixed signals. Back up your words with a firm tone of voice and clear body language.
- ☐ Remember that some people still think that drinking heavily, dressing provocatively, or going to a person's room automatically indicates a willingness to have sex. Be especially careful to communicate your limits and intentions clearly in such situations.
- ☐ Listen to your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately and go to a safe place.

- ☐ Don't be afraid to make waves if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings and get out of the situation; better a few minutes of social awkwardness or embarrassment than the trauma of sexual assault.
- ☐ Be alert to your surroundings and other people. Stay in populated, well-lit areas.
- ☐ Don't walk alone at night. If you must walk alone, advise a friend of your route and estimate time of arrival/return. If you feel in danger, walk, jog, or run toward people or traffic. Draw attention to yourself by yelling, screaming, etc. If you are being followed, go to a house with lights on or to the middle of the street. Make a scene.
- ☐ If a driver stops you near the street or in a parking lot, avoid getting near the car. Do not get into the car.
- ☐ Have direct eye contact with persons approaching you. Respond immediately and assertively to questions or statements they make. These behaviors prevent you from being identified as an easy victim.
- ☐ Avoid short-cuts through empty buildings, vacant lots, or areas that are poorly lit or hidden by shrubs and trees.

Prevention efforts can reduce the risk of sexual assault, but sexual assault is an action decided on by the perpetrators. If you are sexually assaulted, seek help at once. We recommend that you have a free and confidential rape examination at a local hospital to ensure your health and to preserve evidence if charges are filed later. Most hospitals will make specialized sexual assault counselors available to you. They can help you sort out your options after the immediate trauma recedes.

If you are a victim of sexual assault, we urge you to take two actions:

- ☐ Seek counseling and support to help you recover from what is a traumatic experience.
- ☐ Tell school officials and law enforcement officers what happened.

If you are assaulted:

- ☐ Try to stay calm so you will be able to gather information and make decisions.
- ☐ Evaluate the situation for possible ways to escape. If one method doesn't work, look for another escape opportunity.
- ☐ Draw attention to yourself if there are other people around - scream, swear, yell "fire" or "help," break a window, etc.
- ☐ Resist as long as it is safe to do so. If resistance is too dangerous, stop resisting.
- ☐ Claim to be sick, pregnant, have a venereal disease, or to have AIDS.
- ☐ Act hysterical, insane, or mentally incapacitated.
- ☐ If you are assaulted, do not shower, change clothes, or douche until you make a decision about reporting to the police or going to the hospital. You may request a male or female officer. While you will be encouraged to talk to the police, you have the right to obtain medical assistance and not talk to the police.
- ☐ Remember: You are not trying to win, you are trying to survive.

---

## Sexual Misconduct Prevention Programs

---

The University provides information regarding sexual misconduct, including domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking, within the Academic Catalog at <https://aspen.smartcatalogiq.com/name/academic-catalog/title-ix-statement/>. The following information is provided to assist any member of the University who may require assistance in dealing with sexual misconduct:

- ☐ RAINN: <https://www.rainn.org>



- ❑ National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- ❑ National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- ❑ National Sexual Violence Resource Center: <https://www.nsvrc.org/>
- ❑ U.S. Department of Health & Human Services/ Office of Women's Health: <https://www.womenshealth.gov/relationships-and-safety/help-end-violence>
- ❑ The Advocates for Human Rights/Stop Violence Against Women: <http://www.stopvaw.org/>

---

## Information Regarding Sex Offenders

---

The Campus Sex Crimes Prevention Act requires institutions to inform members of the University community of the means by which they can obtain information about registered sex offenders who may be present in the area. In accordance with the law, the University is providing the link to the U.S. Department of Justice National Sex Offender Public Website: <https://www.nsopw.gov/>.

In Arizona, Sex Offender information can be found at <https://www.azdps.gov/services/public/offender>.

# Emergency Response and Evacuation Policies and Procedures

---

## Emergency Evacuation Procedures and Emergency Notification

---

During a significant emergency or dangerous set of circumstances involving an immediate threat to the health or safety of students, faculty, or employees, the HonorHealth Security Department is responsible for confirming if an emergency or dangerous situation exists and for preparing the content of the emergency message. Aspen University faculty, students, and staff are responsible to follow the directives of the Security personnel and plan.

---

## Evacuation Plan

---

Aspen University's clinical site is embedded within the HonorHealth Hospital System. Its property management department conducts tests of the emergency response system and evacuation plan. Tests include, but are not limited to, fire drills conducted by property management and emergency messages tests.

### Building Evacuation Procedures

#### WHERE TO GO

1. Do not take the elevator unless prompted to do so.
2. Be sure to locate access the nearest stairwell,
3. Exit the building on the first (lower) level.
4. After exiting the building, proceed to the appropriate Aspen University-specific emergency assembly location.



5. Leave the building immediately when an alarm sounds or if you are instructed to do so by management or authorized emergency personnel.

#### WHAT TO DO

- ☐ Notify others on your way out.
- ☐ Secure hazardous operations if possible.
- ☐ Take only important personal items.
- ☐ Leave non-essential items.
- ☐ Close doors behind the last person out of the room.
- ☐ Walk quickly and orderly to the nearest safe exit.
- ☐ Do not exit using elevators
- ☐ Do not re-enter the building until authorized
- ☐ Report any missing or trapped persons.
- ☐ Move away from the building
- ☐ Go to the established evacuation area

#### IF YOU ARE REQUIRED UNABLE TO LEAVE BUILDING DO DUE TO A PHYSICAL DISABILITY, INJURY OR OBSTRUCTION:

- ☐ Go to the nearest area where there are no hazards.
- ☐ Hazard- free stairwell landings are the best areas to await assistance.
- ☐ Call 911 from a safe location.
- ☐ Contact the Security Office.
- ☐ Signal out the window to emergency personnel, if possible.
- ☐ Remain calm; responders will arrive.

#### Missing Student Notification/Fire Safety Report/Fire Log

The University does not have campus living quarters, thus does not maintain a Fire Safety Report/Fire Log or formal Missing Student Notification Policies and Procedures.

## Annual Disclosure of Crime Statistics (Phoenix, AZ)

Federal law requires all institutions of higher education to collect and maintain statistics concerning specific crimes and to report these statistics annually to students and employees, as well as prospective students and employees. The University reports statistics to all of its students, including those enrolled in distance education courses and programs.

The institution gathers statistics concerning the occurrence on location and on public property of certain offenses. The University prepared this report in cooperation with the Phoenix Police Department, which surrounds its location in Phoenix, AZ.

Crime, arrest, and referral statistics include those reported to the University and local law enforcement agencies for the current year as it is Aspen's first year in the building. Campus opened in 2019, which is the first year of



reporting. The campus closed in December 2022, so this will be the last year of the report.

ASPEN UNIVERSITY (Phoenix, AZ: Clinical/Administrative Sites)	Year	On Campus^^	Public Property*	Total
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Criminal Homicide: Murder/Non-Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Criminal Homicide: Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0



<b>Fondling</b>	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
<b>Incest</b>	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
<b>Statutory Rape</b>	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA) Offenses ^</b>	<b>Year</b>	<b>On Campus^^</b>	<b>Public Property*</b>	<b>Total</b>
<b>Domestic Violence</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Dating Violence</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Stalking</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Hate Crimes ^</b>	<b>Year</b>	<b>On Campus^^</b>	<b>Public Property*</b>	<b>Total</b>
<b>Robbery</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Aggravated Assault</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0





<b>Burglary</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Motor Vehicle Theft</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Arson</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Larceny/Theft</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Simple Assault</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Destruction, Damage, or Vandalism of Property</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Any Other Crime Involving Bodily Injury</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Intimidation</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Criminal Homicide: Murder/Non-Negligent Manslaughter</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0



<b>Rape</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Fondling</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Incest</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Statutory Rape</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Arrest/Persons Referred for Campus Disciplinary Action</b>	<b>Year</b>	<b>On Campus^^</b>	<b>Public Property*</b>	<b>Total</b>
<b>Liquor Law Violations: Arrests</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Liquor Law Violations: Disciplinary Action</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Drug Law Violations: Arrests</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Drug Law Violations: Disciplinary Action</b>	2020	0	0	0



	2021	0	0	0
	2022	0	0	0
<b>Illegal Weapons Possessions: Arrests</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
<b>Illegal Weapons Possessions: Disciplinary Action</b>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

\*Public Property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the building or immediately adjacent to and accessible from the building.

^ Hate crimes are any crimes reported to local police agencies or to a University security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability and refers to the following crimes: criminal homicide (murder and non-negligent manslaughter, and negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury.

^^Aspen does not maintain any residential housing. These statistics are representative of the Phoenix location.

If it appears that a hate crime has been committed, the facts must be reported immediately to a member of the faculty or staff, who will in turn report it to the Provost.