

## **RESOURCES:**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Records of a disciplinary action or proceeding are considered education records of a student, and cannot be made available to the public without the consent of the student or under one of the exceptions to FERPA's general prior consent rule.

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

### **DEPARTMENT OF JUSTICE – VIOLENCE AGAINST WOMEN OFFICE**

[www.justice.gov/ovw](http://www.justice.gov/ovw)

### **DEPARTMENT OF EDUCATION – CAMPUS SAFETY**

[www.ed.gov/admins/lead/safety/campus.html](http://www.ed.gov/admins/lead/safety/campus.html)

### **DEPARTMENT OF EDUCATION – FINANCIAL AID**

[www2.ed.gov/finaid/landing.jhtml](http://www2.ed.gov/finaid/landing.jhtml)

### **DEPARTMENT OF EDUCATION – DRUG & ALCOHOL PREVENTION PROGRAMS**

[www2.ed.gov/programs/dvpcollege](http://www2.ed.gov/programs/dvpcollege)

### **THE HANDBOOK FOR CAMPUS CRIME REPORTING**

[www.ed.gov/admins/lead/safety/campus.html](http://www.ed.gov/admins/lead/safety/campus.html)

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PIHMA strives to provide an environment conducive to learning, growth and professionalism. Students, staff, faculty and guests are expected to demonstrate good citizenship, to behave courteously and respectfully, to observe PIHMA policy and regulations, and to devote themselves earnestly to uphold the image of PIHMA.

All students, staff, clients and faculty members are expected to maintain and adhere to a code of conduct that ensures the professionalism of PIHMA as well as maintains the academic rigor commensurate with all state and national guidelines befitting an institution of higher learning. Failure to adhere with PIHMA's standards and any abuses of policies and procedures will be met with appropriate disciplinary action.

# **PIHMA College & Clinic**

## ***A Safe Place to Learn***

In compliance with the Campus Security/Clery Act of 1990

### **Included in this pamphlet:**

- Local area crime statistics
- PIHMA Policy & Sanctions
- Resources

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is committed to establishing a safe environment. This pamphlet is intended as an informational resource; part of an overall program designed to demonstrate our commitment to a safe and secure environment.



301 East Bethany Home Road, Suite A-100, Phoenix, Arizona 85012  
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# LOCAL CRIME STATISTICS

Crime Statistics within a one mile radius of PIHMA's Campus from 2011-2015

Crimes	Year 2011	Year 2012	Year 2013	Year 2014	Year 2015
Homicide	0	0	0	0	0
Sexual Offenses/Rape	1	0	2	1	0
Robbery	3	4	1	7	2
Aggravated Assault	9	3	3	16	3
Burglary	30	27	28	28	25
Theft	0	0	0	0	0
Auto Theft	6	7	4	7	9
Arson	0	0	0	0	0
Illegal Weapons	0	1	0	5	0
Drug Violations	17	11	11	11	6
Liquor Violations	1	0	0	3	1
Domestic Violence [1]	--	--	10	7	9
Bias Crimes	--	--	0	1	0
Stalking	--	--	0	0	0

Domestic Violence [1]: Includes all reported crime types.

## DEFINITION OF CAMPUS

The PIHMA campus as referred to in this report includes the college and clinic located at 301 East Bethany Home Road, Suite A-100, Phoenix, Arizona 85012. Non-campus property frequently used by students includes the parking lot, access areas to the campus and public restrooms.

## TIMELY WARNING

The policy of PIHMA is to provide timely warning of any serious crimes in the area (should such occur) via the student e-mail system.

Crime Statistics on location at PIHMA's Campus from 2011-2015

Year	Crimes	Action Taken by School
2011	Burglary [1]	A Phoenix Police report was taken.
2012	Larceny [1] PIHMA property [equipment/supplies] taken from the PIHMA Van.	A Phoenix Police report was taken.
2013	None	Not Applicable
2014	None	Not Applicable
2015	None	Not Applicable

# PIHMA POLICIES & SANCTIONS

## PIHMA POLICIES

### Code of conduct violations include but are not limited to:

- Possession, use, and sale of alcoholic beverages to minors
- Possession, sale and use of illegal drugs & weapons
- Assault of any nature
- Theft/burglary
- Sexual offense, discrimination and/or harassment
- Copyright infringement

Individuals on the PIHMA campus may report crimes and other emergencies to the Clinic Director, Academic Dean, Administrative Director, or to the President. The incident should be reported as soon as possible. Crimes will be reported to the Phoenix Police Department. Other emergencies are reported to the appropriate authorities. The victims or witnesses to the incident may request that their identities be kept confidential. PIHMA is required by federal law to publish crime statistics on an annual basis and to deliver such to the student body each year. Prospective students will be provided with the Campus Security Report upon request.

## CAMPUS SECURITY AUTHORITY

- **The Clinic Director and Administrative Director** have responsibility for monitoring the entrance to the school property, taking reports of criminal offenses, and is the liaison to the property manager at the school location. The CD and AD are also responsible for administration & staff discipline.
- **The Academic Dean** is responsible for student and faculty discipline.
- **The Property Manager** is responsible for security around the area of the campus including parking lots and common areas.

## PIHMA DISCIPLINARY SANCTIONS

Individuals who break Federal and/or State laws will be turned over to the authorities. Sanctions will be dependent on the severity of the crime. Disciplinary sanctions are defined as follows: **Warning.** Notice given orally or in writing that any further misconduct may result in more serious discipline. **Suspension.** Separation from PIHMA for a specified period of time. All decisions relating to suspension that are concerned with academic dishonesty are determined by the Academic Dean, who also sets an appropriate amount of time for suspension. **Dismissal.** Permanent separation from PIHMA. All decisions relating to dismissal are to be made by the Review Board; the committee will consider the facts and the severity.