



2024 - 2025 CATALOG ADDENDUM

Effective January 2025

The contents of this catalog addendum represent updated information to supersede relevant policies published in the most recent iteration of the college catalog. California College of ASU reserves the right to make changes to this catalog at any time to maintain compliance with all applicable laws, regulations, and standards of accreditation, and to reflect changes in tuition and fees, academic programs and courses, institutional policies and procedures, faculty, and administrative staff, and/or the academic calendar. By signing the enrollment agreement and enrolling in a program of study, all California College of ASU students agree to review, become familiar with, and abide by the information, policies, and procedures presented in the catalog and any applicable supplements and addenda.

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ADMISSIONS

VA EDUCATIONAL BENEFITS ADMISSIONS

California College of ASU is dedicated to helping veterans of U.S. military services and their families achieve their educational goals. The college has been approved for the training of veterans and eligible persons under the provisions of the Montgomery GI Bill® (MGIB) (Title 38, United States Code) and approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs on campus and online.

Veterans applying for VA education benefits for the first time must:

1. Complete and submit VA Form 22-1990.
2. If discharged, also submit a copy of DD Form-214.
3. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5490.
4. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

Veterans who have received VA education benefits at a prior institution must:

1. Complete and submit VA Form 22-1995 (Request for Change of Program or Place of Training).
2. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5495.
3. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

The VA Certifying Official will inform the VA that the student is enrolled in a California College of ASU degree program, the total number of credit hours the student is registered for, and the amount of tuition and fees charged to the student. Full-time status is 12 or more credit hours per term and part-time status is 8 to 11 credit hours per term. Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Transfer credits will be awarded, where applicable. The student and the Department of Veterans Affairs will be notified.

California College of ASU VA Certifying Official:

Tifani Johnson

Financial Aid Operations Manager

California College of ASU
1111 South Broadway, Suite 100
Mail Code 3531
Los Angeles, CA 90015 U.S.A.

Phone: 1+(800) 785-0585
tjohn257@californiacollege.asu.edu

FINANCIAL AID & SCHOLARSHIPS

VETERANS EDUCATIONAL AID

California College of ASU is approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs.

VETERANS BENEFITS CHAPTERS & PROGRAMS

Chapter	Program	Description
30	Montgomery GI Bill®	Up to 36 months of benefits
31	Vocational Rehabilitation	Must have a minimum 10% disability rating
32	Veteran's Education Assistance Program	Benefits dependent on contribution to VEAP
33	Post-9/11 GI Bill®	Up to 36 months of benefits
35	Dependents' Educational Assistance	Up to 36 months of benefits for dependents
1606	Montgomery GI Bill®-SR	Up to 36 months of benefits, if eligible
1607	Reserve Educational Assistance Program	Up to 36 months of benefits

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Veterans interested in Veterans Educational Benefits should contact the Department of Veteran's Affairs website at benefits.va.gov/gibill or call 888-GIBILL1 (888-442-4551) for information regarding eligibility, application for benefits, enrollment verifications, and information on how to obtain a VA Certificate of Eligibility. Veterans can compare GI Bill® benefits by using the GI Bill® Comparison Tool available at www.benefits.va.gov/gibill/comparison.

Students using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the college awaits payment for tuition and fees from the VA.

While awaiting receipt of funds from the VA, California College of ASU will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins on the date the student provides appropriate documentation and continues until funds are received from the VA, up to 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

ACADEMIC CALENDAR

FALL 2024

Wednesday, August 14.....	New Student Orientation
Thursday, August 22.....	Classes start
Thursday, August 29*.....	Last day to drop a course without receiving a grade of 'W'
Monday, September 2.....	Labor Day Campus Closed
Monday, October 7 – Wednesday, October 9.....	Fall Break
Friday, November 1.....	Last day to withdraw with a grade of 'W'
Monday, November 4.....	Registration begins for Spring 2025 courses
Monday, November 11.....	Veteran's Day Campus Closed
Wednesday, November 27.....	No classes
Thursday, November 28 – Friday, November 29.....	Thanksgiving Break Campus Closed
Monday, December 2.....	Last day to make section/credit changes for Spring 2025 courses
Saturday, December 7.....	Last day of regular classes
Monday, December 9 – Saturday, December 14.....	Final exams
Monday, Dec 16, 2024 – Friday, Jan 3, 2025.....	Winter Break

SPRING 2025

Wednesday, January 8.....	New Student Orientation
Monday, January 13.....	Classes start
Monday, January 20.....	Martin Luther King Jr. Day Campus Closed
Monday, January 27*.....	Last day to drop a course without receiving a grade of 'W'
Monday, March 3 - Saturday, March 8.....	Spring Break Classes Excused, Campus Open
Monday, March 31.....	Last day to withdraw with a grade of 'W'
Monday, March 31.....	Registration begins for Summer 2025 courses
Saturday, April 26.....	Last day to make section/credit changes for Summer 2025 courses
Saturday, May 3.....	Last day of regular classes
Monday, May 5 - Saturday, May 10.....	Final exams
TBD	Commencement Ceremony

SUMMER 2025

Thursday, May 15 - Friday, May 16.....	New Student Orientation
Monday, May 19.....	Classes start
Thursday, May 22*.....	Last day to drop a course without receiving a grade of 'W'
Monday, May 26.....	Memorial Day Campus Closed
Thursday, June 5.....	Last day to withdraw with a grade of 'W'
Thursday, June 19.....	Juneteenth Campus Closed
Thursday, July 3.....	Independence Day Observance Campus Closed
Friday, July 4.....	Independence Day Campus Closed
Thursday, July 10.....	Registration begins for Fall 2025 courses
Saturday, August 9.....	Last day of CCASU Summer classes
Tuesday, August 12.....	Last day to make section/credit changes for Fall 2025

FALL 2025

Wednesday, August 13.....	New Student Orientation
Thursday, August 21.....	Classes start
Thursday, August 28*.....	Last day to drop a course without receiving a grade of 'W'
Monday, September 1.....	Labor Day Campus Closed
Monday, October 6 – Wednesday, October 8.....	Fall Break
Saturday, November 1.....	Last day to withdraw with a grade of 'W'
Monday, November 3.....	Registration begins for Spring 2026 courses
Tuesday, November 11.....	Veteran's Day Campus Closed
Wednesday, November 26.....	No classes
Thursday, November 27 – Friday, November 28.....	Thanksgiving Break Campus Closed
Saturday, November 29.....	Last day to make section/credit changes for Spring 2026 courses
Saturday, December 6.....	Last day of regular classes
Monday, December 8 – Saturday, December 13....	Final exams
Monday, Dec. 15, 2024 – Monday, Jan 5, 2026.....	Winter Break

*See the Drop/Withdrawal Policy section of the catalog for more information.

ACADEMIC POLICIES

ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at California College of ASU. Students enrolled in on-campus or synchronous remote courses are expected to be present at the start of each class session and remain through the entire class period. A student absent for a class session is responsible for making up missed coursework. Class attendance policies and tracking procedures are determined by each instructor and are included in the course syllabus distributed at the beginning of each term. Students can track their attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu/>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend a registered course before the term's published Drop without a 'W' deadline will be administratively withdrawn from the course.
- A student who is absent from all registered courses without notice before the current term's published Drop without a 'W' deadline will be administratively dropped from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted.
- A student who is unable to attend all courses before the current term's published Drop without a 'W' deadline must notify the college in writing before the Drop without a 'W' deadline to remain enrolled.

A student who withdraws from an individual course after the published Drop without a 'W' deadline will be charged applicable tuition and fees.

ASYNCHRONOUS ONLINE COURSE ATTENDANCE POLICY

In an asynchronous online course, attendance is recorded once a week and is based on student participation in the course. Each week, participation in an online course is defined by one of the following actions taken by the student for the current attendance marking period:

- Posting to a discussion board (i.e., initial post, responding to peers or instructor)
- Submitting an assignment online to the assignment link within the LMS
- Completing an online test or quiz within the LMS
- Participating in a Live Lecture

Attendance for online courses will be marked once per week. Students enrolled in a California College of ASU online course will only be marked present if they participate in one or more of the above activities between the following timeframes:

- Session 1 - Participation Monday through Wednesday at 11:59 pm PST

Late work from a previous attendance marking period will not count as attendance for a current marking period. A student who is marked absent for a class session is responsible to meet the deadlines within the course. Students can track the attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu/>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend a registered course before the term's published Drop without a 'W' deadline will be administratively dropped from the course.
- A student who is absent from all registered courses without notice before the current term's published Drop without a 'W' deadline will be withdrawn from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted according to the date of withdrawal.
- A student who is unable to attend all courses before the current term's published Drop without a 'W' deadline must notify the college in writing before the Drop without a 'W' deadline to remain enrolled.

A student who withdraws from a course after the term's published Drop without a 'W' deadline will be charged applicable

tuition and fees.

INSTITUTIONAL POLICIES

The following policies are institution-wide and apply to all students enrolled at California College of ASU.

STUDENT CODE OF CONDUCT

California College of ASU has established the following Student Code of Conduct to maintain an educational environment reflective of the standards of a professional workplace.

Students are expected to abide by this code as well as all local, state, and federal laws, both on campus and at school-sponsored activities off-campus.

- Behave in a professional and appropriate manner at all times.
- Be respectful and courteous to faculty, staff, and classmates.
- Abide by all California College of ASU institutional and campus policies.
- Attend all classes.
- Come prepared with all required supplies and equipment.
- Complete and turn in coursework, projects, and assignments on time.
- Refrain from using cell phones and other electronic equipment while in class, other than for coursework.
- Leave classrooms, work areas, studios, restrooms, and other campus facilities neat and clean.
- Do not use or distribute illegal software.
- Be fully present with undivided attention in remote, synchronous classes.

A. Jurisdiction and Authority

1. Under California law, the California College of ASU is responsible for the control and supervision of the college and its properties and activities. California College of ASU is authorized to enact rules, policies, and procedures for the governance of the college and the maintenance of public order upon all property under its jurisdiction. California College of ASU has promulgated this Student Code of Conduct in order to meet its responsibilities under California law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. California College of ASU or their designee are authorized to enforce the Student Code of Conduct. California College of ASU or their designee are also authorized to limit the application of this policy with respect to college property leased by the college to third parties, as set forth below.
3. Actions taken under the Student Code of Conduct are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not constitute a criminal offense, and even if a prosecutor has determined not to prosecute as a criminal matter or the student has been found not guilty in a criminal proceeding.
4. For purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, every day and common usages and understanding shall apply, and external sources may be consulted for guidance.
5. Students may be accountable to both civil and criminal authorities and to the college for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of college officials or designees, disciplinary action at the college may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on college property or at any college-sponsored activity. With respect to student organizations, and their members, college jurisdiction extends to premises used or controlled by the organizations on or off campus.
6. Students are responsible for informing their guests about all applicable institutional and campus rules and regulations. Students are responsible for supervising their guests and may be held accountable for the actions of their guests.

B. Philosophy

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the college community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at California College of ASU.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the college community.
3. California College of ASU may respond to violations of these standards with appropriate interventions including disciplinary sanctions.

C. Scope

1. The adoption of the Student Code of Conduct does not prohibit California College of ASU from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other college rules.
2. The college may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.
4. Students and student organizations are also subject to the following rules:
 - a. Rules adopted by California College of ASU to govern the control of vehicles and other modes of transportation on college property
 - b. Rules relating to student classroom conduct, academic dishonesty, and academic eligibility, performance and evaluation
 - c. Rules governing student housing
 - d. Rules governing the maintenance of public order
 - e. Rules governing the use of college communication and computing resources, and
 - f. Such other rules as may be adopted by California College of ASU in furtherance of college and educational goals.

D. Student Organizations

1. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
2. Student organizations, as well as their members and other students, may also be held collectively and/or individually responsible for violations including but not limited to misconduct that occurs: (a) on college property; (b) on premises used or controlled by the organization; (c) at college-sponsored activities; or (d) in violation of college hazing policies.
3. The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew or should have known that such violations were being or would be committed.
4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.

E. Definitions

1. "Advisor" means an individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student.
2. "Complainant" means any individual who initiates the referral procedures set forth in the Student Code of Conduct Procedures.
3. "Consent" in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.
 - a. Consent may not be inferred from: 1) silence, passivity or lack of resistance, 2) a current or previous dating or sexual relationship, 3) acceptance or provision of gifts, meals, drinks, or other items or 4) previous consent to sexual activity.
 - b. Consent may be withdrawn during sexual activity. Consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity.
 - c. Consent may not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury.
 - d. Consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this Student Code of Conduct.
 - e. Consent cannot be given by someone who, by virtue of age, circumstances or other factors, is deemed by law to be incapable of giving consent.
4. "Controlled substance" means a drug or substance whose use, possession, or distribution is controlled under state or federal law.

5. "Day" means college business day, not including Saturday, Sunday, any officially recognized college employee holiday, or any day the college is closed.
6. "Dangerous Instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
7. "Dean" means the dean of the college or their designee.
8. "Dean of Students" means the administrative officer responsible for administration of student conduct bearing this or similar title and includes their designee.
9. "Distribution" means sale, exchange, transfer, delivery, or gift.
10. "Educational Response or Intervention": The dean of students may require a student to complete an educational program at the student's expense, write a paper or letter of apology, engage in community service, or assign other educational responses to address the student's conduct.
11. "Endanger" means to bring into danger or peril.
12. "Explosive" refers to dynamite, nitroglycerin, black powder, or other explosive material or bomb including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150°F or less and has a wick or similar device capable of being ignited.
13. "Fabrication" means falsification or creation of false data or information.
14. "Fireworks" refers to any fireworks, firecrackers, sparklers, rockets, and any propellant-activated device whose intended purpose is primarily for illumination.
15. "Gambling" shall have the same meaning as defined by California law.
16. "Hazing" means either (a) any intentional, knowing or reckless act committed by a student, whether individually, or in concert with other persons, against another person, in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a college that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation; or (b) any act otherwise defined as hazing under applicable law. Hazing includes, but is not limited to, paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.
17. "Illegal drug" means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by state or federal law.
18. "Personal Safety Devices:" the college will maintain and publish a list of permitted personal safety devices to include personal alarms, chemical repellents and other devices designed to protect personal safety from physical attacks by other people. The college will also publish the process by which an individual may seek to have a device added to the list of permitted devices.
19. "Sexual misconduct" means one or more of the following:
 - a. Sexual violence and other on-consensual sexual contact – actual or attempted physical sexual acts perpetrated against a person by force or without consent; or
 - b. Sexual harassment – unwelcome conduct of a sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment; or
 - c. Other unwanted or non-consensual sexual conduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording of another in a state of full or partial undress or while engaged in sexual activities, or publishing or disseminating such materials.
20. "Smoking" means the burning of, inhaling from, exhaling the smoke from, the possession of a lighted cigar, cigarette, pipe, hookah, water pipes or any other matter or substance that contains tobacco or any other matter that can be smoked, or inhaling or exhaling of smoke or vapor from an electronic smoking device. "Electronic smoking device" means a device that simulates smoke through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, and vape pens.
21. "Stalking" means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to suffer substantial emotional distress or to fear for the person's safety or the safety

of that person's immediate family member or close acquaintance, and that person in fact fears for their safety or the safety of that person's immediate family member or close acquaintance.

22. "Student" for purposes of this Student Code of Conduct means any person who is currently admitted or registered or who participates in a college function, such as orientation, in anticipation of enrollment, or who was enrolled in a previous term or who is or was registered for a future term, including a faculty member or other employee so admitted, registered, or enrolled.
23. "Student organization" means an organization or group which has been registered or has received recognition according to college policies and procedures or is affiliated with a college.
24. "Title IX" means Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq.
25. "Title IX Coordinator" means the individual designated by the college to oversee compliance with the nondiscrimination and anti-harassment provisions of the Student Code of Conduct.
26. "College community" means all college students, employees, and guests.
27. "College property" means all resources, including but not limited to real and personal property, money, and intellectual property owned, operated, leased to, contracted by, controlled, or in the possession of the college. The college dean may limit the definition of "college property" for purposes of this policy to exclude certain property owned by the college and leased to a third party. Any such limitation will be in writing, such as a lease, other agreement or college policy. If property is excluded from the definition of "college property" pursuant to such limitation, it will be treated as off-campus property under this policy.
28. "College-sponsored activity" means any activity on or off campus authorized, supervised, or controlled by a college.
29. "Weapon" refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal safety devices as defined above are not included in the definition of "weapon."

F. Prohibited Conduct

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the college community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or college rules.
4. Violation of, or attempt to violate, other rules that may be adopted by the college.
5. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
6. Initiating, causing, or contributing to any false report, warning, or threat of fire, explosion, or other emergency.
7. Failure to comply with the directions of college officials or agents, including law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self-incrimination.
8. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
9. Unauthorized presence in or unauthorized use of college property, resources, or facilities.
10. Unauthorized access to, disclosure of, or use of any college document, record, or identification, including but not limited to electronic software, data, and records.
11. Interfering with or disrupting college or college-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision

of communication, computing or emergency services.

12. Misrepresenting oneself or an organization as an agent of the college.
13. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
14. Misuse, theft, misappropriation, destruction, damage, tampering with, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the college or belonging to another person or entity.
15. Violation of college rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale, or possession of alcoholic beverages.
16. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.
17. Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the board or college community or to the safety or security of the board or college property.
18. Gambling as prohibited by applicable law, college policy, or associated with any college event.
19. Engaging in, supporting, promoting, or sponsoring hazing or violating college rules governing hazing.
20. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
21. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or college policy.
22. Interfering with any college review, investigative or disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
23. Sexual misconduct.
24. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, torch, device with open flames, fireworks, bomb-making materials or dangerous chemical on college property, at a college sponsored activity or in violation of law or college policy, is not permitted unless one of the following exceptions apply:
 - a. Subject to applicable laws, a person may lawfully transport or lawfully store a firearm that is both 1) in the person's locked and privately-owned motor vehicle or in a locked compartment on the person's privately-owned motorcycle, and 2) not visible from the outside of the motor vehicle or motorcycle, although the board or a college may require that vehicles transporting or storing firearms be parked in alternative parking, or
 - b. Use, possession, display or storage is specifically authorized by a California or federal statute governing law enforcement officers or in writing by college officials with the authority to grant such permission, or
 - c. California College of ASU may permit students to possess certain potentially dangerous instruments, and limited quantities of chemicals or other dangerous materials if they are used for academic and other legitimate purposes, if the presence of these items does not present an undue risk to the campus or community, and if the proposed use, possession, display or storage of these items has been expressly approved in writing by an authorized college representative.
 - d. The possession or use for self-defense of personal safety devices are not prohibited by this section.
25. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized college officials.
26. Commission of any offense prohibited by state or federal law or local ordinance.
27. Smoking, the use of and the sale of tobacco products, and the use of and the sale of smokeless tobacco products, including all electronic smoking devices, in or on all college property unless an express exception is provided by the college dean for certain leased property or pursuant to college policy. In addition, the college may provide exceptions for smoking cessation products, controlled research, educational programs, traditional, cultural or religious purposes or other uses permitted by the college if approved in advance by designated college personnel or pursuant to college policy.

Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

G. College Responses to Alleged Code Violations

1. In addition to, or in place of, an educational response or intervention, the college dean or dean of students may impose one or more of the following disciplinary sanctions (e.g., expulsion, suspension, degree revocation, probation, warning, administrative hold, interim action) for any violation of the Student Code of Conduct:
 - a. **Expulsion:** Permanent separation of the student from the college. An indication of expulsion may appear on the student's transcript. The expelled student will not participate in any college-sponsored activity and will be barred from college property. An expelled student will be ineligible to attend California College of ASU or Arizona State University.
 - b. **Suspension:** Temporary separation of the student from the college for a specified period of time, or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student's transcript. Except where prior approval has been granted by the college dean, a suspended student will not participate in any college-sponsored activity and will be barred from the college campus. A suspended student will be ineligible to attend California College of ASU or Arizona State University until the conditions of suspension have been met.
 - c. **Degree Revocation:** The college dean may revoke a degree, certificate or other academic recognition previously awarded by the college to a student. Notice of any degree revocation will appear on the student's transcript. If the college previously communicated the award of a degree, certificate or other academic recognition to a third party, it may provide notice to that entity of the revocation.
 - d. **Probation:** Removal of the student from good conduct standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other college rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
 - e. **Warning:** A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
 - f. **Administrative Hold:** A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the dean of Students in accordance with college rules.
 - g. **Restricted Access to College Property:** A student's access to college property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
 - h. **Organizational Sanctions:** Sanctions for organizational misconduct may include revocation of the use of college property or privileges for a period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the Student Code of Conduct or other rules of the college.
 - i. **Interim Action:** The dean of students may impose restrictions on a student or suspend a student for an interim period prior to resolution of the Student Code of Conduct proceeding.
 - j. **Academic Conduct:** The college may adopt procedures regarding student conduct that takes place while participating in academic activities. These procedures may outline sanctions including but not limited to lower-level warnings, administrative drop from a particular class, or other sanctions as appropriate.
 - k. **Restitution:** Payment to the college or to other persons, groups, or organizations for damage to property or costs incurred as a result of the violation of this Student Code of Conduct.
 - l. **Notation on Transcript.**
 - m. Other sanctions permissible under existing college rules.

2. A student who has been suspended or expelled from California College of ASU will be ineligible for admission, enrollment, re-enrollment or re-admission to California College of ASU or Arizona State University.

H. Determining What Sanction to Impose

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual's prior conduct record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the college or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

I. Enforcement

1. Student sanctions shall be enforced through use of procedures adopted by California College of ASU that are consistent with college policies and applicable laws and regulations.
2. Sanctions for organizational misconduct shall be enforced through the use of the procedures adopted by the college, consistent with policies and applicable laws and regulations.

J. Miscellaneous provisions

1. The description of prohibited conduct shall be interpreted as broadly as consistent with applicable law.
2. The college dean is authorized to take other actions or to adopt other rules to protect college property and the safety and well-being of members of the college community and the public.

STUDENT CONDUCT DISCIPLINARY PROCEDURES

These grievance procedures govern Student Code of Conduct violations, except those involving academic integrity for which there are different procedures/processes.

The term "parties" refers to the Dean of Students and the student charged with misconduct. In sexual misconduct matters or other matters involving violence, the person(s) against whom the alleged misconduct was committed also has the opportunity to participate as a party if they are a member of the college community (e.g., faculty, staff, student, or affiliate).

These procedures provide a fair and impartial administrative process. A student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense, and even if a prosecutor has determined not to prosecute [the underlying conduct] as a criminal matter or the student has been found not guilty in a criminal proceeding.

The responsibilities of the college Dean or Dean of Students under this policy may be performed by a designee.

A. Goals of the Student Code of Conduct and Procedures

1. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the college community.
2. When a student violates the Student Code of Conduct, they will be held accountable and appropriate remedial action will be taken to address the violation. Remedial actions are meant to be educational, not punitive. They affirm college standards and encourage students to make better choices in the future. Remedial actions may include administrative actions, educational interventions, and/or discipline.
 - a. Administrative actions include, but are not limited to: probation, warning, administrative hold, restricted access to college property, and interim actions such as interim suspension, immediate removal from college housing, or exclusion from one or more classes. Administrative actions are not disciplinary.
 - b. Educational interventions include, but are not limited to: completing an educational program at the student's expense, writing a paper, engaging in community service, or any other assignment to address the student's conduct. These educational interventions are not considered discipline and processes leading to assignment of an educational intervention are not considered disciplinary proceedings.
 - c. Disciplinary sanctions include: suspension (except for an interim suspension which is an administrative action), expulsion, or degree revocation.

B. Initiation of Investigation

1. On receipt of information from any source that a student may have violated the Student Code of Conduct, the Dean of Students or their designee will evaluate the information to determine an appropriate course of action to gather the facts concerning the alleged violation. A student alleged to have violated the Student Code of Conduct will be provided notice of the alleged misconduct and will be provided an opportunity to respond.
1. Where the alleged misconduct is related to sexual misconduct cases, the Dean of Students or their designee will inform the Title IX Coordinator.
2. The Dean of Students or their designee will provide the parties with written information on supportive services available at the college and in the community. In sexual misconduct cases, the complainant, and when applicable, respondent, will be provided information on the related college policy and procedure. Complainants and when applicable, respondents will be provided supportive measures.

C. Interim Action

1. If the Dean of Students is aware of information that supports a misconduct allegation that may lead to imposing a disciplinary sanction, and the Dean of Students believes that the student poses a threat of harm or substantial disruption, the Dean of Students may take administrative action to restrict or suspend a student for an interim period. The interim action will remain in effect until a final decision has been made on the pending allegation(s) or until the Dean of Students believes that the reason(s) for imposing the interim action no longer exist.
2. The decision to restrict or suspend a student for an interim period, and the information upon which the interim restriction or interim suspension is based, will be communicated in writing to all parties.
3. A student who is restricted from campus or suspended for an interim period may request an opportunity to provide information to contest the restriction or interim suspension no later than five (5) business days following the effective date of the interim action. Based on information provided, the Dean of Students will determine whether the restriction

or interim suspension should remain in place, be modified, or be lifted. The parties shall have an equal opportunity to provide information relevant to the restriction or interim suspension.

4. The Dean of Students may impose other forms of interim administrative action, such as, but not limited to, immediate removal from college housing, exclusion from one or more classes, or exclusion from other specific locations.

D. Investigation Process

1. If the Dean of Students or their designee believes that there is sufficient basis that a violation of the Student Code of Conduct may have occurred, they will notify the student in writing of the alleged violation and initiate an investigation.
2. Members of the college community are expected to comply with any request or directive issued by the Dean of Students or their designee in connection with an investigation.
3. The Dean of Students or their designee will provide advance notice to a party of any code of conduct meeting with the party. In addition, a party will be given access to information that will be used during the code of conduct meeting as permissible under the Family Educational Rights and Privacy Act (FERPA).
4. The Dean of Students or their designee will provide all parties the following:
 - a. An explanation of the allegation(s) which have been made;
 - b. A summary of the information gathered;
 - c. A reasonable opportunity for the student to reflect upon and respond to the allegation(s); and
 - d. An explanation of the applicable code of conduct procedures.
5. Before concluding an investigation, the Dean of Students or their designee will provide the parties with an opportunity to respond to all investigative materials.
6. Students may accept responsibility for Student Code of Conduct violations and waive their rights to procedures provided by this policy. A student who fails to attend the meeting with the Dean of Students or their designee will forfeit the right to respond to the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented the student's appearance. If the student fails to attend the meeting, the Dean may proceed as described in paragraph E of this subsection.

E. Determination

1. The Dean of Students or designee will determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate administrative action, educational intervention, and/or disciplinary sanction to apply.
2. In determining the administrative action, educational intervention, or disciplinary sanction, the Dean of Students will consider any mitigating or aggravating factors, including any prior violations of the Student Code of Conduct.
3. The Dean of Students will simultaneously provide the parties a written decision within five (5) business days of making the determination. The written decision will state whether the allegation(s) was substantiated. If substantiated, the decision will state the administrative action, educational intervention, or disciplinary sanction to be imposed, this decision is final.

Filing an Incident Report:

Incident reports are accepted from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct. Complete the online Incident Report at https://cm.maxient.com/reportingform.php?ArizonaStateUniv&layout_id=17, or you may submit information about your concern to the Office of the Dean of Students via email at deanofstudents@asu.edu.

The Office of the Dean of Students reserves the right to determine that police reports, applicable newspaper articles, or other forms of documentation that can constitute a formal complaint for purposes of initiating review under the Student Code of Conduct. Additionally, any relevant information pertaining to any California College of ASU student, found in the course of a review, may also be deemed to constitute a complaint and pursued accordingly under the Student Code of Conduct.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

California College of ASU operates in full compliance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

California College of ASU is committed to providing an environment free of discrimination, harassment, or retaliation for the entire college community, including all students, faculty members, staff employees, and guests. California College of ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the college based on any protected status: race, color, religion, sex, national origin, age, physical or mental disability, veteran

status, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information and Title IX sexual harassment, or other characteristic protected by federal or state law. Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

All individuals are responsible for participating in and assisting with creating and maintaining an environment at ASU free from all forms of prohibited discrimination, including harassment and retaliation. All individuals identified in the Applicability section of this policy are required to cooperate with any investigation of allegations of violations of this policy. Intentionally providing false or misleading information or failure to cooperate may result in disciplinary action.

Required Reporting

Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment, including Title IX sexual harassment, has occurred, shall immediately report all information regarding the occurrence(s) to the Title IX Coordinator. This mandatory reporting includes students who are also employed/appointed at the college with respect to information they learn as a result of their employment/appointment. Students who are not employed at the college are not required to report such information.

Failure to report and/or inaction may be cause for disciplinary action.

If an individual wishes to have a confidential conversation about an allegation of sexual harassment, that individual can do so by seeking an appointment with a licensed counselor or health care professional. The college provides such services at the Health Services, Employee Assistance Office, or Counseling Services.

Additionally, any individual has the right to contact local law enforcement to file a criminal report. While not required, the college strongly encourages anyone who becomes aware of behavior that may constitute a violation of federal, state, or local law to report the incident to local law enforcement. The college can provide support, resources, and assistance to those who do so.

Regarding the involvement of law enforcement, the Complainant has the option to (1) notify law enforcement authorities, including local police; (2) request assistance from campus authorities in notifying law enforcement authorities; or (3) decline to notify such authorities. The college will comply with the Complainant's request for assistance in notifying law enforcement. The Complainant's choice to report to law enforcement will not impact the implementation of accommodations and/or protective measures, if applicable.

Information about the Campus Safety & Security departments and local law enforcement agencies and about how to make a police report can be found at <https://californiacollege.asu.edu/current-students/student-life/campus-safety>.

The Complainant has the right to file a criminal complaint and a complaint under the Title IX Complaint Process simultaneously.

A supervisor, manager, or administrator who is informed of or has a reasonable basis to believe that violations of this policy, other than sexual harassment, have occurred shall promptly report it to the Title IX Coordinator. Failure to report or supervisory inaction may be cause for disciplinary action.

Anyone who believes that he or she has been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately.

Anonymity

If an individual wishes to remain anonymous, that individual can make a report by calling the college's anonymous hotline, which is available 24 hours a day, at 877-786-3385.

If an individual requests anonymity after a report is filed, the request will be taken into account, as well as the severity of the alleged harassment, and the potential risk of a hostile environment for others in the community in order to determine whether the request can be honored. The requesting party will be advised of the determination.

Other Policy Violations

Because the college has a paramount interest in protecting the well-being of its community and remedying discrimination, harassment, and retaliation, any other policy violation (e.g., alcohol or drug use on campus, or underage use) will be considered, if necessary, separately from the allegations of misconduct under this policy.

Procedures

A formal complaint of Title IX sexual harassment can be filed. The exclusive process for the investigation of formal complaints of Title IX sexual harassment, by students or employees, is set forth below in the section titled Title IX Complaint Process for Title IX Sexual Harassment.

The exclusive procedure for the investigation of any reports of violations of this policy by students are handled, in accordance with our student disciplinary procedures. These procedures provide for prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The exclusive procedures for the investigation of all reports of violations of this policy by employees is located below in

the section titled Discrimination & Harassment Procedure. These procedures provide for prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. If a deviation from these procedures is determined to be necessary for a particular case, that deviation shall not invalidate the findings of any investigation.

College Action

The college will take interim measures, designed to support and protect individuals and the college community, at any time. Such interim measures might include: restrictions on contact, class or work schedule alterations, leaves of absence, increased safety measures, student housing changes, or course/class academic adjustments. If it is ultimately determined that this policy has been violated, then these measures may also become part of any permanent action/discipline against the violator.

If, by the preponderance of the evidence, a violation of this policy is found to have occurred by an employee or student, then disciplinary action(s) can be taken; such disciplinary action(s) may include termination for employees or suspension or expulsion for students. Violations of this policy by persons who are not employees or students of the college may be subject to appropriate sanctions as provided for under law or policy.

The filing of a complaint or charge by an individual with any outside agency, such as the Equal Employment Opportunity Commission or the Office of Civil Rights, will not affect any ASU investigation concerning the same or similar events.

Definitions

Discrimination

Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy. Protected status includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Formal Complaint of Title IX Sexual Harassment

A complaint alleging Title IX Sexual Harassment filed pursuant to P20a: Grievance Process for Formal Complaints of Title IX Sexual Harassment.

Harassment

Harassment is a specific form of discrimination. It is unwelcome behavior, based on a protected status, which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in college-sponsored programs or activities.

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance. Verbal harassment may include but is not limited to epithets, derogatory comments, or slurs based upon one of the individual's characteristics noted above. Physical harassment may include, but is not limited to, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons, or drawings based on an individual's protected characteristic.

Sexual Harassment-Quid Pro Quo

Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature (including unwelcome sexual activity) that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in college-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in college-sponsored programs or activities.

Sexual Harassment-Environment

Sexual harassment is also unwelcome behavior or conduct of a sexual nature (including unwelcome sexual advances or activity), which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in college-sponsored programs or activities.

Sexual Violence

Sexual violence includes attempted or actual physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol, due to an intellectual or other disability, or due to age is also a form of sexual harassment. This can include rape, sexual assault, sexual battery, sexual coercion, domestic and dating violence, and stalking.

Retaliation

Retaliation occurs when an adverse action (e.g., termination, denial of promotion, refusal to hire, unjustified discipline or evaluation, etc.) is taken against an individual for complying with this policy, opposing conduct reasonably believed to constitute a violation of this policy, filing a report under this policy, seeking an accommodation under this policy, or participating in any manner in an investigation or proceedings related to this policy.

Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.

No individual may intimidate, threaten, coerce, or discriminate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because of participation or refusal to participate in a Title IX matter. Charges against an individual for a policy violation that do not involve Title IX sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of Title IX sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Report

Allegation(s) of a violation of this policy that is/are made to any manager, supervisor, or administrator.

Title IX Sexual Harassment

Conduct, based on sex, that constitutes one or more of the following:

- a. Unwelcome conduct, occurring in the United States, that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ASUs education programs or activity.
- b. An employee conditioning the provision of an aid, benefit, or service of ASU on an individual's participation in unwelcome sexual conduct.
- c. Any of the following specific acts of sexual harassment taking place within the United States and within an ASU education program or activity: sexual assault, dating violence, domestic violence, and stalking.

Unwelcome Sexual Activity

Engaging in sexual activity with a person whom you reasonably should know or do know, has not consented or is incapable of giving consent. Consent in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may not be inferred from:

1. silence, passivity or lack of resistance
 2. a current or previous dating or sexual relationship,
 3. acceptance or provision of gifts, meals, drinks, or other items
- or
4. previous consent to sexual activity
 5. consent may be withdrawn during sexual activity, consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity
 6. consent must not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury
 7. consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this policy
- and
8. consent cannot be given by someone who, by virtue of age, circumstances or other factors, is deemed by law to be incapable of giving consent.

Additional Information

In addition to the internal resources described above, individuals may pursue complaints with the government agencies that enforce the laws prohibiting discrimination, harassment, and retaliation, including the California Department of Fair Employment and Housing (www.dfeh.ca.gov), the Equal Employment Opportunity Commission (www.eeoc.gov), or the United States Department of Education Office for Civil Rights (www2.ed.gov/ocr).

DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURE

The college encourages any person who feels that he or she has been unlawfully discriminated against or harassed, or observes, or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the college may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the college may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy.

Student complaints regarding faculty, staff, or other students should be made to the Office of Academic Affairs. If for any reason the person making the complaint does not feel comfortable directly reporting the incident to the individuals identified above, the complaint may be reported to any vice president or senior administrator. A college administrator who receives a complaint of unlawful discrimination or harassment or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate party. In cases involving potential criminal conduct, the college will determine whether appropriate law enforcement or other authorities should be notified.

INVESTIGATION AND CORRECTIVE ACTION

The college will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt, and professional manner. If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the college will initiate corrective action, as appropriate under the circumstances.

For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the college's Student Code of Conduct or other applicable procedures.

If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the college, corrective action within the reasonable control of the college, and as appropriate under the circumstances, will be initiated. If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed. The student or employee who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, the student or employee who is accused of unlawful discrimination or harassment will be advised of the results of the investigation.

RIGHT TO APPEAL

A student who is found to have engaged in unlawful discrimination, harassment, or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, a complainant may appeal the decision. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed. If the decision was made pursuant to the procedures identified in the Student Code of Conduct, the appeal procedures identified in the Student Code of Conduct shall apply.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonably based upon the evidence and information made available to the investigator and/or the college official who made the decision regarding the corrective action. Additional information may be considered to aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the determination is made that the findings were not reasonably based upon the evidence and information available to the investigator or that the corrective action imposed was not reasonably based upon the evidence and information available to the college official who made the decision regarding the corrective action.

A decision will be rendered to the individual who submitted the appeal within 45 days of receipt of the written appeal. The decision regarding the appeal is final. During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

I. TITLE IX COORDINATOR

The college has designated a Title IX Coordinator who assists with various Title IX implementation activities that involve faculty, staff, and students, including monitoring the Student Sexual Misconduct and Relationship Policy outlined herein.

The Title IX Coordinator is responsible for coordinating and implementing a Title IX Complaint Process that is prompt (begins and proceeds in a timely manner), fair, impartial, and equitable from the time a report is made, or when the college knows about prohibited behavior, until the final result. The college also works in partnership with ASU through a shared services agreement.

California College of ASU Academic Operations Manager & Student Advisor Kristina Mackey serves as the college's Title IX Coordinator. The Title IX Coordinator's office address is 1111 South Broadway, Los Angeles, CA 90015. The Title IX Coordinator can be contacted by phone at (818) 401-1177 or by email at kmackey6@californiacollege.asu.edu.

II. RIGHTS AND RESOURCES

WRITTEN EXPLANATION OF RIGHTS AND OPTIONS

When an individual reports a violation of college policy related to sexual misconduct or relationship violence, whether the offense occurred on or off campus, the college will provide the individual with a written explanation of rights and options. If the college proceeds with an investigation, the Complainant (if not the reporting party) and the Respondent will be provided with a written explanation of rights and options. See the Title IX Complaint Process for details.

PRESERVING EVIDENCE

In cases of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking, as defined herein, it is critical that the Complainant preserve evidence because doing so may assist in proving that the alleged behavior occurred and/or may be helpful in obtaining a protective order. Also, individuals may be entitled to medical forensic exams at no charge. See the Resources section of this policy for more information.

AMNESTY

Any individual who participates in an investigation of a violation(s) of this policy will not be subject to disciplinary sanctions for a violation of the college's student conduct policies at or near the time of the incident, unless the college determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

III. RESOURCES

The college will provide written notification about existing resources and other services that may be available on each campus and in the community.

The written information may include options for available assistance and how to request protective measures and/or changes to academic, living, transportation, and/or working situations. The college will make such accommodations and protective measures available if they are reasonably available, regardless of whether the Complainant chooses to report the crime to the Campus Safety & Security department or local law enforcement.

RESOURCES AVAILABLE NEAR THE LOS ANGELES CAMPUSES:

Emergency 9-1-1

End Rape on Campus (EROC)
<http://endrapeoncampus.org/>

Rape, Abuse & Incest National (RAINN) Hotline
<https://centers.rainn.org/>
1-800-656-HOPE (4673)

National Domestic Violence Hotline
<http://www.thehotline.org/>
1-800-799-SAFE (7233)

Support for Men
<http://www.malesurvivor.org/index.php>

Off Limits Sexual Harassment Hotline
1-844-OFF-LIMITS (633-5464)

California Coalition Against Sexual Assault
<http://www.calcasa.org/>

UCLA's Free Rape Treatment
<http://www.911rape.org/about-us/who-we-are>

Los Angeles County Domestic Violence
Hotline 800-978-3600

Peace Over Violence-Rape & Battery Hotline
213-626-3393 (Central Los Angeles)
310-392-8381 (South Los Angeles)
626-793-3386 (West San Gabriel Valley)
877-633-0044 (Stalking Hotline)

Los Angeles District Attorney's Office
<http://da.co.la.ca.us/sexual-assault>
213-974-1611

IV. PREVENTION AND AWARENESS PROGRAMS

The college is committed to preventing sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking as they are defined in this policy as well as in the Clery Act. The college conducts ongoing programs for all faculty, staff, employees, and students, including incoming students and new employees, to remind the college community of the college's prohibition against sexual misconduct and relationship violence.

Awareness programming includes institutional action designed to communicate the prevalence of sexual violence. Primary prevention programming includes institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches.

All forms of programming may include, without limitation, training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.

V. BYSTANDER INTERVENTION

Bystander intervention includes, without limitation, the act of challenging the social norms that support, condone, or permit sexual violence. Bystander intervention includes safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, or stalking, against a person(s) other than the bystander. Safe and positive options for bystander intervention include recognizing prohibited conduct and situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; and identifying effective ways to intervene and take action provided that the intervention or action can be undertaken in a way that ensures the safety of the bystander.

VI. RISK REDUCTION

Risk reductions are designed as options designed to decrease perpetration and bystander inaction and increase empowerment in order to promote safety and help individuals and communities address conditions that facilitate violence.

COMPLAINT PROCESS FOR TITLE IX SEXUAL HARASSMENT

I. Purpose and Application

1. This procedure describes the exclusive process that will be followed by California College of ASU to resolve formal complaints of Title IX sexual harassment.
2. Title IX sexual harassment is conduct, based on sex, that constitutes one or more of the following:
 1. Unwelcome conduct, occurring in the United States, that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to California College of ASU's education program or activity.
 2. An employee conditioning the provision of an aid, benefit, or service of California College of ASU on an individual's participation in unwelcome sexual conduct.
 3. Any of the following specific acts of sexual harassment taking place within the United States and within a California College of ASU education program or activity: sexual assault, dating violence, domestic violence, and stalking.
3. If the facts or occurrences forming the basis of a formal complaint of Title IX sexual harassment would also constitute a violation of other college policies such as the Student Code of Conduct or other policies prohibiting other kinds of harassment, discrimination, and retaliation, or college policies governing employee conduct, those potential policy violations will be addressed outside of this grievance process through the applicable procedures. When appropriate, this grievance process may proceed concurrently with any other college process addressing other aspects of the facts or occurrences giving rise to a formal complaint of Title IX sexual harassment.
4. The college may amend this document as necessary from time to time. Amendments may apply to grievances ongoing at the time the amendment is made, unless the effect of the amendment is to reduce the rights of either complainants or respondents, in which case the version of this process in effect at the time the formal complaint was made will be followed.

II. Availability of Supportive Measures

1. The filing of a formal complaint of Title IX sexual harassment is not required to obtain supportive measures from the college.
2. Supportive measures are non-disciplinary, non-punitive individualized services, offered as appropriate and reasonably available, to restore or preserve equal access to California College of ASU's educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment or to deter sexual harassment.
3. Supportive measures include providing individuals with copies of college policies, procedures, and processes for handling allegations of Title IX discrimination, including Title IX sexual harassment.
4. Supportive measures may include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of campus areas, and other similar measures. The wishes of the party requesting supportive measures will be considered.
5. Supportive measures may also include administrative and educational actions that do not unreasonably burden another party. Administrative and educational actions are not disciplinary.
6. Supportive measures may be provided to complainants and respondents.
7. California College of ASU will maintain as confidential any supportive measures provided to either party, to the extent that doing so does not impair the ability of the college to provide the supportive measures.

III. Limitation on Confidentiality

Information gathered within this process will be shared only with those who have a need to know the information, including the other party, as permitted by FERPA or as required by law, or to carry out this grievance process, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Otherwise, outside of the investigation process, the identity of any individual who has filed a complaint of Title IX sexual harassment, including any individual who has made a report or filed a formal complaint of Title IX sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, shall remain confidential.

IV. Grievance Process for Formal Complaints of Title IX Sexual Harassment

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for Title IX sexual harassment has been made against a respondent, and by following the process outlined here before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

A. Filing a Formal Complaint

1. To file a formal complaint of Title IX sexual harassment, a complainant must submit a document that contains:
 1. The complainant's digital or physical signature;
 2. An allegation of Title IX sexual harassment against a respondent;
 3. A statement of what action is being requested; and
 4. A statement that the complainant is participating in or attempting to participate in a California College of ASU education program or activity.
2. A formal complaint must be filed with the Title IX Coordinator, not a designee, in person, by mail, or by electronic

mail. Because the formal complaint must be in writing and signed by the complainant, it is strongly encouraged that the formal complaint be filed electronically at EMAIL.

3. If it is not clear from the document submitted that the complainant wishes to file a formal complaint under this Title IX process, the Title IX Coordinator will contact the complainant to verify the intention to engage the Title IX process.

4. The Title IX Coordinator will reach out to the complainant to engage in an interactive process to discuss available supportive measures which are available with or without the filing of a formal complaint, including the complainant's wishes with respect to supportive measures, and explain the process for filing a formal complaint.

5. A formal complaint should be made as soon as possible after the alleged violation. Prompt reporting enables the college to investigate the facts, determine the issues and provide an appropriate remedy or sanction. The ability to investigate complaints could be impacted (e.g. availability of witnesses, preservation of evidence) if a complaint is not filed promptly.

6. The Title IX Coordinator, not a designee, can also file a formal complaint. When this happens, the complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

7. Formal complaints of Title IX sexual harassment may be consolidated as to allegations of Title IX sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Title IX sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this process to the singular "party," "complainant," or "respondent" include the plural, as applicable.

8. Intake and review of potential formal complaints will take no more than ten (10) days.

B. Emergency Removal

1. An individualized assessment of safety factors will be conducted to determine whether an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX sexual harassment justifies removal from an educational program or activity. Both complainant and respondent will receive notice of the Emergency Removal which shall include the terms of the removal and notice of the right to challenge the decision immediately following the removal.

2. A challenge to an emergency removal must occur no later than five (5) days following the effective date of the removal.

3. Each party will be notified of any challenge and given two (2) days to submit any written response to the challenge.

4. The college will determine whether the removal should remain in place or be lifted.

5. If upheld, the emergency removal will remain in effect until either a final determination regarding responsibility has been made or the reasons for imposing the emergency removal no longer exist.

6. A Title IX Coordinator, Investigator, or Decision Maker may have a role in the emergency removal process as long as such a role does not result in a conflict of interest or bias with respect to the grievance process.

7. The Emergency Removal decision and appeal will take no more than twenty (20) days.

C. Administrative Leave

An employee/appointee respondent may be placed on administrative leave during a grievance process.

D. Investigative Process for Formal Complaints of Title IX Sexual Harassment

1. Notice of Allegations.

1. Upon confirmation of receipt of a formal complaint, the investigator shall issue a notice of allegations. The notice shall be sent to both complainant and respondent and shall contain a:

1. Copy of all relevant policies and procedures;

2. Notice of allegations, including references to all relevant policies and the alleged violations;

3. Short statement describing the alleged Title IX sexual harassment with sufficient details including the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known;

4. Statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

5. Statement that the standard of review is one of preponderance of evidence and that the college has the burden of proof;

6. Statement that each party may have an advisor of their choice, who may be, but is not required to be, an attorney who may inspect and review evidence under this process;

7. Statement informing the parties that employees and students are required to attend any meeting scheduled under this policy. While attendance is required, students and employees are not required to participate in meetings under this process. Individuals are not required to attend a live hearing. If an individual chooses to participate in the grievance process, they must do so by providing truthful information. Providing false or misleading information in this process may result in disciplinary action under other college policies;

8. Statement that there is no restriction on the ability of either party to discuss the allegations under investigation or their own knowledge of facts to gather and present relevant evidence throughout the grievance process;

9. Statement that all evidence directly related to the formal complaint will be shared with both parties;

10. Statement that if, in the course of an investigation additional allegations about the complainant or respondent, are determined, that were not included in the notice already provided, an additional notice of allegations to the parties whose identities are known will be provided.

11. The notice of allegations shall be sent to both parties at least three (3) days prior to any scheduled interview in order to allow complainant and respondent sufficient time to prepare a response and attend the meeting.

2. Opportunity to Present Evidence to Investigator

1. Each individual whose participation is invited or expected will receive written notice of the date, time,

location, participants, and purpose of any meeting, investigative interviews, or hearing with sufficient time for the individual to prepare to participate;

2. Each party shall be given an equal opportunity to identify witnesses, including fact and expert witnesses and identify or provide other inculpatory and exculpatory evidence to the investigator;

3. Each party may have an advisor of choice present at any meeting or investigative interviews, but that advisor may not participate in grievance meetings or interviews.

3. **Ability to Review Evidence**

1. The investigator will allow both parties equal opportunity to inspect and review any evidence obtained as part of the formal complaint investigation that is directly related to the allegations raised, including the evidence upon which the investigator does not intend to rely on, (i.e. inculpatory and exculpatory evidence) whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

2. Prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.

3. In order to maintain the confidentiality of the process including the identity of the parties and witnesses, each party, and their advisor, must sign a non-disclosure agreement prior to being provided access to the evidence for review.

4. The parties will have ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report.

4. **Investigative Report**

1. The investigator shall create an investigative report that fairly summarizes the relevant evidence and includes a description of the procedural steps taken from the receipt of the formal complaint through the completion of the investigative report.

1. The investigator will objectively evaluate all relevant evidence (inculpatory and exculpatory).

2. The investigator may make credibility determinations that are not be based on a person's status as a complainant, respondent, or witness.

3. The investigator will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

4. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless that party gives voluntary, written consent to do so for a grievance process. A party who sends their own medical records to an investigator is deemed to have given written consent for both use and disclosure.

2. The investigator shall send to each party and the party's advisor the investigative report provided that they have signed a non-disclosure agreement. A party may file a response to the investigative report within five (5) days of receiving the investigative report. The investigator will make any necessary revisions and finalize the investigative report. All party responses to the initial investigative report will be included in the investigation file.

3. Investigations into formal complaints of Title IX sexual harassment will be completed within ninety (90) days, unless otherwise communicated to the parties.

4. The investigator will send a copy of the final investigative report to the Hearing Officer who will conduct the live hearing.

5. **Live Hearing**

1. A Hearing Officer shall preside over the live hearing.

2. The Hearing Officer shall prepare and send a written notice of the hearing to the parties no less than twenty (20) days before the date set for the hearing. The notice will be directed to the complainant and respondent's California College of ASU e-mail address and the email address of record for any party advisor, and will include a:

1. Statement of the date, time, location, and nature of the hearing, including a statement that Title IX regulations and college process constitute the authority to hold such a hearing;

2. Copy of the investigative report; including references to all relevant policies and procedures, and the alleged violations with a short statement describing the misconduct;

3. Notice of the right to be assisted by an advisor or represented by an attorney which explains that exercise of this right is at the option of the party and at the party's sole expense;

4. Notice that a college representative will attend the hearing and present witnesses and evidence including the investigation report and relevant evidence;

5. Copy of or link to all relevant policies and procedures;

6. Notice if a panel is convened, including a list of the names of all panel members;

7. Notice if the Decision Maker is not the same person as the Hearing Officer, including the name of the Decision Maker and the scope of authority that has been delegated by the Decision Maker to the Hearing Officer.

8. Statement of the length of time set for the hearing and the time limitation for the presentation of evidence.

9. Statement that each party shall be given an equal opportunity to present witnesses, including fact and expert witnesses and identify or provide inculpatory and exculpatory evidence.

10. Notice of the applicable range of discipline that may be issued by a Decision Maker.

11. Notice of any hearing specific procedural rules, including rules of decorum, that will be applicable to the proceeding, that do not contradict this process.

3. Parties cannot waive the right to a live hearing.

4. The investigator will have all evidence available at the live hearing for the parties' inspection, review, use and an opportunity to refer to such evidence during the hearing, including for purposes of cross-examination, provided that they

have signed a non-disclosure agreement.

5. Live hearings will be conducted with all parties physically present in the same geographic location or virtually, with technology enabling participants simultaneously to see and hear each other.

1. At the request of either party, the live hearing will occur with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witness answering questions.

2. Advisors are expected to adjust their schedules to allow them to attend the live hearing. Technology is available should an advisor need to appear virtually.

6. Exclusion of Evidence:

1. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

2. The Hearing Officer will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless that party gives voluntary, written consent to do so for a grievance process. A party who sends their own medical records to the investigator or Hearing Officer or presents such evidence at the live hearing or as part of this process is deemed to have given written consent for both use and disclosure.

3. The Hearing Officer may admit statements made by witnesses, including the parties, who do not submit to cross-examination at the live hearing, subject to objections and arguments about the reliability, relevance, and weight of those statements. The Hearing Officer is responsible for determining what weight, if any, to give such statements.

7. Cross Examination:

1. The Hearing Officer must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions challenging credibility.

2. If a party does not have an advisor present at the live hearing, or if the party would prefer to use the college provided Hearing Attendant for cross examination, the Hearing Attendant will be assigned without fee or charge to that party. The Hearing Attendant is present for the sole purpose to conduct cross-examination on behalf of that party. The party is responsible for providing the Hearing Attendant with questions to ask a party or witness. If a party does not appear or does appear but does not provide cross examination questions, the Hearing Attendant will only ask the witness specific pre-designated questions.

3. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice or by a college provided Hearing Attendant but never by a party personally.

4. Only relevant and follow-up questions, including questions challenging credibility, may be asked during cross-examination of a party or witness.

5. Pause Provision. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

6. The Hearing Officer cannot draw an inference about the factual determinations based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

8. The live hearing will be audio or audiovisual recorded and available to the parties for inspection and review.

9. Factual Determination. If the Hearing Officer is not the Decision Maker, the Hearing Officer will issue a written recommendation regarding the factual determinations, consistent with any delegated authority, to the Decision Maker within five (5) days.

10. The Decision Maker may request that additional evidence be gathered or evaluated, which may require that the live hearing re-convene. The Decision Maker will issue this request within ten (10) days of receiving the written recommendation from the Hearing Officer or last day of the live hearing, whichever is later. This request will be issued simultaneously to the parties.

11. Once the Decision Maker has determined that all relevant evidence has been gathered and evaluated, the Decision Maker shall provide to both parties simultaneously notice of any further college sanctioning process required by college policy and the expected timeframe for that process.

12. At the conclusion of any additional sanctioning process, if needed, the Decision Maker shall provide to both parties simultaneously the determination regarding responsibility that will include:

1. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

2. A statement of the standard of evidence being used (preponderance of evidence) and that the burden of proof and of gathering and presenting sufficient evidence to reach a determination regarding responsibility rests with California College of ASU.

3. Identification of the allegations potentially constituting Title IX sexual harassment;

4. Findings of fact;

5. Conclusions regarding the application of the alleged violations to the facts;

6. A statement of, and rationale for a determination of responsibility, including a rationale for disciplinary sanctions;

7. A statement whether remedies designed to restore or preserve equal access to California College of ASU's education program or activity will be provided to the complainant; and
 8. A statement that the parties are entitled to appeal the determination regarding responsibility and a notice of appeal rights which shall include:
 1. A statement of the permissible bases for the complainant and respondent to appeal;
 2. A statement that each party may file an appeal or a statement in support of, or challenging, the outcome within fifteen (15) days after the decision is issued. Any filed appeal or statement will be shared with all parties; and
 3. A statement that the determination regarding responsibility becomes final on the date which an appeal will no longer be considered timely if no appeal is filed.
 4. When appropriate, notice to the parties of the right to seek judicial review.
 13. A determination regarding responsibility of a formal complaint of Title IX sexual harassment does not preclude or affect action under any other college policy.
- E. Dismissal of Title IX Formal Complaint**
1. At all times during the grievance process, the matter is evaluated to ensure that the allegations fall within this process.
 2. A formal complaint may be dismissed if:
 1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 2. the respondent is no longer enrolled or employed by the college; or
 3. specific circumstances prevent California College of ASU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
 3. A formal complaint must be dismissed if
 1. the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this policy, even if proved;
 2. the alleged conduct did not occur in a California College of ASU education program or activity; or
 3. the alleged conduct did not occur against a person in the United States.
 4. A Dismissal Decision Maker will notify the parties in writing of a dismissal determination which will include:
 1. Reasons for the determination;
 2. A statement that each party may file an appeal or a statement in support of, or challenging, the outcome within fifteen (15) days after the decision is issued;
 3. Notice that any filed appeal or statement will be shared with all parties; and
 4. A statement that the dismissal determination becomes final on the date in which an appeal will no longer be considered timely if no appeal is filed.
 5. A dismissal determination of a formal complaint of Title IX sexual harassment does not preclude or affect action under any other college policy.
- F. Appeal of Determination Regarding Responsibility and Dismissal Determination**
1. An appeal or a statement in support of, or challenging, the outcome, must be in writing and state both whether there is a request for a rehearing/review of the evidence and the bases for which the appeal is being requested.
 2. The Appeal Decision Maker shall send a copy of any filed appeal or statement to all parties within two (2) days of receiving the appeal or statement.
 3. An appeal may be filed on the following bases:
 1. procedural irregularity that affected the outcome of the matter;
 2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal determination was made, that could affect the outcome of the matter;
 3. excessive severity of the sanction;
 4. the decision is not reasonably justified by the evidence or is contrary to law; or
 5. the Title IX Coordinator, investigator(s), Hearing Officer or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 4. The Appeal Decision Maker will issue a written decision, including the rationale for the decision, simultaneously to both parties, describing the result of the appeal and the rationale for the result within fifteen (15) days from the date no further appeal can be filed. The Appeal Decision Maker can uphold or modify the previous decision or grant a rehearing. The decision by the Appeal Decision Maker is the final decision.
 5. The appeal process shall take no more than thirty (30) days unless a rehearing is granted.
- G. Other Grievance Process Provisions**
1. **Selection of Hearing Officer and Decision Makers**
 1. The selection will be made, as appropriate, by California College of ASU leadership.
 2. Designation of duties can be in whole or part.
 2. **Training**
 1. Title IX Coordinators/Deputy Title IX Coordinators, investigators and all Decision Makers, will receive training on this policy, how to conduct an investigation and grievance process including hearings, appeals and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 2. Investigators will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 3. Hearing Officers and Decision Makers will receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual

predisposition or prior sexual behavior are not relevant.

4. Any materials used to train Title IX Coordinators, investigators, Hearing Officers, and Decision Makers will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment.

5. A link to current training materials will be posted on California College of ASU's website and training materials will be kept for seven years.

3. **Conflict of Interest and Bias**

1. Conflict of interest and bias will not be presumed from prior education, employment, or personal affiliation of an individual. Instead conflict of interest or bias will be found only when it can be objectively determined.

2. No complainant or respondent should be ignored or met with judgment or disbelief. Such conduct may be evidence of bias.

3. The Title IX Coordinator/Deputy Title IX Coordinators, investigators, and Decision Makers, shall not have a conflict of interest or bias for or against complainants or respondents generally or specifically with regard to an individual complainant or respondent.

4. The Title IX regulation addresses dual roles. When working on a particular Title IX Matter the following applies:

1. A Title IX Coordinator/Deputy may also serve as an investigator;

2. The Hearing Officer may also be the Decision Maker;

3. The individual serving as the Dismissal or Determination Decision Maker of a formal complaint of Title IX sexual harassment cannot serve as the Appeal Decision Maker;

4. Aside from provision (B)(6) of this process, there is no restriction on who serves as the Emergency Removal Decision Maker; and

5. During the same California College of ASU matter, no individual can serve in more than one of the following roles: Hearing Officer, Decision Maker, Appeal Decision Maker, investigator, or Title IX Coordinator/Deputy.

6. Other dual roles are not a violation of this process.

4. **Reasonably Prompt Time Frames**

1. Because the entire Title IX grievance process includes the potential for emergency removals, investigation, multiple live hearings, sanctioning decisions, and the right to an appeal, the ultimate decision regarding responsibility may take up to 180 days to be issued. In cases where the respondent is an employee who has hearing rights pursuant to another policy, up to an additional 180 days may be added to complete the requirements of that policy.

2. All parties will receive written notice and reasons of any temporary delay or a limited extension of time frames for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5. **Record Keeping.** California College of ASU will maintain for a period of seven years records of:

1. each investigation into a formal complaint of Title IX Sexual Harassment including any determination regarding responsibility and any audio/visual recordings or transcripts of the hearings, any disciplinary sanctions imposed on respondent, and any remedies provided to the complainant designed to restore or preserve equal access to a California College of ASU education program or activity;

2. Any appeal and the result of such appeal;

3. All materials used to train Title IX Coordinators, investigators, Hearing Officers and Decision Makers. This information will be placed on California College of ASU's website.

6. **Title IX Coordinator and Deputy Coordinator designation of duties:**

1. The Title IX Coordinator is responsible for the coordination of Title IX at California College of ASU. The Title IX Coordinator may designate duties to Deputy Title IX Coordinators as well as other employees, including those who serve in roles whose main function is to provide support measures to parties.

2. Contact information for the Title IX Coordinator and Deputy Title IX Coordinators shall be posted on the college website.

Definitions

Complainant

means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person first brought the conduct to the attention of the college.

Consent

in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may not be inferred from: 1) silence, passivity or lack of resistance, 2) a current or previous dating or sexual relationship, 3) acceptance or provision of gifts, meals, drinks, or other items or 4) previous consent to sexual activity. Consent may be withdrawn during sexual activity. Consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity. Consent may not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury. Consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct. Consent cannot be given by someone who, by virtue of age, circumstances, or other factors, is deemed by law to be incapable of giving consent.

Dating violence

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

the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
Days
means calendar day. If the last day of a specific time period is during a weekend or college holiday the time period is extended to 5:00 p.m. of the next non-break business day. Any break in the academic calendar is not counted towards calendar days.

Domestic violence

includes any felony or misdemeanor crimes of violence committed:

1. by a current or former spouse or intimate partner of the victim, by a person who is cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic of family violence laws of the jurisdiction receiving grant monies;
2. by a person with whom the victim shares a child in common or is pregnant by the other party;
3. by a person residing or having resided in the same household;
4. where a victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law; or
5. where a victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.

Education program or activity

For purposes of reports and formal complaints of Title IX sexual harassment, "education program or activity" includes locations, events, or circumstances over which California College of ASU exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Hearing Officer

The Hearing Officer can be an individual or the Chair of an appointed committee or panel.

Remedies

Remedies are intended to restore or preserve equal access to a California College of ASU education program or activity. Where a formal complaint has been filed, after following this Grievance Process, a determination regarding responsibility must be made. If a determination of responsibility is made, remedies can be issued and may include possible disciplinary sanctions against the respondent as well as supportive measures for the complainant.

A determination of responsibility will result in implementation of appropriate remedies, administrative action, educational intervention, and/or discipline issued by the Decision Maker.

Range of Discipline

The discipline that can be issued to a student ranges from removal from a California College of ASU education program or activity to expulsion and degree revocation; and for an employee the range includes a written reprimand to termination.

Respondent

means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual assault

As defined in the Clery Act, any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Stalking

for purposes of a formal complaint of Title IX sexual harassment means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others OR suffer substantial emotional distress.

STUDENT COMPLAINT & GRIEVANCE PROCESS (NON-STUDENT CODE OF CONDUCT OR DISCRIMINATION/HARASSMENT MATTERS)

California College of ASU encourages students to bring all questions, concerns, or complaints to the attention of the Student Grievance Committee by emailing grievance@californiacollege.asu.edu.

Questions, concerns, and complaints from students can often be resolved informally through discussion. If the informal resolution to the student's concern or complaint is not satisfactory, the student may formally file the complaint or grievance through the Grievance Procedure process outlined below to resolve the dispute. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment; unfair treatment by an instructor, fellow student, or staff member; misapplication of institution policies, rules, regulations, or procedures; or coercion, reprisal, or intimidation by an instructor or other institution employee.

California College of ASU will investigate all complaints and grievances fully, promptly, and fairly and will not subject a student to punitive action because of grievances filed with the institution. California College of ASU shall maintain a written record of its handling of all student complaints and grievances. Retaliation against any complainant under this Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint or grievance under this Grievance Procedure is prohibited.

HOW TO FILE A GRIEVANCE

All formal complaints and grievances filed with the Office of Academic Affairs will be investigated by a Student Grievance Committee. The Student Grievance Committee will meet with all respective parties to reach an amicable resolution. All

parties will have an equal voice in the discussion with the hope of resolving any dispute through constructive discourse.

STANDARD OF EVIDENCE

The preponderance of the evidence standard "more likely than not" will be used for investigating and making findings.

TIMEFRAME FOR GRIEVANCE PROCEDURE

The college will make its best efforts to complete the Grievance Procedure within thirty (30) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that resolution of the Grievance Procedure is prompt, but also adequate, fair, and impartial. After the student has made all attempts to resolve the issue with the college, the student may contact the following external agencies for a review of the complaint:

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue
Suite 100
Alameda, CA 94501 www.wscuc.org

An individual may contact the Bureau of Private Postsecondary Education for a review of a complaint. The bureau may be contacted at:

Address: 1747 N. Market Street, Suite 225, Sacramento. CA 95834
Telephone: (916)574-8900
Fax: (916)263-1897
Website: <http://www.bppe.ca.gov>

CAMPUS INFORMATION

CAMPUS FACILITIES & EQUIPMENT

In August 2022, California College of ASU moved to the historic Herald Examiner Building (California Center Broadway) in the South Park area of Downtown Los Angeles. This location provides a myriad of creative opportunities for California College of ASU storytellers and artists, with easy access to many important L.A. landmarks, museums, theaters, and cultural districts, including the Fashion District, the Arts District, and Little Tokyo.

Originally designed by Julia Morgan for William Randolph Hearst, the Herald Examiner Building is a five-story, 100,000 square foot architectural icon, with soaring ceiling heights, operable leaded windows, and sawtooth skylights, that was recently renovated to serve as a vibrant educational community. The campus shares space with students and faculty from other prestigious institutions, including Arizona State University's Herberger Institute for Design and the Arts, the Walter Cronkite School of Journalism and Mass Communication, and the Thunderbird School of Global Management and allows the California College of ASU community to explore collaboration opportunities with students and faculty from ASU's Sidney Poitier New American Film School. This type of shared campus strategy is on the cutting edge of higher education as colleges and universities employ new ways to improve services and broaden the quality of experience for students, faculty, and staff.

The DTLA campus offers five technologically advanced classrooms, multiple breakout rooms for collaborative work, a 30-seat computer lab, two editing bays, two sound stages, the Yuhaaviatam Event Space, open community areas, administrative space, and multiple shared "hotel spaces" ranging from private phone booths suitable for teleconference calls or studying, to large conference rooms that are available to everyone. All classrooms are equipped with projection and/or flat screen displays, multiple camera options for local and remote instruction, and modern computers.

There is broadband WiFi throughout the facility, with IT on site to provide technical support when needed. 24/7 security is provided inside and outside of the building. To ensure the safety of all, access to all areas of the building is tightly controlled. Select copy machines are also available for student use on the second floor of the building.

In addition to the Broadway campus, California College of ASU has permitted use of the ASU California Center Grand building. The ASU California Center Grand is a 200,000 sq. ft., five-floor building near the business, clothing and textile sectors of the city. It has 40 classrooms, 153 faculty and staff offices; three conference rooms; a break room for faculty and staff; a cafe/shop; two multi-function lounge and event spaces; student organization spaces; an Idea Center for tutoring and study space; computer labs; 18 other lab spaces.

The ASU California Center - Grand campus is located half a mile from the Broadway campus and is a 10-minute walk from campus to campus. The ASU California Center Grand features study spaces designed to inspire creativity, the largest fashion library on the West Coast, state-of-the-industry classrooms, and the world-class FIDM Museum & Galleries, which houses the Study Collection dating back to the 18th century. It is currently home to ASU FIDM, ASU's fashion program, and supports the Herberger Institute for the Design and the Arts creative community.

Both campuses require staff, faculty, and students to scan their ASU IDs upon entering the building. Scanners will accept physical Sun Cards and electronic copies through the ASU mobile ID app. For questions related to building access, please contact:

ASU California Center Broadway
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Director of Operations
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ASU California Center Grand
Jessica Ewing
Director of Operations
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California College of ASU also has contracts with LA Center Studios and Inclusionary Films. Both are located in Downtown Los Angeles within 2.5 miles of the Broadway campus and cater to film students and the independent filmmaking community. Accommodations include standing sets (bar/restaurant, classroom, jail cells, internal/external loft, police station, executive office, waiting room, and hospital room, to name a few) totaling approximately 17,000+ square feet, with additional sound stages and large scale sets.

LEADERSHIP & ADMINISTRATION

LEADERSHIP COMMITTEES

EXECUTIVE COMMITTEE

Alanka Brown
Dean & Chief Executive Officer

Position Vacant
Chief Academic Officer

Des Lovell
Chief Financial Officer

Rena Wright, MSHR
Director, Human Resources

LEADERSHIP COMMITTEE

Alanka Brown
Dean & Chief Executive Officer

Position Vacant
Chief Academic Officer

Des Lovell
Chief Financial Officer

Dr. Jason W. Cupp, EdD
Director of Financial Aid

Rena Wright, MSHR
Director, Human Resources

ACADEMIC LEADERSHIP COMMITTEE

Position Vacant
Chief Academic Officer

Ben Sztajnkrzyer, MFA
Lead Screenwriting Instructor

Tim Conley, MCM
Department Chair, Cinema
Interim Department Chair, General Education

Maria Gavin, MA
Cinema, Producing + Humanities

Adam Hall, MFA
Associate Chair of Production

Lauren Steffen, MFA
Associate Chair of Instruction

Ron Wade, MFA
Visual Effects, Animation

CAMPUS ADMINISTRATION & STAFF

OFFICE OF ACADEMIC AFFAIRS

ADMINISTRATION

Position Vacant
Chief Academic Officer

ACCREDITATION

Position Vacant
Accreditation Liaison Officer

FINANCE AND ACCOUNTING

Des Lovell
Chief Financial Officer

Tifani Johnson
VA Certifying Official

Maria Leon
Accounts Payable & Student Accounts Manager

MARKETING AND COMMUNICATIONS

Position Vacant
Digital Content Coordinator

OFFICE OF STRATEGY AND SUSTAINABILITY

Position Vacant
Chief Academic Officer

Des Lovell
Chief Financial Officer