

T H E  
**LOS ANGELES**<sup>®</sup>  
F I L M S C H O O L

**GENERAL ADDENDUM TO 2016-2017 CATALOG**  
Catalog Revisions Effective as of April 2017

§7411 (3) of Division 7.5 of Title 5 of the California Code of Regulations "Gainfully employed" means: (A) The on-time graduate is employed in a job classification under the United States Department of Labor's Standard Occupational Classification (SOC) codes, using the Broad Occupation Detailed Occupation or six-digit level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates. The following SOC codes have been identified for each of the school's degree programs:

**Animation, A.S.**

11-2011 Advertising and Promotions Managers  
15-1132 Software Developers, Applications  
15-1134 Web Developers  
15-1190 Miscellaneous Computer Occupations  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-2023 Career/Technical Education Teachers, Middle School  
25-2032 Career/Technical Education Teachers, Secondary School  
25-9010 Audio-Visual and Multimedia Collections Specialists  
27-1010 Artists and Related Workers  
27-1013 Fine Artists, Including Painters, Sculptors, and Illustrators  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-1024 Graphic Designers  
27-1029 Designers, All Other  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
43-9010 Computer Operators

**Animation, B.S.**

15-1134 Web Developers  
15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1190 Miscellaneous Postsecondary Teachers  
25-1194 Vocational Education Teachers, Postsecondary  
25-1199 Postsecondary Teachers, All Other  
25-2023 Career/Technical Education Teachers, Middle School  
25-2032 Career/Technical Education Teachers, Secondary School  
27-1010 Artists and Related Workers  
27-1011 Art Directors  
27-1013 Fine Artists, Including Painters, Sculptors, and Illustrators  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-1020 Designers  
27-1024 Graphic Designers  
27-1027 Set and Exhibit Designers  
27-1029 Designers, All Other  
27-2012 Producers and Directors  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
39-3090 Miscellaneous Entertainment Attendants and Related Workers  
39-3099 Entertainment Attendants and Related Workers, All Other  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-9011 Computer Operators  
43-9031 Desktop Publishers

**Digital Filmmaking, B.S.**

15-1134 Web Developers  
15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
23-2099 Legal Support Workers, All Other  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-1199 Postsecondary Teachers, All Other  
25-2023 Career/Technical Education Teachers, Middle School  
25-2032 Career/Technical Education Teachers, Secondary School  
27-1011 Art Directors

27-1012 Craft Artists  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-2012 Producers and Directors  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3031 Public Relations Specialists  
27-3040 Writers and Editors  
27-3041 Editors  
27-3043 Writers and Authors  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4010 Broadcast and Sound Engineering Technicians and Radio Operators  
27-4011 Audio and Video Equipment Technicians  
27-4012 Broadcast Technicians  
27-4014 Sound Engineering Technicians  
27-4021 Photographers  
27-4030 Television, Video, and Motion Picture Camera Operators and Editors  
27-4031 Camera Operators, Television, Video, and Motion Picture  
27-4032 Film and Video Editors  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-9011 Computer Operators

**Entertainment Business, B.S.**

11-1021 General and Operations Managers  
11-2011 Advertising and Promotions Managers  
11-2020 Marketing and Sales Managers  
11-2021 Marketing Managers  
11-2022 Sales Managers  
11-2031 Public Relations and Fundraising Managers  
11-3121 Human Resources Managers  
11-9190 Miscellaneous Managers  
11-9199 Managers, All Other  
13-1011 Agents and Business Managers of Artists, Performers, and Athletes  
13-1070 Human Resources Workers  
13-1121 Meeting, Convention, and Event Planners  
13-1190 Miscellaneous Business Operations Specialists  
13-1199 Business Operations Specialists, All Other  
13-2031 Budget Analysts  
15-1134 Web Developers  
15-1190 Miscellaneous Computer Occupations  
23-2099 Legal Support Workers, All Other  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-2032 Career/Technical Education Teachers, Secondary School  
25-3099 Teachers and Instructors, All Other  
27-1010 Artists and Related Workers  
27-2012 Producers and Directors  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3031 Public Relations Specialists  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
39-3090 Miscellaneous Entertainment Attendants and Related Workers  
39-3099 Entertainment Attendants and Related Workers, All Other  
41-3011 Advertising Sales Agents  
41-3090 Miscellaneous Sales Representatives, Services  
41-3099 Sales Representatives, Services, All Other  
41-9090 Miscellaneous Sales and Related Workers  
41-9099 Sales and Related Workers, All Other  
43-3031 Bookkeeping, Accounting, and Auditing Clerks  
43-4161 Human Resources Assistants, Except Payroll and Timekeeping  
43-4170 Receptionists and Information Clerks  
43-4190 Miscellaneous Information and Record Clerks  
43-4199 Information and Record Clerks, All Other  
43-9031 Desktop Publishers  
43-9061 Office Clerks, General  
43-9081 Proofreaders and Copy Markers  
43-9190 Miscellaneous Office and Administrative Support Workers  
43-9199 Office and Administrative Support Workers, All Other

**Film, A.S.**

13-1010 Agents and Business Managers of Artists, Performers, and Athletes  
13-1020 Buyers and Purchasing Agents  
17-3023 Electrical and Electronics Engineering Technicians  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-1122 Communications Teachers, Postsecondary

25-1194 Vocational Education Teachers, Postsecondary  
25-2023 Career/Technical Education Teachers, Middle School  
25-2032 Career/Technical Education Teachers, Secondary School  
25-9010 Audio-Visual and Multimedia Collections Specialists  
27-1010 Artists and Related Workers  
27-1011 Art Directors  
27-1012 Craft Artists  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-1020 Designers  
27-1027 Set and Exhibit Designers  
27-1029 Designers, All Other  
27-2012 Producers and Directors  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3040 Writers and Editors  
27-3041 Editors  
27-3043 Writers and Authors  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4010 Broadcast and Sound Engineering Technicians and Radio Operators  
27-4011 Audio and Video Equipment Technicians  
27-4012 Broadcast Technicians  
27-4014 Sound Engineering Technicians  
27-4020 Photographers  
27-4030 Television, Video, and Motion Picture Camera Operators and Editors  
27-4031 Camera Operators, Television, Video, and Motion Picture  
27-4032 Film and Video Editors  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
39-3092 Costume Attendants  
39-3099 Entertainment Attendants and Related Workers, All Other  
39-5091 Makeup Artists, Theatrical and Performance  
39-9032 Recreation Workers  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-3060 Procurement Clerks  
43-4050 Customer Service Representatives  
43-5060 Production, Planning, and Expediting Clerks  
43-9010 Computer Operators  
47-2030 Carpenters  
47-2061 Construction Laborers  
47-2110 Electricians  
47-2141 Painters, Construction and Maintenance  
47-3010 Helpers, Construction Trades  
47-3012 Helpers--Carpenters  
47-3013 Helpers--Electricians  
47-3019 Helpers, Construction Trades, All Other  
49-9061 Camera and Photographic Equipment Repairers  
49-9096 Riggers  
49-9099 Installation, Maintenance, and Repair Workers, All Other  
51-9120 Painting Workers  
51-9123 Painting, Coating, and Decorating Workers  
51-9150 Photographic Process Workers and Processing Machine Operators  
51-9190 Miscellaneous Production Workers  
51-9198 Helpers--Production Workers  
51-9199 Production Workers, All Other  
53-3099 Motor Vehicle Operators, All Other  
53-7060 Laborers and Material Movers, Hand  
53-7190 Miscellaneous Material Moving Workers  
53-7199 Material Moving Workers, All Other

**Film Production, B.S.**

13-1020 Buyers and Purchasing Agents  
13-2031 Budget Analysts  
15-1199 Computer Occupations, All Other  
17-3023 Electrical and Electronics Engineering Technicians  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-1122 Communications Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-1199 Postsecondary Teachers, All Other  
25-2032 Career/Technical Education Teachers, Secondary School  
25-3099 Teachers and Instructors, All Other  
27-1010 Artists and Related Workers  
27-1011 Art Directors  
27-1012 Craft Artists  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-1026 Merchandise Displayers and Window Trimmers

27-1027 Set and Exhibit Designers  
27-1029 Designers, All Other  
27-2010 Actors, Producers, and Directors  
27-2012 Producers and Directors  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3031 Public Relations Specialists  
27-3040 Writers and Editors  
27-3041 Editors  
27-3043 Writers and Authors  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4010 Broadcast and Sound Engineering Technicians and Radio Operators  
27-4011 Audio and Video Equipment Technicians  
27-4012 Broadcast Technicians  
27-4014 Sound Engineering Technicians  
27-4021 Photographers  
27-4030 Television, Video, and Motion Picture Camera Operators and Editors  
27-4031 Camera Operators, Television, Video, and Motion Picture  
27-4032 Film and Video Editors  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
39-3090 Miscellaneous Entertainment Attendants and Related Workers  
39-3091 Amusement and Recreation Attendants  
39-3092 Costume Attendants  
39-3099 Entertainment Attendants and Related Workers, All Other  
39-5091 Makeup Artists, Theatrical and Performance  
39-9032 Recreation Workers  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-3061 Procurement Clerks  
43-4171 Receptionists and Information Clerks  
43-4190 Miscellaneous Information and Record Clerks  
43-4199 Information and Record Clerks, All Other  
43-5061 Production, Planning, and Expediting Clerks  
43-9011 Computer Operators  
43-9022 Word Processors and Typists  
43-9031 Desktop Publishers  
43-9061 Office Clerks, General  
43-9190 Miscellaneous Office and Administrative Support Workers  
43-9199 Office and Administrative Support Workers, All Other  
47-2031 Carpenters  
47-2060 Construction Laborers  
47-2111 Electricians  
47-2141 Painters, Construction and Maintenance  
47-3012 Helpers--Carpenters  
47-3013 Helpers--Electricians  
47-3019 Helpers, Construction Trades, All Other  
49-9061 Camera and Photographic Equipment Repairers  
49-9096 Riggers  
49-9098 Helpers--Installation, Maintenance, and Repair Workers  
49-9099 Installation, Maintenance, and Repair Workers, All Other  
51-9120 Painting Workers  
51-9190 Miscellaneous Production Workers  
51-9198 Helpers--Production Workers  
51-9199 Production Workers, All Other  
53-3099 Motor Vehicle Operators, All Other  
53-7060 Laborers and Material Movers, Hand  
53-7190 Miscellaneous Material Moving Workers  
53-7199 Material Moving Workers, All Other

**Graphic Design, B.S.**

11-2011 Advertising and Promotions Managers  
15-1134 Web Developers  
15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-1199 Postsecondary Teachers, All Other  
25-2023 Career/Technical Education Teachers, Middle School  
25-2032 Career/Technical Education Teachers, Secondary School  
27-1010 Artists and Related Workers  
27-1011 Art Directors  
27-1013 Fine Artists, Including Painters, Sculptors, and Illustrators  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-1020 Designers  
27-1024 Graphic Designers  
27-1026 Merchandise Displayers and Window Trimmers

27-1029 Designers, All Other  
27-3031 Public Relations Specialists  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
43-9011 Computer Operators  
43-9031 Desktop Publishers  
43-9081 Proofreaders and Copy Markers

**Music Production, A.S.**

15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-2032 Career/Technical Education Teachers, Secondary School  
25-3021 Self-Enrichment Education Teachers  
25-3090 Miscellaneous Teachers and Instructors  
27-1019 Artists and Related Workers, All Other  
27-2040 Musicians, Singers, and Related Workers  
27-2041 Music Directors and Composers  
27-2042 Musicians and Singers  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4010 Broadcast and Sound Engineering Technicians and Radio Operators  
27-4011 Audio and Video Equipment Technicians  
27-4014 Sound Engineering Technicians  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
39-3090 Miscellaneous Entertainment Attendants and Related Workers  
39-3099 Entertainment Attendants and Related Workers, All Other  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-4171 Receptionists and Information Clerks  
43-4190 Miscellaneous Information and Record Clerks  
43-4199 Information and Record Clerks, All Other  
43-9061 Office Clerks, General  
43-9190 Miscellaneous Office and Administrative Support Workers  
43-9199 Office and Administrative Support Workers, All Other  
49-9063 Musical Instrument Repairers and Tuners  
51-9190 Miscellaneous Production Workers  
51-9198 Helpers--Production Workers  
51-9199 Production Workers, All Other

**Recording Arts, A.S.**

15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
17-3023 Electrical and Electronics Engineering Technicians  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
25-1194 Vocational Education Teachers, Postsecondary  
25-1199 Postsecondary Teachers, All Other  
25-2032 Career/Technical Education Teachers, Secondary School  
27-1010 Artists and Related Workers  
27-1014 Multimedia Artists and Animators  
27-1019 Artists and Related Workers, All Other  
27-2040 Musicians, Singers, and Related Workers  
27-2041 Music Directors and Composers  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
27-2099 Entertainers and Performers, Sports and Related Workers, All Other  
27-3090 Miscellaneous Media and Communication Workers  
27-3099 Media and Communication Workers, All Other  
27-4010 Broadcast and Sound Engineering Technicians and Radio Operators  
27-4011 Audio and Video Equipment Technicians  
27-4012 Broadcast Technicians  
27-4014 Sound Engineering Technicians  
27-4090 Miscellaneous Media and Communication Equipment Workers  
27-4099 Media and Communication Equipment Workers, All Other  
39-3090 Miscellaneous Entertainment Attendants and Related Workers  
43-2090 Miscellaneous Communications Equipment Operators  
43-2099 Communications Equipment Operators, All Other  
43-4171 Receptionists and Information Clerks  
43-4190 Miscellaneous Information and Record Clerks  
43-4199 Information and Record Clerks, All Other  
43-9011 Computer Operators  
43-9190 Miscellaneous Office and Administrative Support Workers  
43-9199 Office and Administrative Support Workers, All Other  
49-2020 Radio and Telecommunications Equipment Installers and Repairers  
49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers  
49-9098 Helpers--Installation, Maintenance, and Repair Workers  
49-9099 Installation, Maintenance, and Repair Workers, All Other

This section replaces the Title IX Policies and Procedures section under the Student Code of Conduct:

## **SEXUAL VIOLENCE AND SEXUAL HARASSMENT POLICIES, PROCEDURES AND RESOURCES, TITLE IX, VAWA & CLERY ACT**

The Los Angeles Film School values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, will not be tolerated and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action. This policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the school will proceed once it is made aware of any such report. For faculty and staff members who believe they are the victim of sexual misconduct, please follow the policies in the Employee Policy Manual.

### **A. Preliminary Issues & Definitions**

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

#### **1. What is “Sexual Misconduct”? Sexual Misconduct includes:**

- **Sexual Assault:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- **Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; nonconsensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.
- **Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

#### **2. What is “Relationship Violence”? Relationship Violence includes:**

- **Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- **Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

#### **3. The following also constitute violations of this Policy:**

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy.
- **Prohibited retaliatory acts** include, but are not limited to, intimidation, threats, coercion, or discrimination.

#### **4. Who are “Complainants” and “Respondents”?**

The Los Angeles Film School is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

## 5. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent. Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease. Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

## 6. Title IX Coordinator

The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

The Title IX Coordinator for the school is:  
Dana Franklin  
6353 Sunset Blvd.  
Hollywood, CA 90028  
(323) 769-6827 (dfranklin@lafilm.edu)

### B. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately. Different employees on campus have different abilities to maintain confidentiality. Employees and contractors are required to report all the details of an incident to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, V.P. of Education, Student Advisors, Security Staff (including contract security personnel), all full-time and part-time Faculty, and Human Resources.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community. The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement, Hollywood Community Police Station at (213) 972-2971. Below are the steps involved in making a police report.

- Contact the police department in the city where the crime occurred. Talk to a police officer as soon as possible after the crime took place so your memory of the incident and individuals involved is fresh.
- Know that you can file a police report at the police station or ask for an officer to come to your home. Answer the police officer's questions as accurately and thoroughly as possible. Be prepared to give your contact information in case police have follow-up questions
- Receive a case number for your police report. Refer to the number when you want an update on your case and if you'd like a copy of the police report.
- Understand that there is no fee to file a police report. However, there may be a fee to get a copy of the police report.

Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate. Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report. The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they

fear discipline for their own violations of the Student Code of Conduct. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

### C. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, V.P. of Education or Student Advisors. If a report is made verbally, the School will request a written statement by the student. Upon receipt of a report, the School will generally proceed as described below.

#### 1. Investigation Commencement

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60-day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

#### 2. Initial Response

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Obligated accommodations include the ability to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

#### 3. Interim Intervention

Pending a final determination, the Title IX Coordinator will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, academic modifications, and may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

#### 4. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E). If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community. If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant. If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

#### 5. Investigation Procedure

The Title IX Coordinator does not function as advocates for either Complainants or Respondents. The Title IX Coordinator can, however, identify advocacy and support resources for either Complainants or Respondents. The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence. The investigation will generally be conducted by the Title IX Coordinator if the Respondent is a student. If the Respondent is a faculty or staff member, Human Resources will also participate in the investigation. The Title IX Coordinator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The Title IX Coordinator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

#### 6. Determinations

- For cases where the Respondent is a student. The Title IX Coordinator (or designee) will present all evidence to a Determination Panel. The Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases. The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.
- For cases where the Respondent is a Faculty or Staff Member. Human Resources will present all evidence to a Determination Panel. The Determination Panel shall be comprised of three individuals, who have no relation to the Complainant or Respondent. The Determination Panel will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

#### 7. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Determination Panel will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

#### 8. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Determination Panel will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.



#### 9. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

#### 10. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Vice President of Education of the school within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

- New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
- The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the President is allowed to make all logical inferences in benefit of the non-appealing party.
- Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Vice President of Education, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit. The Vice President of Education will endeavor to make a determination of the appeal within 15 business days of receipt. The Vice President's decision is final.