the available credible evidence, it is more likely standard. Decision-makers consider whether, given the College uses a preponderance of evidence desired sanctioning outcomes.

STANDARD OF EVIDENCE

Written impact statement, which can include investigators' report. If a party is found responsible and the case report. Final determinations are made each party and any witnesses related to the case. The conduct panel consists of members of the Otis community. During the hearing, the conduct panel have the opportunity to question the investiga-
tor(s) based on the submitted case report. The conduct panel will also ask clarifying questions to each party and any witnesses related to the case and the case report. Final determinations are made within the framework of campus policy, citing a preponderance of evidence to support the decision(s) made.

REMEDIES

The College may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students’ rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- Referring to counseling and health services.
- Reporting incidents to local police and/or prosecutors.
- Issuing interim suspensions pending a hearing.
- Implementing contact limitations between the parties.
- Providing campus escorts.
- Providing education to the community.
- Altering the housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Referring to the Employee Assistance Program.

INVESTIGATIONS

An investigative model is used to resolve allegations. A trained investigator will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview, reporting and responding, and prepare reports with their findings and sanctioning recommendations.

HEARINGS

The conduct panel consists of members of the Otis community. During the hearing, the conduct panel will have the opportunity to question the investigators’ report. If a party is found responsible of a policy violation, the panel may review a written impact statement, which can include a preliminary inquiry.

PAST HISTORY

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the College will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

FINAL DETERMINATION

The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any change to the results that occur prior to the time that such results become final, and when results are considered to be final.

APPEALS

All parties involved in sexual misconduct proceedings may appeal decisions within five (5) days on the basis of the three (3) grounds permitted by College’s policy. All parties are included in any appeal reconsideration and have equal rights of participa-
tion. There is only one level of appeal. That decision is final. Please refer to The Hoot for further details.

THE TITLE IX COORDINATOR

The Title IX Coordinator is available to you and responsible for:

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions.
- Identifying and addressing any patterns or systemic problems that arise.
- Being available to meet with students, provide support and answer questions.
- Working with other college officials.
- Coordinating training, education and communication pertaining to Title IX.
- Not having other job responsibilities that may create a conflict of interest.
- Being available to assist campus safety employees regarding how to respond appropriately to reports of sexual violence.
- Ensuring that our institution carries out its Title IX responsibilities. Sexual harassment, which includes acts of sexual violence such as rape and sexual battery and sexual coercion, is a form of sex discrimination prohibited by Title IX.

KEY CONTACTS

CAROL D. BRANCH, Ph.D.
ASSISTANT DEAN OF STUDENT AFFAIRS AND TITLE IX COORDINATOR
310-846-2554 | cbranch@otis.edu | AHM.205C

TERRY GODDARD
CHIEF OF SAFETY AND SECURITY
424-207-3727 | tgoddard@otis.edu | Security Office

NICHOLAS NEGRETE, Ed.D.
DEAN OF STUDENT AFFAIRS
310-665-6867 | nnegrete@otis.edu | AHM.205E

OFFICE OF HUMAN RESOURCES AND DEVELOPMENT
310-846-2597 | humanresources@otis.edu | AHM.105
Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. The College’s sexual harassment and misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, the College will impose serious sanctions.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. The College has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus. For more details on this policy, please visit:

HTTPS://WWW.OTIS.EDU/REGISTRATION-RECORDS/COURSE-CATALOG-STUDENT-HANDBOOK

IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT
1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.
3. Contact any of the following for immediate assistance:
   CAMPUS SAFETY AND SECURITY 310-665-6965 24 HOURS/7 DAYS A WEEK
   TITLE IX COORDINATOR 310-846-2554 M-F 8:30AM - 5:00PM
   STUDENT HEALTH AND WELLNESS CENTER 310-846-5738 M-F 8:30AM - 5:00PM
   OFFICE OF STUDENT AFFAIRS 310-665-6960 M-F 9:00AM - 4:00PM
   STUDENT COUNSELING SERVICES 310-846-5738 M-F 9:00AM - 4:00PM (CONFIDENTIAL)
   SANTA MONICA RAPE TREATMENT CENTER 310-319-4000 24 HOUR CONFIDENTIAL HOTLINE
   RAINN 800-656-4673 24 HOUR CONFIDENTIAL HOTLINE
   DOMESTIC VIOLENCE SHELTER/AGENCY 310-264-6644 24 HOUR CONFIDENTIAL HOTLINE
   LOS ANGELES POLICE DEPARTMENT (WESTCHESTER) 310-482-6334 24 HOURS/7 DAYS A WEEK

Additional information about campus crime, state laws, and disclosures related to sexual misconduct can be found online in the campus Annual Security Report. Access it here:

HTTP://WWW.OTIS.EDU/CAMPUS-SAFETY/ANNUAL-SECURITY-REPORT

Sanctions on sexual misconduct violations range from warning through expulsion/termination.