

2019–20

# Caltech Catalog

1

California Institute of Technology  
Pasadena, California 91125  
(626) 395-6811

September 2019

The mission of the California Institute of Technology is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

While every effort has been made to ensure this catalog is accurate and up to date when published, changes affecting the content of the catalog may occur during the year. Accordingly, the Institute reserves the right to correct or change its policies, rules, regulations, requirements for graduation, course offerings, and any other contents of this catalog at any time. Current versions of Institute policies can be accessed at <http://hr.caltech.edu/services/policies>.

You can view the Caltech Catalog online at [catalog.caltech.edu](http://catalog.caltech.edu). Please note that the contents of websites that link to online course entries are not part of the official catalog.

Cover: Lance Hayashida

# CONTENTS

2

## 1. GENERAL INFORMATION

- 9 Introduction
- 9 Historical Sketch
- 10 Education and Research
- 15 Jet Propulsion Laboratory
- 16 Student Life
- 24 Student Wellness Services
- 26 Caltech CARE Team
- 26 Career Development
- 29 Caltech Alumni Association
- 29 International Student Programs
- 30 Auditing Courses
- 30 Grades and Grading
- 35 Notices and Agreements
- 45 Code of Conduct
- 47 Institute Policies
- 110 Student Affairs Policies

## 2. AREAS OF STUDY AND RESEARCH

- 113 Aerospace
- 118 Applied and Computational Mathematics
- 119 Applied Mechanics
- 120 Applied Physics
- 121 Astrophysics
- 124 Biochemistry and Molecular Biophysics
- 125 Bioengineering
- 126 Biology
- 128 Chemical Engineering
- 129 Chemistry
- 132 Civil Engineering
- 133 Computation and Neural Systems
- 134 Computer Science
- 136 Computing and Mathematical Sciences
- 137 Control and Dynamical Systems
- 138 Electrical Engineering

- 144 Energy Science and Technology
- 145 Environmental Science and Engineering
- 149 Geological and Planetary Sciences
- 150 History and Philosophy of Science
- 151 Humanities
- 152 Information and Data Sciences
- 153 Information Science and Technology
- 154 Interdisciplinary Studies Program
- 154 Materials Science
- 155 Mathematics
- 156 Mechanical Engineering
- 157 Medical Engineering
- 159 Microbiology
- 159 Neurobiology
- 160 Physics
- 163 Science and Engineering Communications
- 164 Social and Decision Neuroscience
- 164 Social Science
- 168 Systems Biology

## 3. INFORMATION FOR UNDERGRADUATE STUDENTS

- 171 Admission to the Freshman Class
- 175 Admission to Upper Classes by Transfer
- 179 Study Abroad
- 187 ROTC
- 187 Registration Regulations
- 194 Scholastic Requirements
- 199 Undergraduate Expenses
- 204 Financial Aid
- 221 Prizes
- 232 Graduation Requirements, All Options

#### 4. INFORMATION FOR GRADUATE STUDENTS

- 323 Graduate Policies and Procedures
- 339 General Requirements for Graduate Degrees
- 348 Graduate Expenses
- 350 Financial Assistance
- 352 Prizes
- 360 Special Regulations of Graduate Options

#### 5. COURSES

- 463 General Information
- 464 Aerospace
- 473 Anthropology
- 475 Applied and Computational Mathematics
- 482 Applied Mechanics
- 484 Applied Physics
- 490 Art History
- 490 Astrophysics
- 487 Biochemistry and Molecular Biophysics
- 498 Bioengineering
- 504 Biology
- 520 Business, Economics, and Management
- 524 Chemical Engineering
- 531 Chemistry
- 542 Civil Engineering
- 545 Computation and Neural Systems
- 550 Computer Science
- 564 Computing and Mathematical Sciences
- 566 Control and Dynamical Systems
- 569 Economics
- 573 Electrical Engineering
- 587 Energy Science and Technology
- 587 Engineering (General)
- 589 English
- 604 English as a Second Language
- 605 Environmental Science and Engineering

- 612 Film
- 612 Freshman Seminars
- 615 Geological and Planetary Sciences
- 633 History
- 645 History and Philosophy of Science
- 657 Humanities
- 659 Information and Data Sciences
- 663 Information Science and Technology
- 663 Interdisciplinary Studies Program
- 663 Languages
- 669 Law
- 669 Materials Science
- 673 Mathematics
- 683 Mechanical Engineering
- 691 Medical Engineering
- 694 Music
- 696 Neurobiology
- 697 Performing and Visual Arts
- 700 Philosophy
- 702 Physical Education
- 709 Physics
- 720 Political Science
- 723 Psychology
- 727 Scientific and Engineering Communications
- 729 Social Science
- 734 Student Activities
- 735 Visual Culture
- 737 Writing

#### 6. TRUSTEES, ADMINISTRATION, AND FACULTY

- 741 Officers
- 741 Board of Trustees
- 746 Administrative Officers
- 748 Faculty Officers and Committees
- 751 Staff of Instruction and Research
- 7790 Officers and Faculty
- 847 Index

# ACADEMIC CALENDAR

## 2019-2020

4

### First Term 2019

*September 19–20*  
International student orientation

*September 22–29*  
New student check-in and orientation  
for undergraduates

*September 23–27*  
New student check-in and orientation  
for graduate students

*September 26*  
Undergraduate Academic Standards  
and Honors Committee—1 p.m.

*October 1*  
Beginning of instruction—8 a.m.

*October 18*  
Last day for adding courses and  
removing conditions & incompletes

*October 30–November 5*  
Midterm examination period

*November 11*  
Midterm deficiency notices due—9  
a.m.

*November 13*  
Faculty meeting—noon to 1 p.m.

*November 20*  
Last day for dropping courses, exer-  
cising pass/fail option, and changing  
sections

*November 21–December 6*  
Registration for second term, 2019–20

*November 28–29*  
Thanksgiving (Institute holiday)

*December 6*  
• Last day of classes  
• Last day to register for second term,  
2019–20 without a \$50 late fee

*December 7–10*  
Study period

*December 11\*–13*  
Final examinations, first term, 2019–20

*December 13*  
End of first term, 2019–20

*December 14–January 5*  
Winter recess

*December 18*  
Instructors' final grade reports due—9  
a.m.

*December 25*  
Christmas (Institute holiday)

*December 27, 30–31*  
Special release days and floating  
holiday

### Second Term 2020

*January 1*  
New Year's Day (Institute holiday)

*January 6*  
Beginning of instruction—8 a.m.

*January 7*  
Undergraduate Academic Standards  
and Honors Committee—9 a.m.

*January 20*  
Martin Luther King Day (Institute hol-  
iday)

*January 24*  
Last day for adding courses and  
removing conditions & incompletes

*February 5–11*  
Midterm examination period

*February 12*  
Faculty meeting—noon to 1 p.m.

*February 17*  
Presidents' Day (Institute holiday)

*February 18*  
Midterm deficiency notices due—9  
a.m.

*February 26*  
Last day for dropping courses, exer-  
cising pass/fail option, and changing  
sections

*February 27–March 11*  
Registration for third term, 2019–20

*March 11*  
• Last day of classes  
• Last day to register for third term,  
2019–20, without a \$50 late fee

*March 12–15*  
Study period

*March 16\*–18*  
Final examinations, second term,  
2019–20

\*First due date for final examinations

March 18

End of second term, 2019–20

March 19–29

Spring recess

March 23

Instructors' final grades due—9 a.m.

### Third Term 2020

March 30

Beginning of instruction—8 a.m.

March 31

Undergraduate Academic Standards and Honors Committee—9 a.m.

April 17

Last day for adding courses and removing conditions and incompletes

April 29–May 5

Midterm examination period

May 11

- Midterm deficiency notices due—9 a.m.
- Last day for seniors to remove conditions and incompletes

May 15

Last day for admission to candidacy for the degrees of Master of Science and Engineer, and for scheduling an examination for the degree of Doctor of Philosophy

May 20

Last day for dropping courses, exercising pass/fail option, and changing sections

May 21–June 5

Registration for first term, 2020–21, and for summer research

May 25

Memorial Day (Institute holiday)

May 29

- Last day of classes—seniors and graduate students
- Last day for presenting theses for the degrees of Doctor of Philosophy and Engineer

May 30–June 2

Study period for seniors and graduate students

June 3<sup>–5</sup>

Final examinations for seniors and graduate students, third term, 2019–20

June 5

- Last day of classes—undergraduates
- Last day to register for first term, 2020–21, without a \$50 late fee

June 6–9

Study period for undergraduates

June 8

Instructors' final grade reports due for seniors and graduate students—9 a.m.

June 10

Curriculum Committee—10 a.m.  
Faculty meeting—2 p.m.–3 p.m.

June 10<sup>–12</sup>

Final examinations for undergraduates, third term, 2019–20

June 12

Commencement—10 a.m. End of third term, 2019–20

June 17

Instructors' final grades due for undergraduates—9 a.m.

June 24

Undergraduate Academic Standards and Honors Committee—9 a.m.

July 4–5

Independence Day (Institute holiday)

### Summer Term 2020

June 15

Summer Term begins

September 1

Summer Term ends

September 7

Labor Day (Institute holiday)

### First Term 2020–21

September 16–18

International student orientation

September 20–27

New student check-in and orientation for undergraduates

September 21–25

New student check-in and orientation for graduate students

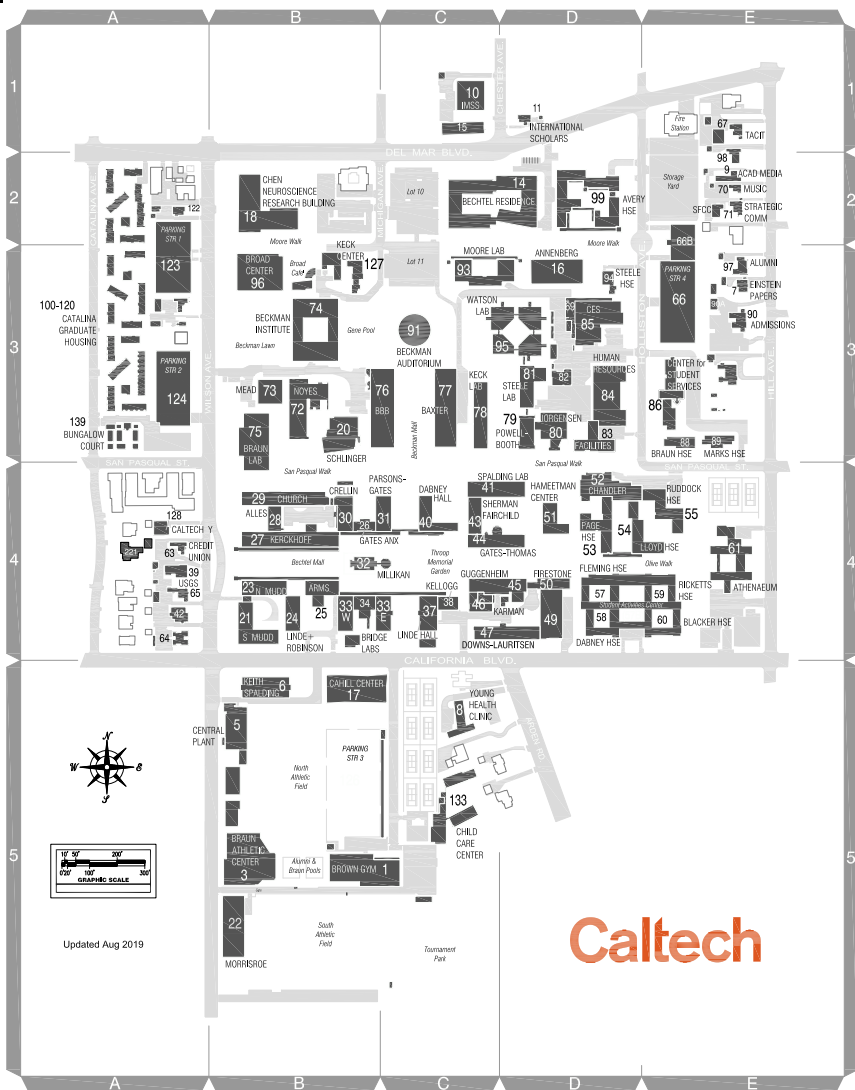
September 24

Undergraduate Academic Standards and Honors Committee—1 p.m.

September 29

Beginning of instruction—8 a.m.

\*First due date for final examinations



Campus Map

## Caltech Campus Building Directory

263 S Chester (International Scholar Services)	11	D1	Downs-Lauritsen Laboratories	47	C4
275 S Hill (Theater Arts (TACIT))	67	E1	Facilities	83	D3
287 S Hill (Rickenbaugh House)	98	E1	Firestone Laboratory	50	D4
295 S Hill Academic Media	9	E2	Fleming House	57	D4
305 S Hill (Music House)	70	E2	Gates Annex	26	B4
315 S Hill (Strategic Comm. [front] SFCC [rear])	71	E2	Gates-Thomas Laboratory	44	C4
315 S Wilson	122	A2	Guggenheim Laboratory	45	C4
345 S Hill (Alumni House)	97	E2	Hametman Center	51	D4
355 S Holliston (Steele House)	94	D3	Human Resources/Facilities Management Shops	84	D3
363 S Hill (Einstein Papers House)	7	E3	Information Management Systems & Svcs (IMSS)	10	C1
375 S Wilson (Prufrock House)	121	A3	Jorgensen Laboratory	80	D3
383 S Hill (Undergrad Admissions & Financial Aid)	90	E3	Karman Laboratory	46	C4
415 S Hill Ave	220	E3	Keck Center	127	B3
505 S Wilson (Tyson House/Caltech Y)	128	A4	Keck Laboratories	78	C3
515 S Wilson (Credit Union/Parking & Security)	63	A4	Kellogg Laboratory	38	C4
516 S Catalina Ave	221	A4	Kerckhoff Annex	27A	B4
525 S Wilson (U.S. Geological Survey)	39	A4	Kerckhoff Laboratories	27	B4
535 S Wilson (Fitzhugh House/USGS)	65	A4	LIGO	69	D3
551 S Wilson (Investment Office)	42	A4	Linde Hall of Math and Physics	37	C4
565 S Wilson (Audit Svcs & Inst Compliance)	64	A4	Linde+Robinson Laboratory	24	B4
Alles Laboratory	28	B4	Lloyd House	54	D4-E4
Annenberg Center for Info Sci and Tech	16	D3	Marks House	89	E3
Arms Laboratory	25	B4	Mead Laboratory	73	B3
Athenaeum	61	E4	Milkan Library	32	B4
Avery House	99	D2	Moore Laboratory	93	C3
Baxter Hall	77	C3	Morrisroe Astroscience Laboratory (PAC)	22	B5
Beckman Auditorium	91	C3	Mudd Laboratories - North	23	B4
Beckman Behavioral Biology Labs (BBB)	76	B3-C3	Mudd Laboratories - South	21	B4
Beckman Institute	74	B3	Noyes Laboratory	72	B3
Bechtel Residence	14	C2-D2	Page House	53	D4
Blacker House	60	E4	Parking Structure 1 (North Wilson Avenue)	123	A3
Braun Athletic Center	3	B5	Parking Structure 2 (South Wilson Avenue)	124	A3
Braun House	88	E3	Parking Structure 3 (California Avenue)	126	B5
Braun Laboratories	75	B3	Parking Structure 4 (Holliston Avenue)	66	E3
Bridge Annex	34	B4	Parsons-Gates Hall of Administration	31	B4
Bridge Laboratory - East	33E	B4	Powell-Booth Laboratory	79	D3
Bridge Laboratory - West	33W	B4	Ramo Auditorium	77	C3
Broad Café	96C	B3	Recycling Center	125	B2
Broad Center for the Biological Sciences	96	B3	Ricketts House	59	E4
Brown Gymnasium	1	B5	Ruddock House	55	E4
Building 15 (271 S Chester)	15	C1	Satellite Utility Plant	66B	E3
Bungalow Court	139	A3	Schlinger Lab for Chemistry and Chem Engr	20	B3
Cahill Center for Astroscience and Astrophysics	17	B5	Sherman Fairchild Library	43	C4
Caltech Childcare Center	133	C5	South Undergrad Housing Complex Basement	57B	D4
Campus Housing Shop	135	A3	Spalding Lab, Eudora (Eudora Spalding Lab)	41	C4
Catalina Graduate Housing	100-120	A2-A3	Spalding, Keith (Keith Spalding Building)	6	B5
Central Engineering Services (CES)	85	D3	Steele Laboratory	81	D3
Central Plant (incl. Cogen & Cooling Towers)	5	B5	Student Activities Center	57B	D4
Chandler Dining Hall (Chandler Café)	52	D4	Student Services, Center for (CSS)	86	E3
Chen Neuroscience Research Building	18	B2	Synchrotron	49	D4
Church Laboratory	29	B4	Transportation & Grounds Operations	82	D3

Section One

8

# General Information



*General Information*



## INTRODUCTION

Caltech, founded in 1891, is a world-renowned science and engineering institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions and pressing societal challenges.

Caltech is small in size, but prizes excellence and ambition. Its students receive an education that is notable for its rigorous curriculum, close collaborations with faculty, and small class sizes.

Students graduate from Caltech prepared to become world leaders in science, engineering, academia, industry, and public service. Graduates are well trained in their ability to identify, analyze, and solve challenging problems within and across science and engineering disciplines, and are prepared to apply and communicate their expertise broadly throughout their professional careers.

An independent, privately supported institution, Caltech also manages the Jet Propulsion Laboratory (JPL) for NASA, and Caltech also owns and operates the Seismological Laboratory, more than 50 research centers and institutes, and a global network of astronomical observatories, including the Palomar and W. M. Keck Observatories; the Institute also co-founded and co-manages the Laser Interferometer Gravitational-wave Observatory (LIGO).

The Institute's extraordinary faculty, students, postdoctoral scholars, and staff produce transformative breakthroughs in fields ranging from quantum science and engineering to bioinformatics and the nature of life itself, from human behavior and economics to energy and sustainability. Caltech faculty and alumni have earned national and international recognition, including 39 Nobel Prizes.

Caltech is also an integral part of Pasadena. Together with JPL, it is the city's largest employer and a source of programs that benefit the entire community.

To learn more about Caltech, visit [www.caltech.edu/about](http://www.caltech.edu/about).

## HISTORICAL SKETCH

In September of 1891, Pasadena philanthropist Amos G. Throop (pronounced Troop) established Throop University, the institution that would eventually become Caltech.

Throop University opened its doors with 31 students and a six-member faculty. Throop might have remained simply a good local school had it not been for the arrival in Pasadena of astronomer George Ellery Hale. The first director of the Mount Wilson Observatory, Hale became a member of Throop's board of trustees in 1907, and began molding the school into a first-class institution for engineering and scientific research and education.

Hale would be joined later by chemist Arthur A. Noyes and physicist Robert A. Millikan. These three scholars set the school on the course it continues to follow to this day. By 1920, the school was renamed the California Institute of Technology, and the enroll-

ment was nine graduate students and 359 undergraduates, with a faculty of 60; a decade later there were 138 graduate students, 510 undergraduates, and a faculty of 180. At the present time there are nearly 1,000 undergraduates, 1,200 graduate students, and some 300 professorial faculty and 700 postdoctoral scholars.

Caltech has more than 24,000 living alumni all over the world, many of them eminent in their fields of engineering, science, law, medicine, academia, and entrepreneurship.

Caltech's divisional structure, which began to coalesce in 1926, today comprises the Division of Biology and Biological Engineering (BBE); the Division of Chemistry and Chemical Engineering (CCE); the Division of Engineering and Applied Science (EAS); the Division of Geological and Planetary Sciences (GPS); the Division of the Humanities and Social Sciences (HSS); and the Division of Physics, Mathematics and Astronomy (PMA). To learn more about Caltech's history and the people behind the Institute's success, visit [archives.caltech.edu](http://archives.caltech.edu).

## EDUCATION AND RESEARCH

Students at Caltech work toward undergraduate and graduate degrees alongside their intellectual equals in an academic environment that emphasizes interdisciplinary teamwork, critical thinking, mutual support, and a deep understanding of core concepts and principles across fields.

Caltech students, faculty, and postdoctoral scholars are addressing fundamental scientific questions and pressing societal challenges. Together, they are expanding our understanding of the universe, shifting paradigms, launching new fields, and inventing the technologies of the future.

Caltech is home to more than 50 research centers and institutes. Some 90 percent of Caltech undergraduates participate in research during their time here.

### UNDERGRADUATE PROGRAMS AND RESEARCH

Caltech offers undergraduates 28 majors (called "options") and 13 minors across the six academic divisions. The most popular options are computer science, chemical engineering, electrical engineering, mechanical engineering, and physics. Caltech also offers interdisciplinary programs in applied physics, biochemistry, bioengineering, computation and neural systems, control and dynamical systems, environmental science and engineering, geobiology and astrobiology, geochemistry, and planetary astronomy.

The Institute offers the opportunity for qualified students to engage in research early in their careers under the supervision of a faculty member. There are four principal avenues for undergraduate research: the senior thesis, the Summer Undergraduate Research Fellowships (SURF) program, research courses for aca-

demic credit, and research for pay under a faculty member's grant or contract.

The senior thesis involves original research under the mentorship of a faculty member, an effort that develops research, writing, and presentation skills that together provide an excellent preparation for future graduate studies and/or professional life.

The SURF program provides continuing undergraduate students the opportunity to work on an individual research project in a tutorial relationship with a mentor, usually a member of the Caltech/JPL research community, but occasionally a faculty member at another college or university. The work is carried out during a 10-week period in the summer, after which SURF students submit a written report describing the project, methods, and results of their work.

Most options offer undergraduate research courses in order to encourage research participation; students should consult listings and descriptions of opportunities.

Learn more about undergraduate programs and research at [www.admissions.caltech.edu](http://www.admissions.caltech.edu).

## **GRADUATE PROGRAMS AND RESEARCH**

Students can enroll in Master of Science, Degree of Engineer, Doctor of Philosophy, BS/MS, and MD/PhD degree programs; the majority of graduate students are enrolled in the PhD program.

The academic work of the Institute is organized into six divisions: Biology and Biological Engineering ([www.bbe.caltech.edu/](http://www.bbe.caltech.edu/)); Chemistry and Chemical Engineering ([www.cce.caltech.edu/](http://www.cce.caltech.edu/)); Engineering and Applied Science ([www.eas.caltech.edu/](http://www.eas.caltech.edu/)); Geological and Planetary Sciences ([www.gps.caltech.edu/](http://www.gps.caltech.edu/)); Humanities and Social Sciences ([www.hss.caltech.edu/](http://www.hss.caltech.edu/)); and Physics, Mathematics and Astronomy ([www.pma.caltech.edu/](http://www.pma.caltech.edu/)).

Graduate study at the Institute is divided further into a number of individual graduate options (degree programs), which are supervised by those professors whose interests and research are closely related to the area of the option. Entering graduate students are admitted into one of these options. The most popular options for graduate work are chemistry, physics, electrical engineering, and biology. Learn more at [www.gradoffice.caltech.edu/](http://www.gradoffice.caltech.edu/).

## **ACADEMIC PARTNERSHIPS**

Caltech maintains an array of external partnerships with other institutions in Southern California. These partnerships provide pre-med students with opportunities to work in area hospitals and train with practicing clinicians; allow students to participate in ROTC through a joint program with USC; and offer a 3/2 dual degree for students from 13 select liberal-arts colleges. Caltech undergraduate students can cross-register at Occidental College and Art

Center College of Design, and the Institute maintains relations with research partners such as the Scripps Institution of Oceanography at UCSD. Undergraduate students can also study abroad in Cambridge, Copenhagen, Edinburgh, London, Paris, or Melbourne during their junior or senior years. For graduate students, joint programs between Caltech and both the USC Keck School of Medicine and the UCLA David Geffen School of Medicine grant MD/PhD degrees.

## **FACULTY RESEARCH**

The contributions of Caltech's faculty have earned national and international recognition. Caltech was elected to the Association of American Universities (AAU) in 1934 and remains a research university with "very high" research activity, primarily in STEM fields. Research is central to Caltech, and the Institute manages approximately \$325 million in sponsored awards annually. Its largest federal funding agencies are the National Aeronautics Space Administration (NASA), National Science Foundation (NSF), Department of Health and Human Services, Department of Defense, and Department of Energy. Caltech faculty are highly productive in the fields of applied physics, astronomy and astrophysics, biology, biochemistry, biological engineering, chemical engineering, computer science, geology, mechanical engineering, and physics. More than 37 percent of faculty are members of the National Academy of Sciences, Engineering, and Medicine and/or are fellows of the American Academy of Arts and Sciences—the highest percentage of any faculty in the country with the exception of Rockefeller University. Caltech receives more invention disclosures per faculty member than any other university in the United States.

## **POSTDOCTORAL AND SENIOR POSTDOCTORAL SCHOLARS**

More than 500 early-career scientists and engineers conduct research at Caltech as postdoctoral scholars. In addition, JPL hosts postdoctoral scholars whose studies cover many aspects of Earth, planetary, astrophysical, and technology research. All scholars work under the supervision of professorial faculty members or JPL researchers.

## **RESEARCH CENTERS AND INSTITUTES**

Research centers and institutes across campus bring together scientists and engineers to collaborate and add innovative and diverse perspectives to tackle society's most pressing challenges. Among those centers and institutes are:

- the Tianqiao and Chrissy Chen Institute for Neuroscience at

Caltech, which seeks to deepen our understanding of the brain and how it works;

- the Beckman Institute, which develops methods, instrumentation, and materials for fundamental research in chemistry and biology;
- the Kavli Nanoscience Institute, which advances cross-disciplinary research in the areas of nanoscience and nanotechnology;
- the Donna and Benjamin M. Rosen Bioengineering Center, which encourages intensive, fruitful collaborations between bioengineering researchers;
- the Resnick Sustainability Institute, which fosters advances in energy science and technology through research, education, and communication;

Learn more about Caltech's research centers and institutes at [www.caltech.edu/research/centers-institutes](http://www.caltech.edu/research/centers-institutes).

## ON-CAMPUS ACADEMIC RESOURCES

### Center for Teaching, Learning, & Outreach (CTLO)

The Center for Teaching, Learning, & Outreach (CTLO) supports Caltech's multifaceted educational efforts, including the design and instruction of undergraduate and graduate courses and curricula, formal and informal student learning, and educational outreach partnerships with K-12 teachers and students. With a commitment to evidence and innovation, CTLO focuses on:

**Instructor Support:** Supporting effective course design and teaching methods to university faculty and teaching assistants (TAs). Topics regularly addressed through individual consultations, training programs, workshops, and courses include in-class techniques, choice and use of instructional technologies, feedback on teaching, and discipline-based educational research.

**Student Learning:** Fostering opportunities for students to grow as teachers, mentors, and leaders. In addition to advising students on teaching and outreach-related projects, CTLO oversees the Caltech Project for Effective Teaching (CPET), a graduate student-led community offering seminars and Certificates of Interest and Practice in University Teaching, and collaborates with the undergraduate Academics and Research Committee (ARC) on course improvements, course ombuds, and other initiatives.

**Educational Outreach:** Helping faculty and students to develop K-12 outreach programs, including collaborations with schools and districts in Pasadena and Greater Los Angeles. CTLO assists faculty on grant proposals with educational components, convenes educational outreach coordinators from across Caltech's divisions, runs signature educational outreach programs for K-12 students and teachers during the summer and year-round, and serves as an interface for partner organizations offering K-12 opportunities at

Caltech.

Learn more at [www.ctlo.caltech.edu](http://www.ctlo.caltech.edu).

### **Hixon Writing Center (HWC)**

The Hixon Writing Center (HWC) promotes excellence in writing and communication. The HWC operates on the premise that writing is a mode of discovery and learning as well as a tool for communication, and thus strong writing skills are fundamental to inquiry, learning, and success across disciplines.

The HWC works actively with Caltech students, faculty, and the Caltech community. The HWC offers students the opportunity to meet with professional and peer tutors to discuss works-in-progress; these sessions help students accomplish short-term goals while they also promote the acquisition of skills that are valuable for long-term success. The HWC regularly holds presentations and workshops on communication-related topics that interest our students. HWC staff members are available to consult with Caltech faculty and TAs about best practices for incorporating, designing, and responding to writing assignments in courses across all disciplines. Finally, the HWC sponsors events and creates resources that support campus-wide discussions about the roles writing and communication play in teaching, learning, and research in science and engineering.

The HWC is a part of the Division of Humanities and Social Sciences, and is funded in part by a generous donation from Alexander P. and Adelaide F. Hixon. The HWC is open during the academic school year. Learn more at [www.writing.caltech.edu](http://www.writing.caltech.edu).

### **Libraries**

The Caltech Library advances the Institute's mission to expand human knowledge by catalyzing information discovery and sharing. The Library maintains extensive research collections, a variety of study spaces, state-of-the-art knowledge management platforms, and a user-focused program of instruction and outreach.

The Sherman Fairchild Library (SFL) is the main library on campus. SFL is open every day until midnight and offers a range of collaborative and private study spaces including five bookable group study rooms and the TechLab, which houses several 3-D printers. Laptops, kindles, and electronic kits can be borrowed through the Library's eDevice lending program. All textbooks assigned for courses are available for short-term use through the Library's Course Reserves service. The Library's interlibrary loan service, DocuServe, is located on the first floor of SFL. Users can obtain books and articles not owned by Caltech Library at no charge and typically within 24 hours.

SFL is complemented by three branch libraries: Humanities and Social Sciences (Dabney), Astrophysics (Cahill), and Geology

(North Mudd). In addition, the Lookout, a flexible collaboration and study space with large displays is available on the 9th floor of Millikan.

The Library's digital repository of research by Caltech authors includes CaltechTHESIS.

Visit the Library's website, [www.library.caltech.edu](http://www.library.caltech.edu), to access library collections and services or request research assistance from the Library.

### **Archives and Special Collections**

The Caltech Archives and Special Collections facilitate understanding of the roles of Caltech and its faculty in the history of science and technology by collecting, organizing, preserving, and presenting the papers and other media that document the Institute's history. More than 300 manuscript collections include the personal and professional papers of 14 Nobel laureates and 14 National Medal of Science recipients. More than 10,000 of the photographs can be viewed online, and the Archives also maintains collections of artwork, rare books, and scientific instruments. These collections are all available to members of the Caltech community for educational and research purposes, as well as to qualified non-campus users. Contact the Archives at 626-395-2704 or [archives@caltech.edu](mailto:archives@caltech.edu) to arrange an appointment. More information, including finding aids for many of the collections, can be found at [www.archives.caltech.edu](http://www.archives.caltech.edu).

## **JET PROPULSION LABORATORY**

Founded by Caltech faculty in 1936 and located six miles from campus in La Cañada Flintridge, the Jet Propulsion Laboratory (JPL), which is managed by Caltech for NASA, is the leading U.S. center for robotic space exploration. JPL's 6,500 employees are tightly connected to the campus research mission and together enable the Institute to push the frontiers of space and Earth science. JPL is currently responsible for conducting NASA's missions for approximately two dozen spacecraft and 10 instruments employed in active missions, including the Mars Science Laboratory, Juno, Aquarius, GRAIL, and NuSTAR, all of which are pioneering new approaches for space exploration. Caltech and JPL engage in collaborations and joint appointments of faculty, lecturers, and visitors. Learn more at [jpl.nasa.gov/](http://jpl.nasa.gov/).

# STUDENT LIFE

## UNDERGRADUATE STUDENT RESIDENCES

Seven of the undergraduate student residences are situated on either side of the Olive Walk near the southeastern end of the campus. The original four—Blacker, Dabney, Fleming, and Ricketts—were built in 1931 from the plans of Mr. Gordon B. Kaufmann, in the Mediterranean style to harmonize with the adjacent Athenaeum. The other three, designed by Smith, Powell and Morgridge, were completed in 1960, and are named Lloyd, Page, and Ruddock.

Each of these seven residences is a separate unit with its own dining room and lounge, providing accommodations for between 65 and 100 students, depending on the facility. Each has its own elected officers; a long history of shared governance gives students a great deal of influence over their living environments. There are five undergraduate residential life coordinators (RLCs) in undergraduate campus housing, situated in different residences. An RLC is a specially trained full-time university employee, specializing in college student development, community building, counseling, and crisis intervention. The RLCs supervise the resident associates (RAs) on programming and overall student wellness. The RLCs also assist Housing with the management and daily operations of the residences. Each residence has one or more RA, who are typically graduate students. Mail is delivered daily to the student mailboxes. Students should use their mailbox number, California Institute of Technology, Pasadena, CA 91126, to facilitate handling of mail at the campus post office. For more information, please visit [www.housing.caltech.edu](http://www.housing.caltech.edu).

### Avery House

Made possible by a gift from trustee R. Stanton Avery, this undergraduate residence and innovative residential complex was designed by Moore, Ruble, Yudell, and completed in September 1996. Located at the north end of the campus, Avery has an RLC, two RAs, two faculty apartments, and rooms for about 136 undergraduates. Its dining facilities, meeting rooms, lounges, and library are designed to encourage informal faculty-student interaction and to attract all members of the campus community to join in this interaction. Avery hosts programs and social events that facilitate involvement between residents and faculty in residence.

### Bechtel Residence

Established in the fall of 2018 and located at the northeast edge of campus, the Bechtel Residence is the first residence to open on campus since 1996. With the opening of Bechtel, the Institute is able, for the first time, to provide on-campus housing to all undergraduates for the duration of their academic career. Bechtel is



named in honor of Caltech life trustee Stephen D. Bechtel, Jr., the founder of the S. D. Bechtel Foundation.

The 95,000-square-foot residence is a multigenerational residence open to all undergraduates with: 211 student bedrooms arranged as singles and in suites; six RA and one RLC apartments; and two faculty-in-residence apartments. Bechtel was intentionally designed to provide the community with the greatest flexibility in maximizing space as well as to encourage broader interaction, engagement, and residential life programming among residents. The facility includes three kitchens; eight common areas/study rooms; six laundry rooms; a 400-seat dining hall and servery; and support spaces.

## **STUDENT RESOURCES AND ACTIVITIES**

### **Hameetman Center**

The Hameetman Center, which opened in 2019, is a new campus center built on the site of the former Winnett Student Center. The Hameetman Center replaces Winnett as Caltech's central community gathering place. The 24,000-square-foot two-story center is named in honor of the Hameetman Foundation and Caltech trustee Fred Hameetman (BS '62) and his wife, Joyce, who provided the initial funding to initiate the design of the reimagined campus hub. It features a large public lounge, an expanded Red Door Marketplace, the Caltech Store, music rehearsal facilities, student club rooms, a multipurpose room, and a conference room. The rehearsal facility is made possible thanks to a gift from Emeritus Professor of Theoretical Physics Steven Frautschi and his wife, Mie.

### **Residential Experience**

The Office of Residential Experience (ORE) has responsibility for the oversight of Caltech's residential programs, including programs carried out in the undergraduate houses, graduate student residences, and the Bechtel and Marks-Braun communities. The ORE works collaboratively with the Residential Life Coordinators, Resident Advisors, the Interhouse Committee, and other groups to ensure that student leaders in all our residential communities are trained and that there are programs in place to support their development. This is part of the shared governance that is central to the Caltech residential experience.

All residences and houses, including all their activities and programs, are expected to comply with Institute policies, Student Affairs policies, and the Caltech Code of Conduct. Potential Policy or Code of Conduct violations by a house or residence will be referred to the Caltech Routing committee. If the Routing Committee determines that the incident(s) is part of a Residential or House program or activity, it will be referred to ORE for further action. In this case, the Assistant Vice President for Student Affairs and Residential Experience (AVP) or her designee, will either (a)

manage the situation directly with the community so the concerns can be addressed, or (b) initiate an investigation into the incident. If an investigation is conducted, the investigators will report their findings to the AVP who will make a decision concerning whether any violations occurred and any consequences that may be imposed. The decision of the AVP may be appealed to the Vice President of Student Affairs within 10 days of the decision.

During the investigation, the AVP can suspend activities of the house or residence until further notice if deemed necessary for the health, safety, or the other benefit of the community. A range of outcomes may be considered as consequences to the house or residence if the group is found to have engaged in a policy violation. Possible sanctions including community education and/or suspension of the activity or event. Examples of events that warrant a response include an unregistered event or party, mistreatment of members, and hazing. If the potential situation also includes a potential policy violation involving an individual student(s), the student(s) will be referred to the appropriate Dean's office and may be subject to disciplinary action.

### **The Student Activities Center**

The SAC is located in the basement of the south undergraduate housing complex and is open for student use 24 hours a day. The SAC provides office space for the officers of the undergraduate student government, working space for student publications, rehearsal space for musical activities, and space for many other student-oriented functions.

Whether students are interested in music, publications, student government, gaming, photography, or simply finding a room for their group to meet in, the SAC will probably have what is needed. The center also houses the South House laundry room and has several club rooms, a small library, a shop, and a movie screening room—most are open 24 hours.

### **Faculty-Student Relations**

Faculty-student coordination and cooperation with regard to campus affairs are secured through the presence of students on faculty committees, by faculty-student conferences, and by other mechanisms.

### **Freshman Advisers**

Each member of the freshman class is assigned a faculty adviser and is a member of a small advising group. The adviser follows the freshman's progress and provides advice on any questions or problems that the freshman may have.

### **Option Advisers**

Each member of the three undergraduate upper classes is assigned an option adviser, a faculty member in the option in which the student is enrolled. The adviser takes an interest in the student's selection of courses and progress toward a degree, and, eventually, in assisting the student toward satisfactory placement in industry or in graduate school. Normally, the association between student and adviser is established before the beginning of the sophomore year and continues through graduation.

### **Athletics, Physical Education & Recreation (APER)**

Caltech supports an extensive program of competitive athletics. As a member of NCAA Division III and the Southern California Intercollegiate Athletic Conference, Caltech participates in intercollegiate competition in 20 sports—10 each for men and women. All teams compete during a regular season, with many also competing or qualifying for the conference tournament in their respective sport. Individual scholar-athletes and teams distinguishing themselves can earn the privilege of participating in NCAA regional and national championships.

Caltech also sponsors vigorous club sports programs and intramural competition. Club sports include Ultimate Frisbee, volleyball, badminton and soccer. Intramural competitions are contested by residence house teams in several sports, including soccer, dodgeball, kickball, Ultimate Frisbee, basketball, volleyball, and floorball. Approximately 25 percent of Caltech undergraduates participate in intercollegiate athletics and over 80 percent participate in some form of organized athletic competition each year.

Outdoor athletic facilities include a brand-new turf mixed-use baseball and soccer field, a second natural grass mixed-use field, an all-weather running track, eight tennis courts, and two 25-yard, eight-lane swimming pools. Indoor facilities include two full-size gymnasiums; four racquetball courts, two squash courts; a 5,000-square-foot weight room, satellite weight room and more than 55 pieces of cardio-respiratory equipment, including treadmills, exercise bikes and ellipticals; and a large multipurpose room for dance/aerobics, martial arts and a variety of group fitness courses.

The department is also responsible for management of Caltech's recreation programs and physical education curriculum.

More information can be found at [GoCaltech.com](http://GoCaltech.com).

### **Interhouse Activities**

The president of each undergraduate house represents that house on the Interhouse Committee (IHC), which helps to handle matters affecting the houses, in conjunction with staff from Student Affairs. The IHC works in conjunction with the APER department to conduct intramural competitions as described above, and conducts

its own Discobolus Trophy competition, in which a house may challenge the house holding the trophy to a mutually agreed upon contest.

## **ASCIT**

The undergraduate student body forms the membership of a corporation known as the Associated Students of the California Institute of Technology, Inc., or ASCIT. Governed by a board of directors consisting of six elected officers, it is involved in many aspects of student life; oversees publication of *The Tech*, our undergraduate student newspaper; the *Big T* yearbook; a literary magazine called *Totem*; and the *Little t*, which provides lots of helpful information to incoming students. A directory, along with other student information, such as campus positions, links to the Interhouse Committee (IHC) and Academics and Research Committee (ARC), and other helpful information is available online at [Donut.caltech.edu](http://Donut.caltech.edu).

Besides overseeing student publications and coordinating activities and policies, the ASCIT Board of Directors administers the corporation's finances. ASCIT sponsors a wide variety of special-interest clubs and programs, working closely with Student Activities and Programs part of the Office of Residential Experience. The student government is active in campus affairs. The student members of standing faculty committee ensure that undergraduate opinion is considered seriously. Excellent informal relations between students and faculty and between students and administration promote discussion of mutual concern and goodwill. Student-faculty conferences are held every other year and serve to promote communication mainly around academic topics.

## **Graduate Student Council**

The Graduate Student Council (GSC) is the student government for Caltech graduate students. It is the mission of the GSC to maximize the quality of life for the graduate student community at Caltech. The GSC Board of Directors interacts with the Institute's administrative bodies and is formed of subcommittees dedicated to academic support, advocating graduate student issues, sharing student news, and organizing social events.

## **Honor System**

The Honor Code, embodied in the phrase "No member shall take unfair advantage of any other member of the Caltech community," is the fundamental principle of conduct for all students and extends to all phases of campus life, including scholastic and extracurricular activities, relations among students, and relations between students and faculty. The Honor System is the most important tradition of the undergraduate student body. The Board of Control, which is composed of elected student representa-

tives, is charged with monitoring the academic Honor System for undergraduates, investigating course work violations, and making recommendations to the dean of undergraduate students. The Conduct Review Committee, composed of students, faculty, and staff, hears cases involving non-academic Honor System and Institute policy violations for undergraduate students, and also makes recommendations to the dean. At their discretion, the Dean of Undergraduate Students, or their designee, may directly handle a matter also involving the Honor System, the Code of Conduct, and Institute Policies for undergraduate students.

The Honor System is also an important part of graduate student life. The dean of graduate studies is responsible for reviewing and making decisions concerning alleged honor code violations with respect to course-work. The Graduate Honor Council (GHC) serves as a consultative resource to the dean. At their discretion, the dean of graduate studies may request that the GHC investigate and hear a case, and provide its recommendations to the dean for final review and decision. All Members of the Graduate Honor Council must be in good standing with the Office of Graduate Studies and must attend a formal training before they may serve on a case. Examples of honor code violations include, but are not limited to, plagiarism, violations of the collaboration policy in a class, and/or using resources that were strictly prohibited for homework and/or exams. Incidents that are not handled by the dean of graduate studies include accusations of research misconduct, which are handled by the Office of Research Compliance; grade disputes, which are handled by the office of the provost. Institute Policy violations are handled by the office of the dean of graduate studies or the appropriate administrative organization.

### **Student Body Publications**

The publications of the student body include a weekly paper, *The California Tech*; an undergraduate research journal, *CURJ*; a literary magazine, *Totem*; a student handbook, *the Little t*, which gives a survey of student activities and organizations and serves as a campus directory; a yearbook, *Big T*; an online undergraduate research opportunities handbook, *UROH*; and *Caltech Letters*, an online campus publication designed to let students talk about their research and their viewpoints on science with the broader world. These publications, staffed entirely by students, provide an opportunity for interested students to obtain valuable experience in creative writing, photography, artwork, reporting and editing, advertising, and business management.

### **Performing and Visual Arts**

The Institute provides directors and facilities for choirs, concert band, jazz band, symphony orchestra, numerous chamber music ensembles, guitar classes, a theater program, ceramics and studio

arts classes. These activities are centered in the Music and Theater Arts houses on Hill Avenue along the eastern edge of campus. Rehearsals and performances are held mainly in Dabney Lounge and Ramo Auditorium.

## Student Clubs

All student clubs must be officially recognized in order to be in and remain in good standing with the Institute. To become officially recognized, the club must annually apply for recognition. You will find details regarding this process outlined in the Student Club Handbook, which is available on the Office of Residential Experience website ([ore.caltech.edu](http://ore.caltech.edu)).

Once the club is officially recognized, it may plan on maintaining that recognition for the duration of the current academic year. The details of how to remain in good standing with the Institute are outlined in detail within the Student Club Handbook. These details include club oversight, privileges, responsibilities, finances, and other very important information. A recognized club will receive the following privileges: the ability to recruit members; advertise events; secure funding; conduct officer elections; provide trainings and use Institute facilities for meetings and events. Additional, key elements of club recognition include but are not limited to, having an advisor, an appropriate purpose, and a leadership infrastructure. Note that only recognized clubs will be allowed to participate in the annual Club Fair.

Clubs at Caltech are expected to follow Institute policy, Student Affairs policies, and the Caltech Code of Conduct. Potential policy or Code of Conduct violations by a club or in connection with a club event will be referred to the Assistant Vice President for Student Affairs and Residential Experience (AVP) or her designee, will either (a) manage the issue with the club through an appropriate Institute response, or (b) initiate an investigation into the incident. If an investigation is conducted, the investigators will report their findings to the AVP who will make a decision concerning whether any violations occurred and any consequences that may be imposed. The decision of the AVP may be appealed to the vice president of student affairs within 10 days of the decision.

During the investigation, the AVP may suspend the club's recognition and planned activities, if deemed necessary, for the health, safety, or other benefit of the community. A range of outcomes may be considered as consequences to the club if the group is found to have engaged in a policy violation. Possible sanctions examples include education, suspension of some or all of the group's privileges, or loss of their recognition status with the Institute. If the potential situation also includes a potential policy violation involving an individual student(s), the student(s) will be referred to the appropriate Dean's office and may be subject to disciplinary action.

## Caltech Center for Diversity (CCD)

The Caltech Center for Diversity (CCD) mission is to provide education, advocacy, and allyship in order to increase institutional and personal capacity for diversity and ensure a community committed to equity and inclusive excellence. We create and implement campus-wide initiatives and programs that will increase the knowledge, skills, and attitudes for all members of the Caltech community to thrive in a diverse world.

**Awareness and Education.** We are committed to building the capacity for cultural competencies, skills, and action by designing workshops and trainings appropriate for all constituents on campus. We value consistent assessment and formative feedback to facilitate sustainable and lasting change.

**Advocacy through Collaboration.** We actively engage with the Caltech community to promote and provide access to information and resources that help achieve our academic and personal goals. The CCD provides programs and services to meet the specific needs of racially underrepresented groups, women, all sexual and gender identities (LGBTQ+), underserved, and ally communities on campus.

**Allyship.** We create spaces and skill building opportunities for all members of the community to engage with issues related to their multiple identities. We provide resources and promote an environment that is supportive for all.

If you are interested in getting involved with CCD, please check the center website: [www.diversitycenter.caltech.edu](http://www.diversitycenter.caltech.edu).

## The Caltech Y

The Caltech Y is a unique nonprofit organization on campus. Founded by students for students, the Y challenges the Caltech community to see the world with a broader perspective and a deeper understanding of social issues. Through community service projects, outdoor adventures, social activities, and cultural events, the Y encourages students to become active participants during their years here. The Caltech Y helps students plan events, meetings, and initiatives on campus and provides the resources and equipment needed for successful programs. Some of the many Y-sponsored activities include the Y hike in the California Sierras, Alternative Spring Break, Make-a-Difference-Day, World Fest, the Social Activism Speaker Series, and the D.C. Science Policy Trip. The Y also provides services to the Caltech community, such as low-cost rentals on camping equipment, discounted tickets, and much more.

## Religious Observation

Caltech has a quiet room for prayer, mediation, quiet reflection and religious observation. The quiet room is located in the Hameetman Student Center. For information about religious clubs, see the Student Clubs website at [ore.caltech.edu](http://ore.caltech.edu).

## Special Meals

If you have a dietary restriction that requires a special request, please contact Caltech Dining Services at [dining@caltech.edu](mailto:dining@caltech.edu). If your restriction rises to the level of a disability, please visit the CASS website at <http://www.cass.caltech.edu/> to request accommodation.

## Registration for Student Sponsored Events:

Student events, including parties, activities, and programs that are hosted by a house or residence, are a privilege at Caltech and are part of the social framework of the Institute, but must be conducted in a safe and legally compliant manner. We expect the student body to follow laws, policies, guidelines for events, use common sense, and good judgement. All events that meet the following criteria must be registered: Events or activities of a club, organization or houses with:

1. 50 or more people present without alcohol
2. 15 or more people where alcohol is present—these events require a third-party bartender
3. Off-campus event where Institute funds are used
4. Construction or Chemicals will be used

## Student Auxiliary Services

The Student Auxiliary Services, Gift & Technology Store (<http://caltechstore.caltech.edu>) is located on the first floor of the new Hameetman Center. Established in the 2018–2019 academic year with a lead gift from The Hameetman Foundation, the Hameetman Center (formerly the Winnett Student Center) is now renamed in the Foundation's and Fred Hameetman (BS '62) and his wife, Joyce's honor. Owned and operated by the Institute, the store serves the students, faculty, and staff, carrying a stock of Caltech authors' books, insignia merchandise, gift items, school supplies, computer hardware, and accessories that support Caltech's educational and research mission. Also located on the first floor of the new Hameetman Center is the redesigned Red Door Marketplace that offers freshly brewed coffee and tea, full menu, and bakery items.

# STUDENT WELLNESS SERVICES

## GENERAL INFORMATION

Student Wellness Services is committed to supporting the health and emotional well-being of Caltech students. Through individualized treatment planning, consultation, and outreach, we provide direct services and community-level interventions to improve student wellness and allow students to focus on their pursuit of academic success and holistic development. All enrolled students,



regardless of insurance coverage, are eligible for basic medical and psychological care, crisis counseling, and occupational therapy at Student Wellness Services, through payment of the health fee. Students who require specialty or longer-term care beyond the scope of what Student Health Services provides will be referred to community providers using their health insurance; costs associated with this care are the responsibility of the student.

A full description of the range of services and programs offered by Student Wellness Services can be found at <http://wellness.caltech.edu>.

## HEALTH FORMS

Prior to initial registration, each admitted student is *required* to submit entrance health forms that include medical and immunization history. Information regarding immunization requirements and the completion of the health forms are posted on the New and Prospective Student website (<http://wellness.caltech.edu/resources/new-students>). Matriculating students will receive access to the Student Health Portal to enable secure online upload of the forms. Health forms must be received no later than August 15, 2019. Failure to meet this requirement will result in a registration hold, and students will be unable to register for winter term classes until clearance is complete.

## STUDENT HEALTH INSURANCE

Students have the option to waive the Caltech student insurance plan (United HealthCare Student Resources) during the waiver period each year, provided they show proof of adequate alternative coverage. Students will be automatically enrolled in the Caltech plan if a waiver is not submitted. The Caltech plan provides coverage (with deductible and copay) for most hospital and surgical costs, as well as the cost of outpatient treatment for injury, illness, and psychotherapy. Students must be enrolled in order to maintain eligibility for coverage. Students on an approved medical leave can continue coverage for up to one year; the cost of the plan premiums will be the responsibility of the student. Complete coverage and exclusion details can be found here: [benefits.caltech.edu/health/students/medical](http://benefits.caltech.edu/health/students/medical). If the Caltech plan has been waived, students are advised to ensure that their alternative coverage provides access to medical and mental health providers close to campus.

# CALTECH CARE TEAM

## GENERAL INFORMATION

The CARE Team is a multidisciplinary group of professional staff from key areas of the Institute. Each member brings knowledge and expertise in their field, including mental health, crisis intervention, student development, staff consultation, campus security, academic support, and residential life. The CARE Team also collaborates with many other entities across campus including athletics, the Equity Office and Title IX, the Center for Diversity, Student Faculty Programs, International Student Programs, and the academic divisions.

The CARE Team connects students with resources and support. Through early identification of academic difficulties, social concerns, behavioral disruptions, and health issues, the CARE Team can partner with students to create individualized plans to help mitigate crises and promote success. The behaviors listed below, especially when more than one are present, may be signs of distress:

- Mood or behavior changes
- Changes in personal hygiene
- Social withdrawal
- Excessive absences from class or lab
- Persistent disinterest or disengagement in work
- Escalated substance use
- Talking about death, dying, or suicide
- Disruptive and/or aggressive behavior
- Threatening language or social media postings

The CARE Team will collaborate with the referring party to create a support plan, which may include outreach, academic or personal counseling, referral to campus support services, and other relevant resources.

Referrals to the CARE Team can be made at: [caltechcares.caltech.edu](http://caltechcares.caltech.edu)

## CAREER DEVELOPMENT

### CAREER SERVICES

The Career Development Center (CDC) provides assistance to students in the areas of career planning and employment. Assistance is available in areas such as career choice, résumé preparation, interviewing, graduate school application, and job search strate-

gies. Career and vocational interest tests can also be taken on the recommendation of one of the career counseling staff members.

## **GENERAL INFORMATION**

All students are encouraged to visit and make use of the Career Development Center early in their student careers.

## **WALK-IN COUNSELING**

Several days a week, students can “walk in” to consult with a career counselor without an appointment. This allows students to deal with time-sensitive or quickly answered concerns without having to make an appointment.

## **CDC ONLINE AND THE CDC LIBRARY**

The CDC’s website contains information about the center’s programs and activities, as well as links to career, educational, and employment resources nationwide ([www.career.caltech.edu](http://www.career.caltech.edu)). Students can schedule appointments for career counseling, register and post resumes for online recruiting, view work-study or tutoring job postings online. The CDC library contains information on graduate, and professional schools, employers, career options and job hunting skills.

## **GRADUATE AND PROFESSIONAL SCHOOL ADVISING**

The CDC provides advice on applying to Ph.D. and master’s programs in the sciences or applied sciences, economics, medicine, public health, environmental sciences, business, law, and other fields. Workshops and individual advising are available on the graduate school admissions process, essay writing, and related topics. The CDC’s library and website have helpful resources.

## **PRE-HEALTH CAREERS ADVISING**

Students planning to apply to medical, dental, veterinary, or pharmaceutical graduate school have access to a wide range of advising services through the CDC. Students can obtain relevant medical research experience through the Caltech summer preceptorship program, which has placements with hospitals in the LA area. The pre-health adviser is available to work with students throughout the process from freshman year to graduation.

Students planning to apply to graduate school or professional graduate degrees are encouraged to plan ahead and to utilize the resources of the CDC in making choices about and implementing choices related to graduate studies.

## **ON-CAMPUS RECRUITING PROGRAM**

Through the on-campus recruiting program, employment interviews are arranged by the CDC with companies that seek full-time employees pursuing B.S., M.S., Eng., or Ph.D. degrees. Many firms also recruit students for summer internships or jobs. All students, postdoctoral scholars, and alumni are welcome to participate.

## **CAREER FAIRS**

Each year two career fairs are organized by the CDC and held in October and January. A diverse range of companies send representatives to campus to talk to Caltech undergraduates, graduate students, and postdoctoral scholars about permanent employment, summer jobs, or internship opportunities with students. Many firms hold information sessions and conduct on-campus interviews.

## **WORK-STUDY AND EMPLOYMENT LISTINGS**

Job listings are maintained in the Career Library and through Handshake for students seeking full-time or work-study employment. One popular online resource is Caltech's tutoring service, through which Caltech students are hired to work as paid tutors for students attending high school in the local area. (See also the student employment section on page 213.)

## **SUMMER INTERNSHIPS AND JOBS**

Students are encouraged to establish a relationship with the CDC staff during the fall term to start the summer job process. The CDC website has a special section on internships, many firms recruit on campus or at the career fairs for interns, or list positions on Handshake, the CDC online job listing resource. Students may wish to confer with the summer internship career counselor to develop a plan to find summer work that will support or complement long-term career objectives. The CDC provides job-search assistance, including résumé preparation advice, mock interview training, and advice on evaluating job offers. Many employers, eager to hire Caltech students, provide or supplement transportation and housing as part of their summer employment package.

## **EMPLOYMENT EXPERIENCE OF RECENT GRADUATES**

Each year, Caltech surveys graduating students' future plans. Over several years, approximately 35 percent of graduating seniors immediately pursue graduate study, primarily PhD programs, 55 percent pursue full-time employment, 10 percent have not accepted offers yet, and 10 percent pursue other options, such as a creating a start-up, fellowships for graduate study abroad, travel, or additional study in order to enter a new area of interest, etc.

At the M.S. degree level, about 90 percent continue in graduate school, and the remainder accept employment. Of those receiving the Ph.D. degree, about 60 percent accept postdoctoral, faculty, or other academic/research positions, about 40 percent pursue positions in areas such as national laboratories, industry, STEM teaching, public policy, etc.

## **CALTECH ALUMNI ASSOCIATION**

The mission of the Caltech Alumni Association (CAA) is to promote the interests of Caltech as a world standard of academic excellence by strengthening the ties of goodwill and communication between the Institute, its alumni, and its students, and by maintaining programs to serve their needs.

The Caltech Alumni Association empowers students and alumni to connect with each other and build meaningful professional relationships through CAA programs, events, and networking platforms. Alumni are encouraged to share with current students their experiences and wisdom gained since graduating from Caltech.

We welcome all students to the CAA as future alumni and are proud to grant CAA membership to all new alumni upon graduation.

*The Caltech Alumni House is located at 345 South Hill Ave, Pasadena CA, 91106. Learn about our programs for students and alumni and get involved at [alumni.caltech.edu](http://alumni.caltech.edu).*

## **INTERNATIONAL STUDENT PROGRAMS**

As the definitive immigration resource for international students, International Student Programs (ISP) is responsible for advising students on all immigration-related matters, such as visa acquisition, employment authorization, extensions of stay, and more. In addition, ISP provides programs that assist international students and their dependents in adjusting to life in the United States. ISP plans and promotes events that celebrate international education and cultures of the world, address cross-cultural adjustment, and provide opportunities for international students to establish a sense of community at Caltech. Prior to the fall term, ISP hosts International Student Orientation to provide an introduction to academic and social life at Caltech and in the United States. All incoming international students are required to participate. Please contact ISP at [isp@caltech.edu](mailto:isp@caltech.edu) for more information on current programs, or visit ISP online at [www.international.caltech.edu](http://www.international.caltech.edu).

## AUDITING COURSES

Persons affiliated with the Institute may audit courses if they obtain the consent of the instructor in charge of the course, and the dean of undergraduate students or dean of graduate studies, as appropriate, and pay the required fee (contact the Bursar's Office for audit fee). The fees are nonrefundable.

Auditing cards may be obtained in the Registrar's Office.

Regularly enrolled students and members of the faculty are not charged for auditing. Auditing cards are not required, but the instructor's consent is necessary in all cases. No grades for auditors are reported to the Registrar's Office, and no official record is kept of the work done.

## GRADES AND GRADING

All permanent grades recorded for freshmen during the first and second terms they are enrolled will be either P, indicating "passed," or F, indicating "failed." The temporary grade of I ("incomplete") may be used as it is for other students. The temporary grade of E may be given to freshmen as described below for other students. It may also be used in a continuing course if the performance of the freshman concerned is not significantly below the current passing level, and if the student is maintaining a steady and substantial improvement; an E given for this reason will be automatically changed to a P if the freshman earns a P for the following term, and will change to an F if the student receives an F for the following term. The grade may not be used in this way for two successive terms nor for the last term of the course.

If a first-quarter or second-quarter freshman is enrolled in a course in which the instructor gives letter grades, the registrar will record P for all passing grades. No grades given to a freshman during the first and second quarter in which they are enrolled will be used in computing the cumulative grade-point average.

For all students beyond the first and second quarters of their freshman year, graduate and undergraduate, letter grades will ordinarily be used to indicate the character of the student's work: A, excellent; B, good; C, satisfactory; D, poor; E, conditional; F, failed; I, incomplete. P may also be used as described below under *Pass/Fail Grading*. In addition, grades of A+ and A-, B+ and B-, C+ and C-, and D+ may be used. In any situation in which no grade is reported, the grade shall be assumed to be F.

**Failed.** means that no credit will be recorded for the course.

The units, however, count in computing the student's grade-point average, unless the course was taken on a pass/fail basis. He or she may register to repeat the subject in a subsequent term and receive credit without regard to the previous grade, the new grade and units being counted as for any other course, but the original F

and units for the course remain on the record. Grades other than E, I and W are assumed to be based on work completed and evaluated at the time of grade submission.

## **E and I Grades**

**E Grades.** At their discretion, instructors may give students who have not completed their work for a course by the end of the term a grade of E. The grade E indicates deficiencies that may be made up without repeating the course. If the instructor does not specify a date on the grade report sheet for completion of the work, students receiving an E will have until Add Day of the following term to complete their work for that course. Instructors may, however, require the work for the course to be completed by an earlier date. In addition, students should be aware that E grades can impact ability to meet eligibility requirements. If an E grade impacts a student's academic standing, the grade may be due by the first day of classes. See section Scholastic Requirements for additional information.

If a student receives an E and does not complete the work by the date specified by the instructor or by Add Day (or a different date specified by the instructor), the grade will be changed to an F. Adequate time must be afforded to instructors to grade the work and to submit the final grade to the registrar.

It is the responsibility of a student receiving an E to confirm that the registrar has recorded the terms for satisfying the completion of the work in the course.

With the written permission of the instructor, a student may extend the E grade past Add Day of the following term, but doing so will cause an additional E grade to be registered. Each additional extension of the E will be until the date specified by the instructor or until Add Day of the following term, but in each case will require the written permission of the instructor and the registering of an additional E grade.

**E Count Limitations.** After an undergraduate student has been awarded the grade of E six times, he or she is not eligible to receive E grades in any subsequent term. A petition for an E in a subsequent term may be approved by the Undergraduate Academic Standards and Honors (UASH) Committee in an exceptional case. Such a petition requires the support of the instructor and the dean or associate dean of undergraduate students.

**I Grades.** The grade I is given only in case of sickness or other emergency that justifies noncompletion of the work at the usual time. It is given at the discretion of the instructor, after approval by the dean or associate dean of students or the dean of graduate studies. The time period within which the grade of I is to be made up should be indicated on the grade sheet, or students receiving an I will have until Add Day of the following term to complete their work for the course. In addition, students should be aware that I grades can impact ability to meet eligibility requirements.

If an I grade impacts a student's academic standing, the grade may be due by the first day of classes. See section Scholastic Requirements for additional information.

Students receiving grades of E or I should consult with their instructors, and one of the deans, at the time of issue regarding the work required and the time allowed. This time should, in most cases, coincide with the date fixed in the calendar for removal of conditions and incompletes (Add Day), and in fact if no other time is specified, this date will be assumed. However, except under extraordinary circumstances, the time for the completion of the work will not be extended beyond one year after the date in which the grade of E or I was given. In the absence of an earlier deadline, an E will turn into an F one year after the date on which the E was given, and an I grade will turn into a W (standing for "withdrawn") one year after the date on which the I grade was given. Waiving of this one year rule is done in only the most exceptional of circumstances and requires the agreement, before that one year anniversary, of the Dean of Undergraduate Students, Chair of UASH, and Executive Officer of the department in which the course was taken.

Grades of E and I shall not be considered in calculating a student's grade-point average.

### **Petitions and Exceptions**

Once recorded, a grade will only be changed on the basis of error. Such a change may be made only with the approval of the Undergraduate Academic Standards and Honors Committee or of the Graduate Studies Committee, whichever has jurisdiction.

Petitions by undergraduate students for late drops (i.e., requests to drop a course after Drop Day) will be considered by the UASH Committee. Timely submission of petitions is encouraged. The usual criterion for a late drop is documentation that the student in fact discontinued submitting assignments and exams in that course before Drop Day, but did not file a timely drop request. If approved, a W will be recorded on the student's transcript in place of a grade for that course. W's will not be included in the computation of the student's grade-point average. Courses will be expunged from the student's record only in exceptional circumstances, at the discretion of the UASH Committee.

Petitions from graduating seniors submitted later than the first UASH meeting following graduation (which normally takes place shortly after graduation) will not be accepted for consideration, except to correct an error by the Institute.

### **Grade-Point Average**

Grade-point average is computed by dividing the total number of credits earned in a term or an academic year by the total number of units taken in the corresponding period. Units for which a grade



of F has been received are counted, even though the course may have subsequently been repeated. Grades of P or F obtained in courses graded on a pass/fail basis are not included in computing grade-point average.

Each course at the Institute is assigned a number of *units* corresponding to the total number of hours per week devoted to that subject, including classwork, laboratory, and the normal outside preparation. Credits are awarded as shown in the table below.

No. of Units	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
1	4	4	4	3	3	3	2	2	2	1	1	0
2	9	8	7	7	6	5	5	4	3	3	2	0
3	13	12	11	10	9	8	7	6	5	4	3	0
4	17	16	15	13	12	11	9	8	7	5	4	0
5	22	20	18	17	15	13	12	10	8	7	5	0
6	26	24	22	20	18	16	14	12	10	8	6	0
7	30	28	26	23	21	19	16	14	12	9	7	0
8	35	32	29	27	24	21	19	16	13	11	8	0
9	39	36	33	30	27	24	21	18	15	12	9	0
10	43	40	37	33	30	27	23	20	17	13	10	0
11	48	44	40	37	33	29	26	22	18	15	11	0
12	52	48	44	40	36	32	28	24	20	16	12	0
13	56	52	48	43	39	35	30	26	22	17	13	0
14	61	56	51	47	42	37	33	28	23	19	14	0
15	65	60	55	50	45	40	35	30	25	20	15	0

#### Pass/Fail Grading, the following regulations apply

- First-quarter and second-quarter freshmen receive pass/fail grades in all courses by virtue of their classification as freshmen by an admissions committee or, for students whose status after the first year is uncertain, by the Undergraduate Academic Standards and Honors Committee.
- All other students, undergraduate and graduate, in courses with numbers under 200 will receive letter grades unless the course is designated “graded pass/fail” or unless, when it is allowed, the student files with the Registrar’s Office a completed Pass/Fail Course Selection Card not later than the last day for dropping courses.
- In courses with numbers 200 or greater that are not designated either “graded pass/fail” or “letter grades only,” the instructor may decide separately for each student what class of grades to use.

- All research courses shall be designated “graded pass/fail.” All reading courses, seminar courses, or other courses that do not have a formal class structure shall be designated “graded pass/fail” unless the option secures an exemption from the Curriculum Committee or the Graduate Studies Committee and from the Faculty Board.
- A grade on the pass/fail system should be P if it would have been a D or better on the letter grade system. (Note that there is no D– grade.) The standards of failure in courses in which only pass/fail grades are used should be the same as they would be if the course were letter graded.
- Any instructor may, at his or her discretion, specify prior to registration that his or her course, if not classified by the above regulations, is to be graded on a “letter grades only” basis or is to be graded pass/fail only, subject to possible review by the responsible option. The registrar must be notified of such specification two weeks before the beginning of registration. (Note: If the grading scheme is changed during the term, it is changed for everyone.)
- Each term, any student may select, subject to requirements imposed by the student’s option, two elective courses in which he or she is to be graded on a pass/fail basis if the course is not designated as “letter grades only” and is not specifically required for the degree in his or her option. To make this election, a completed Pass/Fail Course Selection Card must be submitted to the Registrar’s Office on or before Drop Day. This election may be reversed or reinstated at any time before the deadline. The election must be approved and the card signed by the student’s adviser. The instructor must be notified and should sign the card to indicate that this has been done; the instructor must allow any eligible student to make this election.
- Of the units offered to satisfy the requirements for the Bachelor of Science degree, no more than 90 may be in courses graded pass/fail because of the student’s election (this does not include those courses taken in the first two terms freshmen year or those designated pass/fail by the instructor, option, or curriculum committee).

### **Procedures for Resolving Disputes over Grading**

At Caltech, the instructor has full responsibility for assigning grades to students enrolled in a course. On occasion, a student may not understand how a grade was determined and may seek further information. The student should first meet with the instructor or teaching assistant to discuss the grade. If after doing so the student believes the grade is unjustified or capricious, the following procedures are available.

Before the end of the term following the term when the grade

was issued, the student should contact the academic mediator, appointed by the provost, who will work with the student and instructor to resolve the problem. If the mediation effort is unsatisfactory to the student, he or she may request a formal review by an appropriate executive officer or academic officer. The executive officer will review the case and report the decision in writing to the student. If the executive officer decides that a change of grade is warranted, or if the student requests a further appeal, these shall be requested of the division chair. At the discretion of the division chair, a committee may be appointed to review the case. The committee members should interview everyone involved in the case (the student, the course instructor, the teaching assistant, and anyone else with relevant information), and make a written recommendation to the division chair. Only the division chair can authorize the registrar to enter a new grade in the student's transcript.

## **NOTICES AND AGREEMENTS**

### **ACADEMIC RECORDS OF VETERANS**

The Institute maintains a written record of a student's previous education. This is part of the student's official transcript, and included on this is a summary of any prior college-level education. A true copy of a transcript of college-level work at other institutions is maintained as part of the student's record. The amount of credit granted for prior training is indicated on the student's official transcript and, where this results in the shortening of a required training period in the case of a veteran, the Veterans Administration is notified.

The Institute's official transcript for each student shows the progress that student is making at the Institute. There is a record of each course enrolled in each term with a grade recorded for the course. The total number of units earned is kept so that the record will show continued progress toward the degree sought. The final grades are recorded at the end of each term of the school year, and the accumulative permanent record has on it grades for all subjects taken at the Institute. No student is allowed to enroll repeatedly in a course and withdraw without penalty. If a student enrolls in a course, he or she is expected to complete the course or receive a failing grade unless he or she withdraws from the course prior to the deadline for dropping courses. All students must maintain a minimum load equivalent to 12 quarter hours each term; no student may drop courses that would bring him or her below this level of effort. At any time when the student falls below the required number of units, fails to receive satisfactory grades, or engages in unsatisfactory conduct, the record is marked to indicate this, and the student is forbidden to continue at the Institute.

The grading system of the Institute is A+ (excellent) to F (failed). An A+ is equivalent to 4.3 and an F to 0.0. A student must maintain a grade-point average of 1.9 in any term in order to be able to enroll in a successive term at the Institute. A minimum 1.9 overall grade-point average is required for graduation. A student who drops below the required average (1.9 for a given term) is dismissed and must petition for reinstatement. A student may be reinstated by the Undergraduate Academic Standards and Honors Committee and, if so, is required to earn a 1.9 GPA during the immediately following term. The Veterans Administration is notified when a veteran is academically dismissed or is making unsatisfactory progress toward a degree. Since the Institute requires all students to carry a minimum full load that corresponds to 12 quarter hours each term, any student who finishes a term in good standing is considered to have made satisfactory progress. If a student withdraws from a course before the final date for withdrawal, no grade is given in that course. The time spent in school counts, however, and the student may be considered to have not made satisfactory progress in the event of such withdrawal.

In order to withdraw from any course, a student must submit a withdrawal card. This shows the date on which the student was last in official attendance in that course. If a student reenrolls in that course and successfully completes it, that fact will be noted on his or her official transcript.

## **ACCESS TO STUDENT RECORDS**

The Institute maintains educational records for each student that include name, address, student identification number (including Social Security number), information on parents, guardian, and spouse, general information on academic status at the Institute, previous school data, results of standardized admissions examinations, courses previously taken or being taken, credits, grades, as well as other educational records. Applicants for financial aid have an additional file holding those records. The Family Education Rights and Privacy Act (FERPA) and Caltech policy afford students certain rights as well as establish limitations with respect to student educational records. These rights and limitations are as follows:

1. Caltech permits disclosure of educational records, without consent of the student, to Institute officials with legitimate educational interests in them. An Institute official is a person employed by the Institute in an administrative, supervisory, academic or research, or support-staff position (including security personnel and health and diversity center staff), a person or company with whom the Institute has contracted (such as an attorney, auditor, consultants, contractors, or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another Institute official in performing his or her tasks. An Institute official has a legitimate educational interest if he or she needs to review an educational record in order to fulfill his or her professional responsibility. They are available to the registrar, provost, president, general counsel, vice president for development and institute relations, vice president for student affairs, dean of graduate studies, dean of undergraduate students, director of financial aid, and faculty of the Institute and their respective staffs for the normal academic and business purposes of the Institute. Records involving financial aid are maintained by the director of financial aid, and are available to the director and staff, to the dean of graduate studies and staff, to the Faculty Committee on Scholarships and Financial Aid, and to the Faculty Committee on Graduate Study, for the purpose of granting and administering the Institute's financial aid program. Except as authorized by federal or state law or regulation, none of these education records nor any personally-identifiable information contained therein, other than directory information (see below), may be made available to anyone else, other than the student, without the consent of the student. Where the student consents to disclosure of personally-identifiable information from the student's education records and Caltech chooses to disclose such information, if the student so requests, the Institute will provide the student with a copy of the records disclosed. The Institute will maintain a record of each request for access to and each disclosure of personally-identifiable information from the education records of a student, as required by applicable federal law or regulation.

2. Students are allowed access to their educational records as follows: A student may inspect and review his or her academic transcript during normal working hours. To inspect and review other records, the student must provide a written request to the registrar or to the director of financial aid or to the dean of graduate studies or to the dean of undergraduate students, or their designees, as appropriate. A mutually-convenient time will be arranged within 45 days after receipt of the request for the student to inspect and review the records in his or her file. At that time the student may examine all educational records in the file with the exception of those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations. If circumstances effectively prevent the student from exercising their right to review their education records, the Institute will make other arrangements. If a student believes the educational records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student may ask the Institute to amend the record.

The Institute will decide whether to amend the records as requested within a reasonable time after receiving the request. If the registrar, or the director of financial aid, or the dean of graduate studies, or the dean of undergraduate students, or their designees, decide not to amend the record as requested, the student will be informed of the decision and of his or her right to a hearing. The student will have, on request, an opportunity for a hearing to challenge the content of the records on the grounds that the information contained in the records is inaccurate, misleading or in violation of the privacy rights of the student. To request a hearing, the student must submit a written request to the vice president for student affairs or his or her designee. The vice president for student affairs or his/her designee will schedule such a hearing within a reasonable time after receipt of the request and will notify the student at a time reasonably in advance of the hearing of its date, time, and place. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The decision of the vice president or designee will be in writing, will be rendered within a reasonable time after the conclusion of the hearing, and will be final. This decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and of the reasons for the decision. If, as a result of the hearing, the Institute decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the Institute will amend the record accordingly, and inform the student of the amendment in writing. However, if, as a result of the hearing, the Institute decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of a student, it will inform the student of the right to place in the educational records a statement commenting on the information in the records and/or setting forth any reasons for disagreeing with the decision of the Institute. If the Institute places a statement in the education records of the student, the Institute will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The Institute considers the following to be directory information: a student's name, UID, addresses (permanent, campus and local/off-campus, and email), associated telephone listings, ID photograph, date and place of birth, major field of study, year in school, current enrollment status, expected date of graduation, name of academic adviser, participation in officially recognized activities and sports, weight and

height if a member of an athletic team, dates of attendance, degrees and awards received, thesis title, hometown, and most recently attended educational agency or institution. Directory information may be made available to requestors at the Institute's discretion. Any student may, however, have part or all of this information withheld by notifying the registrar in writing. That information will then be withheld for the balance of that academic year. If the information is to be withheld in subsequent years, new requests must be filed.

4. A student will not be required to waive any rights regarding access to educational records. However, a student may voluntarily waive in writing right of access to confidential statements made by third parties respecting admission to educational agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements. If a student should desire to waive right of access, he or she may contact the registrar for more information.
5. The Institute reserves the right to destroy from time to time any and all educational records that it maintains on a student, except to the extent that the law requires their maintenance for a longer period of time. However, where access to records has been requested, no destruction of those records will be allowed to take place until such access has been granted or denied.
6. Students who believe their rights under FERPA may have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-4605.

### **Transcripts of Records**

A student, or former student, may request that official transcripts of his or her records be forwarded to designated institutions or individuals. Requests should be filed at the Registrar's Office at least five days before the date on which the transcripts are to be mailed.

### **PARENT, GUARDIAN, AND EMERGENCY CONTACT NOTIFICATION POLICY**

Caltech understands and supports a student's right to confidentiality regarding educational records<sup>1</sup> as well as matters related to a student's experience at the Institute. Most communications from Caltech regarding academics, health and safety, advising, enrollment, and policies are directed only to students. However, the Institute does encourage students to share important information with their parent(s) or guardian. Subject to the allowable

exceptions under FERPA, there may be circumstances under which a Caltech administrator makes the determination that notification to parent(s) or a guardian is indicated, and notification may be made without a student's consent. In most cases, when a Caltech administrator determines that involving parent(s) or guardian is necessary, the student will be given an opportunity to make contact in advance of the administrator's communication. Administrators will consider any relevant information which may indicate that notification to parent(s) or guardian may not be appropriate based on individual circumstances. The Institute expects all students to designate an emergency contact who is a parent or guardian or other family member who may be notified in order to address a health or safety emergency, and who is in a position to make decisions on the student's behalf in the case of a medical emergency. An alternate emergency contact also may be identified for other purposes.

Situations that may warrant the involvement of a student's, parent(s), guardian, or emergency contact may include, but are not limited to:

**1. *Concerns about a student under the age of 18.***

Caltech administrators will initiate communication with the parent(s) or guardian of a minor student in the cases described below, as well as any other concerns about a minor student that may benefit from collaboration with the student's support system.

**2. *Change in enrollment or status of an undergraduate student.***

A change in the enrollment status of an undergraduate student may occur as a result of disciplinary action, unsatisfactory academic progress, or other factors. If an undergraduate student is separated from the Institute, the parent(s) or guardian will be notified by mail at the permanent address on file.

**3. *Medical emergencies.***

State law prohibits health care professionals from disclosing medical information to the parents or guardian of a student without the student's explicit consent. In the event a student is incapacitated, unable to communicate, or otherwise cannot make decisions on their own behalf, the Institute will first cooperate with medical providers and then notify the emergency contact, parent(s) or guardian on file as soon as possible.

**4. *Unexplained absence from campus.***

If it comes to the attention of Caltech administrators that a student is inexplicably absent from campus for more than 24 hours, or there is reason to believe that a student missing for fewer than 24 hours and is in danger, the emergency contact, parent(s) or guardian will be contacted in order to aid in



locating the student. Caltech has a Missing Student Policy that guides the response of the Institute and cooperation with law enforcement and other officials.

**5. Significant disruption to the campus community.**

The emergency contact, parent(s) or guardian of a student may be notified if the student is behaving in a way that is substantially disruptive to the campus community, there is reason to believe the student is at risk of harming themselves or others, or is placed under arrest or charged with a crime related to conduct on campus.

**6. Repeated or flagrant violations of the Substance Abuse Policy.**

Caltech administrators may contact parent(s) or guardian if a student under the age of 21 is found responsible for serious or repeated violations of Institute policy related to the possession, use or distribution of alcohol or drugs. Consideration in these situations will be given to the following conditions: the violation involved harm or threat of harm to self, others or property; the violation involved an arrest in which the student was taken into custody; the violation resulted in or could result in the student being suspended and/or removed from an Institute residence; the student has shown a pattern of violations; the student required urgent medical intervention as a result of consumption of alcohol and/or drugs.

**7. Student death.**

In the event of a student death, Caltech administrators will cooperate with law enforcement, the coroner, medical personnel, and any other relevant officials who will provide official notification to the deceased student's next of kin.

There may be additional, unforeseen circumstances when we believe it is in the best interest of the student to notify a parent or guardian. We reserve the right to act in such cases on our own best judgment, framed within the approach to emergency contact and parental/guardian notification stated above.

<sup>1</sup>*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)*

## **ACCREDITATIONS AND AUTHORIZATIONS**

The California Institute of Technology is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Ave., Ste. 100, Alameda, CA 94501; (510) 748-9001. In addition, the Institute is authorized by the California State Department of Education, Office of Private Postsecondary Education, to operate as a private postsecondary educational institution and, by the same agency, to train veterans in the programs of the Veterans Administration.

The Engineering Accreditation Commission of ABET, Inc. (111 Market Place, Suite 1050, Baltimore, MD 21202-4012; 410-347-7700), has accredited Caltech's B.S. program in mechanical engineering. Further, the Committee on Professional Training of the American Chemical Society has approved Caltech's B.S. program in chemistry.

The documents describing these accreditations and authorizations are on file and may be inspected in the Registrar's Office and the Provost's Office; the office of the Division of Engineering and Applied Science also has the documentation for ABET.

## **STUDENT PROBLEM RESOLUTION PROCESS**

Caltech provides a variety of routes, most of them informal, by which students may bring complaints, which do not fall within the jurisdiction of other Policies or the Honor System, for consideration and resolution. For example, in academic matters, students may begin with faculty-student conversations that may extend to the deans, the option representatives, the division chairs, the registrar, or to various committees having faculty and student members. Non-academic matters can be dealt with informally by student leaders, resident associates, residential life coordinators, deans, and other student affairs offices. The Graduate Student Council (GSC) and the Associated Students of the California Institute of Technology (ASCIT) may become involved in some complaints, and sometimes ad hoc groups are formed to make recommendations.

The Problem-Resolution Process (Process) is intended to deal with complaints by currently enrolled students for which reasonable efforts by the available informal routes have not led to an acceptable resolution.

The first step in this Process is for the student to consult with the appropriate deans. One of the deans will then determine if the issue falls under this Process and, if appropriate, may appoint a facilitator to help resolve the issue. If the student's issue involves a decision or action of a dean, the vice president for student affairs or designee may appoint a facilitator to help resolve the issue.

A facilitator will assist the student in trying to work out the problem. If the student is not satisfied with the results, the student may file a written notice of appeal to the vice president for student affairs or their designee. The decision of the vice president or designee is final.

If a student has a complaint about Caltech's compliance with academic program quality and accrediting standards that they believe warrants further attention after exhausting the steps outlined above, they may contact the WASC Senior College and University Commission (WSCUC) at [www.wscuc.org/comments](http://www.wscuc.org/comments). WASC is the academic accrediting body for Caltech. An individual may contact the Bureau for Private Postsecondary Education (BPPE) for review of a complaint. BPPE may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, website: [www.bppe.ca.gov](http://www.bppe.ca.gov); tele-

phone: (916) 431-6959; fax: (916) 263-1897. Prospective students may contact WASC or the BPPE with complaints as well.

## **STUDENT PATENT AND COMPUTER SOFTWARE AGREEMENT**

43

The California Institute of Technology (Caltech) has a responsibility to see that inventions and copyrightable materials (including software) developed in connection with Caltech be used for the public benefit, and be consistent with Caltech's contractual obligations. In view of the patent and copyright policies of Caltech in force on this date and as may from time to time be amended, and my use of and access to Caltech facilities and equipment, I agree to the following:

Caltech retains all rights in inventions and computer software I generate as a student at the Caltech campus, Jet Propulsion Laboratory (JPL), and other facilities owned or managed by Caltech, with the following exceptions:

1. When I generate copyrightable computer software or other written work at Caltech in connection with my enrollment in Caltech's educational program, such as in course work, homework, theses and publications, I understand that I will retain ownership of copyrights to these works, and I hereby grant to Caltech an irrevocable royalty-free nonexclusive license to use such computer software and written work for educational and research purposes, including the right to grant sublicenses. If the work is generated at JPL or any Caltech owned or managed facility, I also hereby grant to the United States Government ("Government") a royalty-free, nonexclusive license to use such computer software and written work for purposes for or on behalf of the Government, to the extent Caltech or the Government requires such a license.
2. When I make inventions, write computer software or other written work entirely on my own time, without using Caltech's equipment or facilities (other than incidental use of electronic information resources as is permitted under Caltech policy), and without using Caltech funds, I retain ownership of those inventions, software and written work.

I agree to assign, and hereby do assign, to Caltech all inventions and copyrightable materials that I develop with the use of funds administered by Caltech, or in the course of my duties at or for Caltech, including JPL, or with use of other facilities owned or managed by Caltech, apart from those for which I retain rights under numbered paragraphs 1 and 2 of this agreement, and all copyrights, patent applications and patents relating to those inventions and copyrightable materials.

I agree to execute all papers required to apply for, obtain, maintain, issue and enforce the assigned copyright registrations, patents and applications; and to provide reasonable assistance regarding those copyrights, patents and patent applications, including testifying in any related patent office proceeding, dispute or litigation. Expenses for the copyrights and patent applications, and for the assistance set forth in the preceding sentence, shall be borne entirely by Caltech.

I agree to notify Caltech promptly of all such assigned inventions or copyrightable materials.

I understand that if Caltech receives funds from the licensing of the assigned copyrightable materials or patents in excess of unreimbursed expenses associated with obtaining, maintaining and enforcing those copyrights and patents, I will share in these funds according to the established Caltech policy, procedures and practice in effect on the date that the patent application is filed or the computer software is completed, in the same manner as a member of the academic staff and employees.

I agree to notify Caltech of any funding of which I am aware that may have supported an assigned invention described in the preceding paragraphs. This is to ensure Caltech's compliance with its obligations, including the provisions of the Federal Bayh-Dole Act and implementing regulations. For work done at JPL, I agree to have all scientific and technical publications reviewed, pursuant to JPL policy, prior to public release to ensure compliance with U.S. export control laws.

I understand that Caltech relies on this agreement when it enters into contracts with others and obligates itself with respect to inventions and computer software developed at Caltech.

*Revised 03-23-2015*

## **STUDENT RETENTION AND PERSISTENCE RATES**

Most undergraduates enter Caltech at the freshman level. Of the 235 freshmen enrolled during the 2017-18 academic year, 230 reenrolled in the first term of the 2018-19 academic year and are progressing, yielding a persistence rate of 98 percent after all allowable exclusions. Of the 264 freshmen enrolled during the 2012-13 academic year, 242 graduated by June 2018, yielding a graduation rate for this group of 92 percent after allowable exclusions.

At the graduate level, most students enter Caltech to pursue either the degree of Master of Science or Doctor of Philosophy or, occasionally, both. Of the 229 entering graduate students enrolled in a Ph.D. program during the 2017-18 academic year, 223 reenrolled in the first term of the 2018-19 academic year and are making satisfactory academic progress, resulting in a persistence rate of 97 percent. Of the 16 entering graduate students enrolled in M.S. programs during the 2017-18 academic year, 6 earned a terminal M.S. degree within one year, while two were admitted into the Ph.D. program.

## STUDENT EVENTS

Caltech is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction. Caltech recognizes that student activities are an important part of campus life. Students are required to follow Event Planning Procedures: [studentaffairs.caltech.edu/policies](http://studentaffairs.caltech.edu/policies).

## CODE OF CONDUCT

### THE CALTECH COMMUNITY'S STATEMENT ON ETHICAL CONDUCT

We are all part of the Caltech community whether we are located on campus, at JPL, at observatories or anywhere else in the universe. As members of the Caltech community, we expect that each of us will embody the high standards that have gained Caltech its worldwide reputation. In 2012, members representing the Caltech community began a conversation on ethical conduct. These discussions focused on the overarching values of our community. As a result of these discussions, we describe, in detail, these values in 11 short statements.

#### ***1. Strive for Excellence***

- We commit to excellence in all things in process as well as outcomes, knowing that only the process is truly under our control.
- Responsibility and accountability are the hallmarks of our community.

#### ***2. Act with Integrity***

- We uphold integrity in all we do.
- We hold ourselves accountable for the outcomes of our actions.

#### ***3. Encourage Open, Honest, and Respectful Discourse***

- We encourage open, honest, and respectful discourse from and between all members of the community, regardless of position, length of service, or role.
- We treat one another with civility.

#### ***4. Respect and Promote Freedom of Inquiry***

- We encourage curiosity in research, scholarship, and exploration, and we create the conditions where inquiry can flourish.

#### ***5. Foster a Supportive and Diverse Community***

- Every member of the Caltech community treats one another with dignity and respect.
- We value different perspectives, opinions, and ideas.

- We enable one another's excellence.
- We support the health and wellness of all community members.

#### **6. Commit to Education**

- The opportunity for excellence in education exists at all levels and in formal and informal ways that benefit students, employees, and members of our community.
- We are committed to being great educators—as leaders, mentors, and friends—not only of our students, but also of our community, our peers and colleagues, and ourselves.

#### **7. Conduct Work Responsibly**

- We fulfill the obligations of our role.
- We are responsible stewards of the Institute resources entrusted to us, including the environment, equipment and facilities, money and people.
- We respect the environment and are conscious of our impact.

#### **8. Protect the Interests of Those Who Place Their Trust in Us**

- We are forthright with our students, their parents, employees, managers, and people who rely on us for leadership and accountability at all levels.
- We hold ourselves to the highest standards of integrity in peer reviews, scientific evaluations, and recommendations.
- We represent ourselves accurately and factually to our peers, sponsors, and the general public.
- We are open and honest in all our dealings with the government, external agencies, taxpayers, and donors.
- We honor our obligations to donors and sponsors.

#### **9. Provide and Maintain a Safe Environment for Learning and Working**

- We create, provide, and maintain a safe environment for ourselves and for others.
- We foster the physical, mental, and emotional well-being of our community.

#### **10. Obey the Law and Comply with Institutional Policies**

- We are scrupulous in all business dealings.
- We are truthful, forthright and accurate when preparing all books, records, documents, reports, and publications.
- We adhere to local, state, and federal laws and regulations.
- We deal honestly with government in all matters.

#### **11. Represent Caltech**

- We represent Caltech whether we are based on campus, at JPL, our observatories, or anywhere else in the world.

- We are ambassadors and advocates, embodying the high standards that we set for ourselves and to which we are held by others.
- We are committed to the Institute and its mission recognizing that our actions as individuals reflect on Caltech.

As members of the Caltech community, we embrace the letter and the spirit of these principles. Each member is personally responsible for incorporating these principles into their own actions and is encouraged to speak up if they, in good faith, believe the Institute or any individual is falling short of living up to them. We are proud of Caltech and to share the community's commitment to these values.

## INSTITUTE POLICIES

### ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

Caltech provides electronic information resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, web pages, cellular phones and related services) to assist members of the Caltech community in the pursuit of education and research. This policy, in conjunction with other applicable Caltech policies, sets forth the acceptable use of all electronic information resources owned or managed by Caltech, and describes the rights and responsibilities of Caltech and of faculty, staff, students, and other members of the Caltech community with respect to the use of these resources.

Electronic information resources provided by Caltech are intended to be used to carry out the legitimate business of Caltech, although some incidental personal use is permitted. Faculty, staff, students, and other members of the Caltech community ("users") who use Caltech's electronic information resources should be guided by the Caltech Code of Conduct. Passwords issued to users are for their use only and are not to be shared with others. Users assume responsibility for the appropriate use of Caltech's electronic information resources and agree to comply with all relevant Caltech policies and all applicable local, state, and federal laws. Examples of inappropriate or unauthorized use of Caltech's electronic information resources include:

- sending a communication or using electronic information resources, including web pages, that illegally discriminate against, harass, defame, or threaten individuals or organizations;
- engaging in illegal conduct or conduct that violates Caltech policy;

- destruction of or damage to equipment, software, or data belonging to others;
- disruption or unauthorized monitoring of electronic communications;
- interference with use of Caltech systems;
- violations of computer security systems;
- unauthorized use of accounts, access codes, or identification numbers;
- use that intentionally impedes the legitimate computing activities of others;
- use for commercial purposes;
- use for political or lobbying activities that jeopardize Caltech's tax-exempt status and, therefore, violates Caltech policy;
- violation of copyrights, software license agreements, patent protections and authorizations, or protections on proprietary or confidential information;
- unauthorized use of Caltech's trademarks;
- violating copyright laws by downloading and sharing copyrighted files;
- violations of privacy;
- academic dishonesty;
- sending chain mail;
- spamming;
- downloading, viewing, and/or sharing of materials in violation of Caltech's policy regarding Unlawful Harassment, including Gender-Based Misconduct (<http://www.hr.caltech.edu/services/policies>);
- intrusion into computer systems to alter or destroy data or computer programs (e.g., hacking or cracking); or
- sending communications that attempt to hide the identity of the sender or represent the sender as someone else.

Caltech will apply this policy consistent with applicable requirements under Federal and State law and its obligations under the European Union General Data Protection Regulation with respect to protection of personal data of individuals located in the European Union. This policy will not be construed or applied in a manner that improperly interferes with employees' rights under the National Labor Relations Act.

Caltech's electronic information resources are Caltech property and users should not have an expectation of privacy with respect to their use of these resources or any of the data, files, or other records generated by, stored or maintained on them. Password capabilities and other authentication measures are provided to users in order to safeguard electronic messages, data, files, and other records (including computer files and records, electronic mail, and voice mail) from unauthorized use. These safeguards are not intended to provide confidentiality from Caltech with respect



to personal messages or files stored on electronic information resources owned and managed by Caltech.

While Caltech does not routinely examine the content of electronic mail messages or otherwise monitor individual usage, it does routinely monitor the normal operation of computing and networking resources, including network activity patterns, system logs, general and individual usage patterns, and other indicia necessary to ensure the integrity and stability of its electronic information resources. Caltech will investigate suspected abuse, misuse, or compromise of its resources, systems and services.

Caltech typically does not access the content of electronic messages or other data, files, or records generated, stored, or maintained on its electronic information resources; however, it retains the right to inspect, review, or retain the content of any such messages, data, files, and records at any time without prior notification. Any such action will be taken for reasons Caltech, within its discretion, deems to be legitimate. These legitimate reasons may include, but are not limited to, responding to lawful subpoenas or court orders; investigating misconduct (including research misconduct); determining compliance with Caltech policies and the law; and locating electronic messages, data, files, or other records related to these purposes. Users must therefore understand that any electronic messages, data, files, and other records generated by, stored, or maintained on Caltech electronic information resources may be electronically accessed, reconstructed, or retrieved by Caltech even after they have been deleted.

Caltech access to the content of electronic mail, data, files, or other records generated, stored, or maintained by any user for reasons such as those described in the previous paragraph must be authorized as follows: (1) by the Provost for any situations that require access to electronic materials associated with faculty and other academic personnel; (2) by the Vice President of Administration and Chief Financial Officer for staff and postdoctoral scholars at campus or the JPL Director for Human Resources for employees and postdoctoral scholars at JPL; (3) by the Vice President for Student Affairs for students; or (4) by the General Counsel for the purposes of complying with legal process and requirements or to preserve user electronic information for possible subsequent access in accordance with this policy. In all cases, the Office of the General Counsel should be consulted prior to making a decision on whether to grant access. In the case of a time-critical matter, if the authorizing official is unavailable for a timely response, the General Counsel may authorize access.

In conclusion, the use of Caltech electronic information resources is a privilege, not a right, and Caltech may revoke this privilege or decline to extend this privilege at any time. Inappropriate use of Caltech resources may result in administrative discipline up to and including separation from Caltech. Suspected illegal acts involving Caltech electronic information resources may be reported to state

and/or federal authorities, and may result in prosecution by those authorities. Any questions concerning the appropriate use of any of Caltech's electronic information resources or relevant Caltech policies should be directed to the Provost, the General Counsel, the Chief Information Officer, the Associate Vice President for Human Resources, the JPL Director for Human Resources, the Dean of Undergraduate Students, or the Dean of Graduate Studies.

## COMPLIANCE WITH EXPORT LAWS AND REGULATIONS

*The mission of the California Institute of Technology is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.*

Export control laws and regulations as referred to in this Policy include a number of federal laws and regulations that impact an export or import transaction such as those of the Departments of State, Commerce, Treasury, Defense, Energy and U.S. Customs. These laws have existed for many years, however, the events of September 11, 2001 and subsequent events around the world have pushed national security concerns to the forefront. The U.S. government has responded to global security concerns by tightening the export control regulations that govern the transfer of U.S. strategic technology for national security and foreign policy reasons and in furtherance of economic objectives.

The export control laws are intended to control the transfer of sensitive information or goods to individuals, entities or countries of concern and, under certain conditions, to foreign persons. The regulations contain a fundamental research exclusion and specific university exemptions that allow most of the research activities being performed at U.S. colleges and universities to be carried out without the need of export licenses or other restrictions, subject to certain conditions.

Caltech is an institution of higher learning conducting fundamental research in science and engineering. The fundamental research exclusion, however, does not fully relieve us of our responsibility to comply with the export control regulations.

The fundamental research exclusion, as defined in the U.S. export regulations, applies to basic and applied research in science and engineering performed by colleges and universities, so long as that research is carried out openly and without restrictions on publication or access to or dissemination of the research results.

The presidential National Security Decision Directive 189 (NSDD 189) recognizes the important contributions that U.S. universities make in science and engineering that allow our nation to remain innovative and competitive. NSDD 189 provides the framework for the fundamental research exclusion.

The fundamental research exclusion applies only to research

conducted in the United States. This exclusion allows most of the activities conducted at Caltech to be performed without the need of an export license. However, there are certain activities and information that are not covered by the fundamental research exclusion and remain subject to the export control laws and regulations.

Examples of these are:

1. Receipt by Caltech of third-party export controlled information which requires that appropriate measures be taken to ensure that the information is properly safeguarded. Under certain conditions, the disclosure of specific information and the provision of specific types of services to foreign persons (non-U.S. citizens, non-legal permanent residents, or non-U.S. legal entities) inside the United States (“deemed exports”);
2. Travel abroad: Engaging in specific activities with persons and entities abroad, even if the information relied upon is publicly available;
3. The export of controlled items and information outside the United States including: controlled hardware, software and technology; and
4. Financial transactions or other dealings involving prohibited parties or sanctioned countries.

The export control laws and regulations may apply to research activities whether or not they are funded by grants or contracts.

Caltech takes its freedom to publish and its commitment to openness in research very seriously. Caltech’s policy, as set forth in the Faculty Handbook, does not allow acceptance of any government contract or grant that requires classified research to be carried out on campus or which impinges upon Caltech’s freedom to publish and otherwise disseminate the results of its research. For that reason, Caltech undergraduate students shall not be given certain export-controlled technology, i.e., ITAR-controlled technical data, software, and items, if such access would jeopardize their ability to publish.

The export control laws are administered by the U.S. Department of Commerce through its Export Administration Regulations (EAR – dual-use items), the U.S. Department of State through its International Traffic in Arms Regulations (ITAR – space and military items), and the U.S. Department of Treasury through its Office of Foreign Assets Control (OFAC – economic and trade sanctions). These laws control the conditions under which certain information, technologies, and commodities can be transmitted overseas to anyone, including U.S. citizens, or to a foreign person on U.S. soil. Caltech is committed to comply fully with these federal laws and regulations.

To that end, Caltech has established an Export Compliance Office and has appointed a Director for Export Compliance who also functions as Caltech’s Empowered Official. The Empowered

Official is the person who has legal authority to sign export control license applications and other requests for export approval on behalf of Caltech, and is the person responsible for developing and implementing export compliance programs, campus procedures, awareness programs for faculty and training programs for staff.

Caltech expects all faculty and staff to comply fully with all applicable export control laws and regulations. Noncompliance may result in violations that can subject both the individual and Caltech to civil sanctions and criminal penalties.

It is the responsibility of Caltech faculty and staff to ensure Caltech's compliance with this policy.

The following individuals have been designated as contacts regarding export control issues:

Adilia F. Koch, Director for Export Compliance, (626) 395-4469 or the Export Compliance Office staff at (626) 395-2641 or [export@caltech.edu](mailto:export@caltech.edu).

## **CONFLICTS OF INTEREST POLICY**

### **1.0 Policy**

The mission of Caltech is to expand human knowledge and benefit society through research integrated with education. In pursuit of this mission, Caltech adheres to the Eleven Principles comprising its code of conduct and strives for the highest level of integrity and public confidence. Caltech's integrity rests on the personal integrity of each of us who is called upon to act on behalf of Caltech. Caltech is committed to ensuring that decisions made on its behalf reflect the highest ethical standards and that its research and instruction remain a rigorous and open inquiry, unencumbered by conflicts of interest, real or perceived, that might affect the sound judgment of its trustees, officers, senior management, faculty, students, postdoctoral scholars, and staff. Each of us, therefore, is responsible for identifying and resolving conflicts between personal and institutional interests. We each must act in the best interests of Caltech and refrain from taking part in any transaction where we do not believe in good faith that we can act impartially.

Individual conflicts of interest may affect Caltech's trustees, officers, faculty, postdoctoral scholars, or staff. An individual conflict of interest is a situation that may compromise an individual's professional judgment in carrying out Institute business due to an external relationship that directly or indirectly affects the interest of the individual or an immediate family member. Each situation that presents a potential for conflict of interest must be fully disclosed to Caltech, and managed or eliminated before moving forward. Conflicts of interest also include conflicts of commitment which are situations in which external activities, either paid or unpaid, interfere with an employee's primary obligation and commitment to Caltech. Caltech faculty, staff and postdoctoral scholars are

required to complete Caltech's Conflict of Interest Disclosure form on an annual basis and to submit changes or additions within 30 days of a new interest, activity or change.

In academic research, the term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, an investigator's professional judgment in conducting or reporting research. The bias can affect collection, analysis, and interpretation of data, hiring of staff, and procurement of materials, sharing of results, choice of protocol, and the use of statistical methods. Conflicts of interest can affect all scholarly fields.

Caltech has established these conflict of interest policies and procedures that apply to all Caltech employees, including faculty, to ensure compliance with Caltech's ethical standards as well as with the laws, rules, and regulations that govern Institute activities, while fostering and sustaining an environment of openness and integrity.

## **2.0 Individual Conflicts of Interest**

The broad principles in this policy encompass a variety of situations, many of which do not fall into patterns for which specific guidelines may be established. Conflicts of interest inevitably arise from time to time in everyday business life; some may appear to be inconsequential or may even be advantageous to Caltech. It is important, however, that all employees make timely disclosure of any such conflict of interest. Each employee should apply their sense of integrity and common sense to disclose any circumstances that are, may become, or may give the appearance of a possible conflict of interest. Supplementing this broad policy statement are the following rules to be observed on specific matters:

- 2.1 Each employee has a duty to act in the best interest of Caltech and avoid actions that would call into question the integrity of the employee or Caltech.
- 2.2 An employee who has directly or through family or business connections, a material interest in suppliers of goods or services, or an interest in contractors or potential contractors with Caltech, should not act on behalf of Caltech in any transaction involving that interest. No employee should participate in the selection, award, or administration of a contract with any party with whom they are negotiating regarding potential employment or any arrangement concerning potential employment.
- 2.3 An employee should avoid outside activity involving obligations which may conflict or appear to conflict with Institute interests, including its interest in the employee's full- or part-time services (i.e. a conflict of commitment). Outside employment, directorships, consulting or similar arrangements, must

be disclosed. Conflicts will be reviewed by the Division Chair for faculty, the supervisor and the Associate Vice President for Human Resources for campus staff and postdoctoral scholars and the JPL Ethics office for JPL staff. Campus and JPL staff and postdoctoral scholars are required to obtain approval prior to engaging in outside activities. Campus and JPL staff must complete the Request for Outside Activity form as required in Personnel Memorandum PM 9-3.

- 2.4 To avoid the appearance of a conflict of interest, an employee should provide full disclosure of any business or financial enterprise or activity in which he/she is involved which might influence, or might appear to influence, their official decisions or actions on Institute matters.
- 2.5 An employee should refrain from personal activities that include, but are not limited to, the purchase or sale of securities, real property, or other goods or services in which they could use or might appear to have the opportunity to use, for personal gain, confidential information or special knowledge gained as a result of their relationship with Caltech.
- 2.6 An employee should refrain from unauthorized disclosure of non-public information concerning Caltech. Additionally, an employee should not use non-public information accessed through the performance of a government contract for personal gain.
- 2.7 No employee should make unauthorized use of Caltech resources for their personal benefit or for the benefit of any other person. Incidental personal use of resources is authorized by Caltech. See Institute Policy on Acceptable Use of Electronic Information Resources and "JPL Rules!".
- 2.8 It is sound practice to discourage gifts and favors from people with whom Caltech has a business relationship. Personal gifts of more than nominal value should be tactfully declined or returned to avoid any appearance or suggestion of improper influence. Any employee involved in awarding or administering contracts using federal or other government funds should keep in mind that state and federal law contain prohibitions against soliciting or accepting gratuities, favors or anything of monetary value from contractors or potential contractors.
- 2.9 Any employee doing business on behalf of Caltech with specific vendors should refrain from participating on leisure trips with representatives of those vendors. Such trips are not appropriate, even when a staff employee pays a fee to the vendor to participate in such trips.
- 2.10 No employee should act in any Institute matter involving a member of their immediate family including, but not limited to, matters affecting family members' employment or evaluation or advancement in Caltech. Immediate family includes an employee's spouse or domestic partner and chil-

dren. The employment of relatives as that term is defined in Personnel Memorandum (PM 9), is subject to the conditions and restrictions described in PM 9, including the requirement to complete the Nepotism Evaluation process whenever a relative of an employee is considered for employment in the same organization as the employee.

Any employee who believes that their conduct or activities may or may appear to conflict with these guidelines or activities or otherwise create a conflict of interest, should make an appropriate disclosure. You may also report possible conflicts of interest by calling the Campus Hotline at 626-395-8787 or submitting a hotline form. JPL employees should consult Laboratory requirements, and seek guidance and/or report possible conflicts of interest by contacting the JPL Ethics Office.

### **3.0 Additional Faculty Responsibilities**

It is acknowledged that, in their wider roles as academicians and professionals, the faculty may be subject to conflicts of interest that are not necessarily financial and that are not within the scope of a policy that is designed to address conflicts of interest in the employer-employee setting. For example, this policy is not designed to address conflicts that may be encountered in service to a professional society. Academic and professional activities not covered by this policy are best handled within the ethical guidelines established by the Faculty Handbook. Faculty members must be aware of potential conflicts to ensure an open and productive environment for research and teaching. Conflicts of interest may arise when faculty members have the opportunity to influence Caltech's business decisions or when outside relationships may or may appear to compromise the integrity of decisions made as teachers and researchers. A faculty member's general commitment to Caltech requires that the member perform their responsibilities to Caltech and appropriately use their own judgment in deciding whether to engage in a variety of extramural activities, within the confines set forth in the Faculty Handbook. As a result, Caltech relies on its faculty to be alert to the possible effect of outside activities on the integrity of their decisions and on their ability to fulfill their obligations to Caltech. Accordingly, in addition to the conflict rules set forth above, the following guidance is provided for faculty:

- 3.1 Some activities and interests are unlikely to lead to serious conflicts of interest and do not require disclosure. An example is a faculty member's entitlement to royalties or honoraria for published scholarly works and other writings or occasional lectures. Likewise, no serious conflicts arise when a faculty member serves as a consultant to a government agency, receives royalties under Institute royalty-sharing policies or

owns equity in a business solely for the faculty member's consulting activities.

- 3.2 Disclosure is mandatory if the faculty member directs students into a research area and, as a result, the faculty member intends to realize financial gain. An example is a research area within the ambit of a business in which the faculty member has a significant ownership interest or which employs the faculty member as a consultant. Any involvement of undergraduates, graduate students or postdoctoral scholars in the outside professional activities of the faculty member directing the student's research must be specifically approved in advance by the Division Chair. The student or postdoctoral scholar must also sign the written disclosure to signify understanding of the issues involved.
- 3.3 Disclosure is mandatory if the faculty member has a significant interest in a business under circumstances that link the fortunes of the business to the faculty member's research.
- 3.4 Disclosure is mandatory if the faculty member is to receive sponsored support for research from a business for which the faculty member is a consultant, or in which the faculty member has a significant financial interest.

#### **4.0 Conflict of Interest Requirements Imposed by Federal Sponsors**

The National Science Foundation (NSF) and Public Health Service (PHS) have issued specific rules regarding the disclosure of significant financial interests and the management of financial conflicts of interest as a condition for submitting proposals and accepting awards of financial support from these agencies. Members of the Caltech Community proposing or working on any activity funded by NSF or PHS (including the National Institutes of Health) are required to comply with Caltech's Policy and Procedures for Managing Conflict of Interest Requirements Imposed by Federal Sponsors.

#### **5.0 Institutional Conflicts of Interest Policy**

Institutional conflicts of interest differ from individual conflicts of interest. An institutional conflict of interest is a situation in which the research, teaching, outreach, or other activities of Caltech may be compromised because of an external financial or business relationship held by Caltech that may bring financial gain to Caltech.

##### ***5.1 Identifying Institutional Conflicts of Interest***

Caltech has many legitimate interests that may at times conflict. Management of institutional conflicts of interest is by its very nature more complex than that of individual conflicts of interest. External relationships to sponsors and supporters of the institution, the local community's acceptance of eco-



conomic development activities, the institution's obligations as a charitable organization receiving preferential tax treatment, and the institution's perception of its teaching, research, and academic missions all impact how potential conflicts of interest are managed. The examples and issues presented below do not necessarily constitute inappropriate conflicts of interest. Each situation must be judged on the facts and merits of the relationship with an eye to what reasonable individuals outside Caltech might consider to be appropriate. Any activity, financial and/or operational, that may bring into question Caltech's reputation, integrity, and objectivity should be considered for possible conflicts of interest. The following are examples of potential situations that may give rise to institutional conflicts of interest:

- 5.1.1 Significant gifts to Caltech from a commercial sponsor of research may raise questions about the influence of the company on Caltech's research programs and how they are managed. Similar concerns arise when individual companies sponsor research or provide significant consulting income to a significant number of faculty members within a single academic division. Gifts or promise of gifts, in exchange for favorable terms on a technology license or a first look at intellectual property may also pose a problem.
- 5.1.2 The acquisition of goods and services for Caltech represents a large portion of Caltech's expenditures. Purchasing goods and services from companies that sponsor research at Caltech, or who are licensees of Institute technology, may raise issues similar to those raised by large gifts from commercial sponsors.
- 5.1.3 A potential institutional conflict of interest exists simply by Caltech having a license agreement with, or an equity position in, a company sponsoring a faculty member's research. In these situations, there may be, or may appear to be, a bias to accept terms and conditions that would facilitate the company's success.

## **5.2 Reporting Institutional Conflicts of Interest**

If you identify a situation that appears to be an Institutional Conflict of Interest, you should report the situation to either the Vice President for Administration and CFO or to the Provost on campus or to the Associate Director for Business at JPL. You may also make a report by calling the campus Hotline at 626-395-8787 or the JPL Ethics Office at 818-354-6338 or submitting a hotline form.

# DISABILITY AND REASONABLE ACCOMMODATION

## 1.0 Policy

58

It is Caltech's policy to comply fully with the Americans with Disabilities Act (ADA), the Rehabilitation Act, and other applicable federal and state laws to ensure equal opportunity for otherwise qualified individuals with disabilities, including disabled veterans. Caltech does not discriminate based on physical or mental disabilities, and is committed to ensuring that there is no unlawful discrimination or harassment in any of its academic or employment programs, services, activities, or in any terms and conditions of employment.

As required by law, Caltech will make reasonable accommodations to otherwise qualified individuals with known disabilities including students, faculty, postdoctoral scholars, staff, volunteers, interns and job applicants to ensure equal employment opportunities and equal access to Caltech educational programs, services, activities and facilities unless doing so would constitute an undue hardship or a fundamental alteration. Caltech also will provide reasonable accommodations to employees with pregnancy-related conditions consistent with federal and state law.

Caltech also, as appropriate, will conduct a fair, timely, and thorough investigation into complaints within the scope of this Policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted.

## 2.0 ADA Coordinators

The following individuals have been designated to coordinate Caltech's efforts to comply with and carry out Caltech's responsibilities under applicable disability laws and Caltech policy (ADA Coordinators). Individuals who believe they have been discriminated against based on their disability or who wish to request an accommodation should contact the appropriate Caltech ADA Coordinator.

### *ADA Coordinators for Undergraduate and Graduate Students:*

Lesley Nye, 626-395-6351  
Associate Dean of Undergraduate Students

Katheryn G. (Kate) McAnulty, 626-395-6346  
Associate Dean for Graduate Studies

**ADA Coordinator for Faculty:**

Stacey Scoville, 626-395-6320  
 Administrator to the Provost  
 ADA Coordinator for Staff and Postdoctoral Scholars

**Campus**

Rose Murillo, 626-395-5930  
 Disability and Leave Manager

**JPL**

Veronica Jarquin, 818-354-6146  
 Human Resources Consultant

**3.0 Reasonable Accommodations**

Caltech will provide reasonable accommodations that are appropriate and consistent with legal requirements. In evaluating requests for accommodations, Caltech will engage in a timely and good faith interactive process with the requesting individual to determine what, if any, accommodations should be provided. Caltech has the right to request documentation supporting an accommodation request, including documentation of the disability, when the disability or the need for accommodation is not obvious.

**4.0 Right to File a Grievance**

An individual who believes they have been the subject of disability discrimination may file a grievance. In addition, after engaging in the interactive process and after Caltech has determined whether a reasonable accommodation is available, an individual requesting an accommodation who disagrees with the decision, may file a grievance. Grievance procedures may be obtained from the appropriate ADA Coordinator.

**5.0 Right to File Complaint with Outside Agency**

Employees and applicants may also file a complaint with the U.S. Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, and the U.S. Department of Labor, Office of Federal Contract Compliance Programs, or the U.S. Department of Education, Office for Civil Rights. Students may file complaints with the U.S. Department of Education Office for Civil Rights at (415) 486-5555 (or [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)) or (800) 421-3481 (or [OCR@ed.gov](mailto:OCR@ed.gov)). Complaints may also be directed to the Bureau for Private Postsecondary Education at <http://bppe.ca.gov>.

**Related Policies and Procedures:**

- Nondiscrimination and Equal Employment Opportunity
- Unlawful Harassment
- Procedures Regarding Unlawful Harassment

## ENVIRONMENT, HEALTH, AND SAFETY

### 1.0 Policy

60 Caltech including its division the Jet Propulsion Laboratory (“JPL”), is committed to conducting activities in a manner that promotes the safety and health of faculty, staff, postdoctoral scholars, students, and visitors, applies sound practices in environmental stewardship and minimizes risk to Caltech property. Activities at Caltech are to be conducted in accordance with the following guiding principles:

- The responsibility for implementing and maintaining a safe environment rests on all faculty, staff, postdoctoral scholars, students, and visitors at Caltech.
- Faculty, supervisors and managers are responsible for establishing good environmental, health and safety practices in their laboratories, classrooms and workplaces and for providing safe equipment and facilities for faculty, staff, postdoctoral scholars, students, and visitors.
- All faculty, staff, postdoctoral scholars, students and visitors are expected to keep themselves informed of conditions affecting their health and safety, participate in safety training, follow proper environmental, health and safety policies and procedures, and report accidents and potentially unsafe or illegal conditions or practices promptly to their supervisor or manager or other appropriate office.
- Caltech activities must comply with all applicable federal, state, and local environmental, health and safety laws and regulations.

### 2.0 Roles and Responsibilities

Caltech has the responsibility to establish environmental, health and safety policies and procedures and provide resources to ensure compliance with environmental and safety laws. Caltech performs these functions through the following committees and administrative and management structure:

#### *2.1 Institute Environment, Health and Safety Committee*

Caltech’s Environment, Health and Safety Committee (“IEHSC”) is responsible for recommending campus-wide environmental, health and safety policies to the President.

The IEHSC is responsible for making recommendations regarding the allocation of Institute resources so as to maintain environmental (e.g., air emissions, soil contamination, water discharges, hazardous waste management) and workplace health and safety compliance. In addition, the committee monitors developments through the campus Environment, Health, and Safety Office to ensure that

Institute policies are observed, remain current, and are consistent with the anticipated changes in regulatory requirements.

### **2.2 *Campus Environment, Health, and Safety Office***

The Environment, Health, and Safety Office (“EHS”), which reports to the Associate Vice President for Facilities, is responsible for providing technical, regulatory, and related-advisory services to the campus community. EHS works in partnership with the academic divisions and administrative departments to develop and implement safety programs that provide technical guidance and training support relevant to the operations of the laboratories and workplace, are practical to carry out, and comply with the law. This includes general orientation in prudent laboratory practices, emergency response procedures, occupational safety, and familiarity with Institute environmental, health and safety policies and procedures. EHS also initiates site reviews to assess potential hazards and determine effective controls, and coordinates hazardous waste training and hazardous waste disposal. EHS, working closely with the Office of the General Counsel, reviews legislation, recommends policies, provides regulatory agencies with required data and reports, and investigates and reports environmental, health and safety incidents.

### **2.3 *Campus Division Chairs and Department Heads***

The Caltech campus consists of divisions conducting research and educational activities, and administrative departments supporting the operations of Caltech. It is the responsibility of each division chair and department head to ensure that their units conduct operations in accordance with applicable laws and regulations and implement Caltech’s environmental, health and safety policies and procedures. Division chairs and department heads maintain responsibility for day-to-day management and implementation of their environmental, health and safety programs.

Division chairs and department heads may designate an individual with the authority to implement, manage, and enforce environmental, health and safety compliance programs within the division or administrative office. With guidance and assistance from EHS, the responsible individual (i.e. the division chair, department head or their designee) shall manage the environmental, health and safety activities in the division or department.

### **2.4 *JPL Office of Safety and Mission Success***

The Office of Safety and Mission Success at JPL (“JPL OSMS”) establishes and leads the Environmental, Health and Safety and Mission Assurance Programs for projects, programs and major tasks. JPL OSMS appropriately manages risks and enhances the probability of mission safety

and success. In this capacity, JPL OSMS is an independent organization, reporting directly to the JPL Director. JPL OSMS continually assesses risk and provides infrastructure to ensure that JPL maintains compliance with the JPL Prime Contract and applicable federal, state and local environmental, health and safety requirements. JPL OSMS applies knowledge, innovation and independence to achieve successful missions that inspire the world while safeguarding JPL's people, assets and reputation.

### ***2.5 JPL Environmental, Health and Safety Program Management***

The JPL Occupational Safety Program Office, the JPL Systems Safety Program Office and the JPL Environmental Affairs Program Office are chartered with establishing and leading programs related to occupational safety, systems safety and environmental compliance, respectively, and are tasked with appropriately managing risks and enhancing the probability of mission safety and success. These JPL program offices, working closely with the Office of the General Counsel, review legislation, recommend policies, provide regulatory agencies with required data and reports, and investigate and report environmental, health and safety incidents. Each of the environmental, health and safety program management offices has office-specific policies that are detailed in JPL Rules!

### ***2.6 Campus and JPL Manager and Supervisor Responsibilities***

All managers and supervisors, both academic and administrative, at campus and JPL, are responsible for conducting operations in accordance with all applicable laws and regulations and Caltech policies, practices and programs.

Managers are responsible for ensuring that areas under their management have adequate resources for environmental, health and safety programs, practices and equipment. Managers are also responsible to ensure that those areas under their management are in compliance with Caltech's environmental, health and safety policies, practices and programs.

Supervisors, including Principal Investigators ("PIs"), with guidance and assistance from the environmental, health and safety offices listed above, are responsible for implementing environmental, health and safety policies, practices and programs, ensuring that workplaces, including laboratories and equipment, are safe and well-maintained, training and informing employees, students, and visitors about workplace-specific hazards and safety procedures, providing personal protective equipment, correcting violations, investigating incidents and complaints, overseeing proper storage and disposal of hazardous materials, enforcing policies (including appropriately disciplining employees and students who vio-

late environmental and safety requirements), and appropriately documenting activities and processes.

Faculty bear full responsibility for the safety of work undertaken in their laboratories but can designate an individual to implement and manage the day-to-day activities related to environmental and safety practices within their research group.

### **2.7 All faculty, staff and students**

All faculty, staff, postdoctoral scholars and students at campus and JPL are responsible for:

- Keeping themselves informed of conditions affecting their health and safety,
- Participating in safety training programs as required by the governing organization's policy and their supervisors,
- Performing work in a safe and prudent manner,
- Adhering to health and safety practices in their workplaces, classrooms, and laboratories, and
- Advising of or reporting potentially unsafe practices, illegal activities or serious hazards in the workplace, classroom or laboratory, and cooperatively participating in the investigation and/or remediation of any incidents.

The success of Caltech's environmental, health and safety management activities requires the active involvement of individuals through participation in training, compliance with established environmental, health and safety procedures, and reporting hazards and potential violations.

It is the responsibility of all faculty, staff, postdoctoral scholars and students at Caltech to disclose fully any activity that may result in a violation of environmental, health or safety laws or regulations, and to cooperatively participate in the investigation and remediation of any incidents.

### **2.8 Visitors and Contractors**

Visitors and those who do business with Caltech either at Campus or JPL, such as contractors, consultants and vendors, are responsible for performing their work in a manner that protects Caltech from environmental, health and safety risks and complies with all applicable federal, state and local laws and regulations and all applicable environmental, health and safety policies, practices and programs.

## **3.0 Reporting**

In matters of actual or potential regulatory enforcement action, investigations, or employee complaints, the appropriate environmental, health and safety office will work closely with the Office of the General Counsel to coordinate Caltech's response to external regulatory agencies concerned with workplace health, safety, and environmental compliance.

Any questions or concerns regarding compliance should be brought to the attention of the appropriate manager or supervisor or to the appropriate environmental, health and safety office. Alternatively, concerns can be raised with the appropriate division chair or vice president at campus, or the OSMS Director at JPL. In addition, concerns can be raised anonymously for campus through the anonymous hotline (626) 395-8787 or (888) 395-8787 or online at Caltech Hotline or, for JPL, through the anonymous hotline (818) 393-6483, or the NASA Safety Reporting System.

#### **4.0 Sanctions**

Caltech expects all faculty, staff, postdoctoral scholars and students to be vigilant in complying with all environmental, health and safety requirements and to properly conduct their activities at Caltech.

Local, state and federal laws and regulations establish civil and criminal penalties for violations of environmental, health and safety laws and regulations, including substantial fines and possible imprisonment.

Caltech views compliance with all laws, regulations, and Institute guidelines as conditions of employment, and violation of such requirements shall be considered grounds for disciplinary action up to and including termination of employment or involuntary leave/expulsion from Caltech.

### **GENDER-BASED MISCONDUCT**

#### **1.0 Policy**

All members of the Caltech community have the right to be treated, and the responsibility to treat others, with dignity and respect. These principles are fundamental to the educational and intellectual mission of Caltech. It is the policy of Caltech to provide a work and academic environment free of unlawful discrimination, harassment and sexual misconduct. Caltech will not tolerate such conduct and is committed to educating the community in ways to prevent its occurrence.

This policy prohibits all forms of sexual or gender-based discrimination, harassment and sexual misconduct (Gender-based Misconduct), including sexual assault, non-consensual sexual contact, relationship violence, sexual exploitation, and stalking (Prohibited Conduct). Caltech also prohibits retaliation against an individual who reports, submits a complaint, or who otherwise participates in good faith in any matter related to this policy.

Caltech will take prompt and equitable action upon receiving a report of Prohibited Conduct to determine what occurred and will take reasonable steps to stop and remedy the effects of any such conduct and prevent its recurrence. Caltech provides all parties with appropriate due process and will reach reasonable



conclusions based on the evidence collected. Caltech will take appropriate action, including disciplinary measures, when warranted, up to and including termination of employment or changes to student enrollment status, including permanent separation from the Institute.

## **2.0 Scope**

This policy applies to all current students, faculty, supervisory and nonsupervisory staff, postdoctoral scholars, volunteers, interns, vendors, independent contractors, persons performing services under contract with the Institute, visitors, and any other individuals regularly or temporarily employed, studying, living, visiting, or otherwise participating in Caltech's educational programs or activities.

This policy applies to Prohibited Conduct occurring on Institute-controlled property, at Institute-sponsored events, in-Institute programs or activities, by Institute affiliated organizations and off-campus where the conduct has continuing adverse effects on any member of the Caltech community in any Caltech program or activity.

Members of the Caltech community are encouraged to promptly report Prohibited Conduct to Caltech or consult with a confidential resource, regardless of where the incident occurred, or who committed it. An individual who has experienced sexual misconduct is encouraged to immediately seek assistance from a medical provider and report the incident to local law enforcement. Reports to Caltech and law enforcement may be pursued simultaneously.

Even if Caltech does not have jurisdiction over the person accused of Prohibited Conduct, Caltech will still take prompt action to provide for the safety and well-being of the individual reporting and the campus community, including taking reasonable steps to stop and remedy the effects of the Prohibited Conduct and to prevent recurrence of the behavior.

When used in this policy and accompanying procedures, complainant refers to the individual who reportedly is the subject of the Prohibited Conduct and respondent refers to the individual who is reported to have engaged in the Prohibited Conduct.

In the event an act of discrimination is not simply about an individual, but has broader implications, including affiliation with a student organization, this policy will also apply. No student organization or residential facility may discriminate against anyone in the Caltech community based on a protected characteristic.

## **3.0 Prohibited Conduct**

Sexual and gender-based discrimination, harassment and sexual misconduct violate Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Code, and California law. All forms of such conduct are prohibited under this policy, including

sexual or gender-based discrimination, sexual or gender-based harassment, and sexual misconduct, including sexual assault, non-consensual sexual contact, relationship violence, sexual exploitation and stalking (Prohibited Conduct). Reported behavior that does not constitute Prohibited Conduct under this policy, but is nevertheless determined to be inappropriate pursuant to another applicable Caltech policy, may subject a responding party to disciplinary action.

All individuals are protected against Prohibited Conduct regardless of gender, sexual orientation, gender identity or gender expression. Prohibited Conduct can be committed by individuals of any gender, regardless of an individual's gender identity, gender expression, or sexual orientation, and can occur between individuals of the same gender or different genders, strangers or acquaintances, as well as people involved in intimate or sexual relationships. Organizations affiliated with the Institute or that use Caltech property or resources in connection with their activities also are prohibited from engaging in Prohibited Conduct.

Attempts or threats to commit Prohibited Conduct are equally covered by this policy.

**3.1 Sex or Gender-Based Discrimination** refers to unfavorable treatment based on sex, sexual orientation, gender identity, or gender expression.

The following are examples of conduct that may constitute sexual or gender-based discrimination:

- Denying an employee a promotion because they are gay or straight.
- Rejecting a student from house membership because they are transgender.
- Limiting membership in a student club or activity to members of one sex.

### **3.2 Sexual or Gender-Based Harassment**

**3.2.1 Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

*Quid Pro Quo*: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education or submission to or rejection of such conduct is used as the basis for decisions affecting that individual's employment or academic terms or status; or  
*Hostile Environment*: Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or academic environment. An individual may experience sexual harassment even if the offensive conduct was not aimed directly at them.

3.2.2 *Gender-Based Harassment* is harassment based on an individual's actual or perceived sex, gender, gender identity or gender expression including harassing or bullying conduct based on the individual's gender expression, gender identity, transgender status, gender transition, or nonconformity with sex stereotypes.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. For example, a single incident of unwanted physical conduct of a sexual nature, like grabbing an intimate body part, may be sufficiently severe to constitute a hostile environment. Behavior of a harassing nature that does not rise to the level of unlawful harassment but is nevertheless determined to be inappropriate may subject the offender to disciplinary action.

The following are examples of conduct that, depending on the nature, frequency and severity, may constitute sexual or gender-based harassment:

- Sending unwanted sexually-oriented jokes to a student or work group email list.
- Displaying explicit sexual pictures in common areas of Institute housing or on a work computer station where others can view it.
- Making or using derogatory comments, epithets, slurs, or jokes of a gender-based or sexual nature.
- Ostracizing individuals from group activities because of their sex, gender or gender identity, gender expression, sexual orientation or because they objected to harassing behavior.
- Making unwelcome graphic comments about an individual's body, using sexually degrading words to describe an individual.
- Engaging in unwanted suggestive or obscene communications.
- Engaging in unwelcome touching, fondling or groping of a sexual nature.
- Making unwanted sexual advances.
- Promising a benefit to someone in exchange for engaging in sexual activity.
- Exposing one's genitals to another without consent.

Even when relationships are consensual, care must be taken to eliminate the potential for harassment or other conflicts. It is not acceptable to treat other similarly-situated individuals, who are not in the consensual relationship, less favorably. Caltech practice, as well as more general ethical principles, prohibits individuals from participating in evaluating the work or academic performance of those with whom they have amorous and/or sexual relationships, or from making hiring, salary, or similar decisions regarding those

individuals. Sexual or romantic relationships between an undergraduate student and a faculty, postdoctoral scholar or staff member are not permitted.

Upon learning about a relationship that violates this policy, the supervisor, dean, or division chair has the authority and responsibility to review and remedy any direct administrative or academic relationship between the involved individuals.

When a consensual personal relationship arises and a power differential exists, consent may not be considered a defense to a claim of sexual harassment. The individual in the relationship with greater power will be held responsible.

### **3.3 Sexual Misconduct**

Prohibited sexual misconduct includes sexual conduct that occurs by force or threat of force or without affirmative consent, including where the person is incapacitated. This definition encompasses a range of sexual conduct that could also fall within the definition of sexual harassment. The Title IX Coordinator will determine whether allegations should be treated as sexual harassment or sexual misconduct, based on the specific conduct alleged and the totality of the circumstances. Prohibited forms of sexual misconduct include, but are not limited to: sexual assault, non-consensual sexual contact, sexual exploitation, relationship violence, and stalking.

## **4.0 Definitions**

**4.1 Sexual assault** is defined as having or attempting to have sexual intercourse with another individual by force or threat of force, without affirmative consent, including where the person is incapacitated. Sexual intercourse includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.

**4.2 Non-consensual sexual contact** is defined as having sexual contact with another individual by force or threat of force, or without affirmative consent, including where the person is incapacitated. Sexual contact includes intentional contact with the intimate body parts of another (whether directly or through clothing), touching any part of the body of another in a sexual manner, or disrobing or exposure of another. Intimate body parts includes breast, genitals, groin, anus, or buttocks.

**4.3 Sexual exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another for their own or another's benefit or advantage.

The following are examples of conduct that could constitute sexual exploitation:

- Unauthorized sharing or posting sexually explicit photos of another, including a current or former partner.
- Surreptitiously taking pictures or videos of individuals, especially of private or intimate areas of their body.
- Observing, recording, viewing, distributing or allowing another to observe, record, view or distribute, intimate or sexual images of another individual without that individual's consent.
- Surveillance and other types of observations, whether by physical proximity or electronic means.

#### **4.4 Affirmative Consent**

*Affirmative consent* is a crucial component of the Caltech policy/ Affirmative consent is the affirmative, conscious, and voluntary agreement to engage in sexual activity.

- It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity.
- Lack of protest or resistance does not mean consent, nor does silence mean consent.
- Affirmative consent must be ongoing through a sexual activity and can be revoked at any time.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relationship between them, should never by itself be assumed to be an indicator of consent.

It is not a valid excuse to alleged lack of affirmative consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:

- The respondent's belief arose from the intoxication or recklessness of the respondent.
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

It is not a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature or extent of the sexual activity
- The complainant was unable to communicate due to a mental or physical condition.

A person who is incapacitated is not capable of giving effective consent to sexual activity. An incapacitated person lacks the physical and mental capacity to make informed, reasonable judgments about whether or not to engage in sexual activity. A person who is incapacitated may not be able to understand where they are, whom they are with, how they got there, or what is happening.

A person may be incapacitated by a temporary or permanent mental or physical condition, sleep, unconsciousness, or be incapacitated as a result of consumption of alcohol or drugs. Incapacitation is a state beyond mere intoxication or “drunkenness.” Just because someone is under the influence of alcohol or drugs does not necessarily mean that a person is incapacitated. Impairment must be significant enough to render a person unable to understand the fact, nature, or extent of the sexual activity. In evaluating affirmative consent in cases involving incapacitation, Caltech considers the state of incapacitation of the reporting party and the knowledge of the respondent.

Intoxication, even to the point of incapacitation, does not relieve an individual from responsibility for a policy violation when they engage in sexual conduct without the affirmative consent of the other party or parties.

#### **4.5 Relationship Violence:**

*Dating Violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a complainant. The existence of a relationship shall be determined by the complainant’s statement and consideration of the length of the relationship, type of relationship, and the frequency of interaction between persons involved in the relationship.

**4.6 Domestic Violence** means violence committed by a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom they have a child, by person similarly situated to a spouse under the law of the state where the violence occurred, and by any other person against an adult or youth victim who is protected from that person’s acts under the laws of the state where the violence occurred.

**4.7 Stalking** is a course of conduct of a sexual or romantic nature or motivation directed at an individual that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or

communicates to or about a person or interferes with the person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Stalking that is not sex or gender-based is covered by the Violence Prevention policy and should be reported to Security at campus or the Protective Services Division at JPL and will be handled pursuant to that policy. The following are examples of conduct that depending on the frequency and severity may constitute stalking:

- Repeated unwanted communication, including face-to-face contact, telephone calls, voice messages, emails, text messages, postings on social networking sites, written letters, or gifts;
- Posting picture(s) or information of a sexual nature on social networking sites or other websites;
- Gathering information about the person through the use of public records, online searches, going through the garbage, or contacting the person's family, friends, or co-workers;
- Posting private pictures or videos on school bulletin boards or internet sites;
- Installing spyware on another person's personal devices, including phones or computers;
- Surveillance or other types of observation, including staring or peeping;
- Pursuing, following or showing up uninvited at or near places like classrooms, residence, workplace or other places frequented by an individual;
- Directly or indirectly making threats to the person.

## 5.0 Retaliation

Retaliation against any member of the Caltech community for making a good-faith report of sexual violence, or for participating in an investigation, proceeding, or hearing conducted by Caltech or a state or federal agency, is strictly prohibited. Overt or covert acts of retaliation, reprisal, interference, discrimination, intimidation, or harassment against an individual or group for exercising their rights under Title IX or other federal and state laws violates this policy and is unlawful. Caltech will take steps to prevent retaliation and will take prompt and appropriate corrective action to stop, and remedy its effects, if retaliation occurs. Individuals who violate this policy may be subject to disciplinary action up to and including termination of employment or permanent separation from Caltech.

## 6.0 Privacy

Caltech will maintain the privacy of all individuals involved in a report of Prohibited Conduct to the extent possible. All Caltech employees who are involved in the Institute's response, including the Title IX Coordinator, Deputy Coordinators, and investigators,

receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort is made to protect the privacy interests of all individuals involved, in a manner consistent with the need for a thorough review of the matter.

Privacy generally means that information related to a report of Prohibited Conduct will only be shared with those individuals who have a “need to know.” These individuals will be discreet and will respect the privacy of all individuals involved.

## **7.0 Preservation of Evidence**

Because sexual violence may involve physical trauma and is a crime, individuals who have experienced sexual violence are urged to seek medical treatment as soon as possible. They are strongly encouraged to preserve all physical and digital evidence of the violence. This may be needed to prove criminal sexual violence, or for obtaining a protective order. Individuals who have experienced sexual violence should not shower, bathe, douche, eat, drink, wash their hands, or brush their teeth until after they have had a medical examination. They should save all the clothing they were wearing at the time of the violence. Each item of clothing should be placed in a separate paper bag, not a plastic bag. They should not clean or disturb anything in the area where the sexual violence occurred. Digital evidence relating to the incident, such as texts, emails, and social media posts, should be also be preserved.

## **8.0 Resources**

Caltech also encourages individuals who have experienced sexual misconduct to seek immediate psychological support and advocacy services provided by Caltech or community services. Campus Security and the Protective Services Division at JPL will contact on-campus and on-lab resources, provide information regarding off-campus resources for support and advocacy, medical treatment, and forensic evidence collection, and will arrange for transportation to access off-campus resources.

24-Hour a Day/7 Days a Week

Campus Security (reporting and/or to reach confidential or other resources)

(626) 395-5000

Security can assist with safety situations, contact law enforcement, provide transportation vouchers to off-campus resources and contact mental health resources. The caller must simply provide a phone number where the confidential or other resource can reach the caller. Names and other information regarding the incident need not be provided to Campus Security.



JPL Protective Services Division (reporting and/or to reach confidential or other resources)

(818) 393-3333

(818) 354-3333

The JPL Protective Services Division can assist with safety situations, contact law enforcement, arrange for transportation to access off-campus resources, and contact the caller's choice of a confidential or other resource. The caller must simply provide a phone number where the confidential or other resource can reach the caller. Names and other information regarding the incident need not be provided to the Protective Services Division.

### **8.1 On-Campus Confidential Resources**

Caltech offers members of the Caltech community the choice of seeking confidential counseling. These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored. Except as otherwise provided below, confidential resources will not share information without the express permission of the individual. Speaking to a confidential resource is not a report to Caltech, and no investigation will be triggered.

#### **8.1.1 Caltech Mental-Health Professionals**

Caltech's mental-health professionals in Student Wellness Services and the Staff and Faculty Consultation Center will not report any information about an incident to Caltech, including to the Title IX Coordinator unless requested by their client. These professionals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or as otherwise permitted by law. When a report involves suspected abuse of a child under the age of 18, these confidential resources are required by state law to notify child protective services and/or local law enforcement. They can be contacted 24 hours a day/7 days a week.

For Students:

(626) 395-8331

Student Wellness Services  
after hours, press #2 to be connected  
to on-call service

For faculty, campus staff, and postdoctoral scholars:

(626) 395-8360

(626) 395-5000

Staff and Faculty Consultation Center  
after hours via Security

For JPL employees:

(800) 367-7474

Empathia/Life Matters—identify yourself  
as a JPL employee  
or visit [mylifematters.com](http://mylifematters.com)  
(Password: JPL)

### **8.1.2 Caltech Center for Diversity**

Designated confidential resources (identified below) in the Caltech Center for Diversity can generally talk to a complainant or respondent without revealing to Caltech any personally-identifying information about an incident. Designation as a confidential resource exempts the resource from reporting information received about Prohibited Conduct to the Title IX Coordinator, but does not exempt them from other legally mandated disclosure obligations, such as under child abuse reporting laws, the CLERY Act and in legal proceedings. For example, when a Clery report is required, a Confidential Resource in the Caltech Center for Diversity will keep the identity of the individual(s) confidential, but will report the nature, date, time and general location of an incident to Security for purposes of Clery reporting. This information will be included in aggregate statistics (with no identifying information) for inclusion in Caltech's Annual Security Report, if required.

- Taso Dimitriadis (626) 395-8108
- Erin-Kate Escobar (626) 395-3221

### **8.1.3 On-Campus Medical Resources**

Note that medical providers (but not psychological counselors) are required to notify law enforcement when they receive a report of assaultive or abusive conduct, including sexual assault.

Caltech's Student Wellness Services is committed to providing compassionate and quality medical help to a student who has experienced sexual violence. Caltech's medical professionals in the Student Health Center will not report any information about an incident to Caltech, including the Title IX Coordinator, unless requested by their client.

Student Health Services  
(626) 395-6393  
1239 Arden Rd  
Pasadena, CA 91106

## **8.2 Off-Campus Resources**

Note that medical providers (but not psychological counselors) at these facilities are required to notify law enforcement when they receive a report of assaultive or abusive conduct, including sexual assault.

### **Peace Over Violence**

(24-hour emergency services offer victims of sexual assault, domestic violence and stalking emotional support, informa-

tion, compassion, accompaniment, referral and advocacy services.)

892 N. Fair Oaks Avenue, Suite D  
Pasadena, CA 91103  
(626) 584-6191  
(626) 793-3385 (24 hours)

San Gabriel Valley Medical Center (24-hour medical care, emotional support and comprehensive exams including forensic evidence collection (the “rape kit”). The Sexual Assault Response Team (SART) Hotline provides immediate connection to on-call nurse for sexual assault services.”).

438 West Las Tunas Drive  
San Gabriel, CA 91776  
(626) 289-5454  
Sexual Assault Response Team (SART) Hotline:  
(877) 209-3049 (24 hours)

The Rape Treatment Center at Santa Monica-UCLA  
Medical Center

(24-hour emergency medical treatment for victims of sexual assault, including forensic services (the “rape kit”).  
(310) 319-4000  
(Press “3” to be connected to a clinician)  
[www.911rape.org](http://www.911rape.org)

Huntington Memorial Hospital

(24-hour emergency and trauma services. Social workers available to provide counseling as needed).  
100 W. California Blvd.  
Pasadena, CA 91105  
(626) 421-7733

Planned Parenthood

(Health clinic for emergency contraception and disease prevention, pregnancy resources, birth control and family planning).  
1045 N. Lake Avenue  
Pasadena, CA 91104  
(626) 798-0706

## 9.0 Reporting to Caltech

Anyone who witnesses, experiences, or is otherwise aware of conduct that the individual believes to be in violation of this policy, including retaliation, is urged to contact Caltech immediately. Individuals are encouraged to report to the Title IX Coordinator or a Deputy Title IX Coordinator.

### 9.1 Title IX Coordinator and Deputy Coordinators

The Title IX Coordinator is responsible for coordinating Caltech's compliance with Title IX and for Caltech's overall response to conduct falling under Title IX. The Title IX Coordinator oversees all Title IX complaints, monitors outcomes, identifies and addresses any patterns of systemic problems that arise, and assesses effects on the campus climate. The Title IX Coordinator also oversees the implementation and application of Caltech's Title IX related policies within the scope of Title IX and coordinates Caltech's response to all complaints of sexual violence under Title IX to ensure consistent treatment of parties involved, and prompt and equitable resolution of complaints.

The Title IX Coordinator is supported by a Lead Investigator and four Deputy Coordinators, all of whom can answer questions regarding Title IX.

#### Title IX Coordinator

Hima Vatti, Assistant Vice President for Equity and Equity Investigations

Phone: (626) 395-3132

E-mail: [titleix@caltech.edu](mailto:titleix@caltech.edu)

Office: 205 Center for Student Services

#### Lead Investigator

Brian Quillen

Phone: (626) 395-4424

E-mail: [bquillen@caltech.edu](mailto:bquillen@caltech.edu)

Office: 348 Center for Student Services

#### Deputy Title IX Coordinator for Faculty

Melany Hunt

Phone: (626) 395-4231

E-mail: [hunt@caltech.edu](mailto:hunt@caltech.edu)

Office: 265 Gates-Thomas

#### Deputy Title IX Coordinator for Staff and Postdoctoral Scholars

Ofelia Velazquez-Perez

Phone: (626) 395-3819

E-mail: [Ofelia.Velazquez-Perez@caltech.edu](mailto:Ofelia.Velazquez-Perez@caltech.edu)

Office: 206 Central Engineering Services

#### Deputy Title IX Coordinator for Students

Allie McIntosh

Phone: (626) 395-1743

E-mail: [allie@caltech.edu](mailto:allie@caltech.edu)

Office: 105 Center for Student Services

Deputy Title IX Coordinator for JPL  
Jackie Clennan-Price  
Phone: (818) 393-0016  
E-mail: Jackie.A.Clennanprice@jpl.nasa.gov  
Office: Human Resources T1720-149

### **9.2 Responsible Employees**

If an individual discloses Prohibited Conduct to any Responsible Employee, the responsible employee must report to the Title IX Coordinator all relevant details about the alleged conduct.

At campus, the following are Responsible Employees:

- Title IX Deputies
- Staff members with a supervisory or managerial role, who do not have legally protected confidentiality
- Security Officers
- Residential Life Coordinators
- Resident Associates
- Coaches
- Employee Relations consultants
- Faculty members who supervise a research laboratory or group, or who have administrative responsibilities.

At JPL, the following are Responsible Employees:

- Title IX Deputy for JPL
- Supervisors and managers
- Employee Relations Representatives
- Human Resources Business Partners
- Education Office staff

Caltech is committed to protecting the privacy of all individuals involved in a report of Prohibited Conduct. All employees involved in the response to a report of Prohibited Conduct understand the importance of properly safeguarding private information. Caltech will make every effort to protect individuals' privacy interests consistent with Caltech's obligation to investigate reports made to Caltech.

If a member of the Caltech community would like support and guidance in filing a complaint, they may contact the Title IX Coordinator or a Deputy Coordinator, one of the Deans or Associate Deans, the Director of Employee & Organization Development in Human Resources, or the JPL Section Manager of Talent Management or Human Resources Business Partners at JPL. They may also contact the EEO Coordinators identified in the Nondiscrimination and Equal Employment Opportunity Policy.

### **9.3 Anonymous Reporting**

Caltech provides the following resources for anonymous reporting:

Campus Hotline (626) 395-8787  
or (888) 395-8787

JPL Ethics Hotline (818) 354-9999  
 JPL Protective Services Division's  
 Workplace Violence Hotline (818) 393-2851  
 For either Campus or JPL by submitting a compliance Hotline  
 Contact Form

Contacting one of these anonymous reporting resources may trigger an investigation, and if the reporting party shares personally identifying information, they will be notified if an investigation occurs.

#### **9.4 Notification of Law Enforcement**

Individuals who have experienced sexual violence are encouraged to notify local law enforcement. Caltech will provide assistance in notifying law enforcement if the individual so chooses. An individual who has experienced sexual violence also has the right to decline to notify law enforcement or Caltech.

Caltech has an obligation under California law to report incidents of sexual violence to law enforcement; however, Caltech will not report identifying information about the complainant without the complainant's consent after being notified of their right to have personally identifying information withheld. If the complainant does not consent to be identified, personally identifying information about the respondent also will not be provided.

Pasadena Police Department  
 Call 911 for Emergency Response  
 Non-Emergency Response: (626) 744-4241  
 207 N. Garfield Ave.  
 Pasadena, CA 91101

#### **10.0 Requests for Confidentiality or that Complaint Not Be Pursued**

In matters falling under Title IX, if a member of the Caltech community discloses an incident to the Title IX Coordinator, a Deputy Title IX Coordinator or a Responsible Employee, but requests that their name not be used, that the Institute not pursue an investigation, or that no disciplinary action be taken, Caltech must weigh the request against its obligation to provide a safe, non-discriminatory environment.

The Title IX Coordinator or designee will weigh the request for confidentiality against factors including, but not limited to, the seriousness of the conduct, circumstances that suggest there is a significant risk that the accused will commit further acts of Prohibited Conduct, whether there was a weapon involved, and the age of a student victim.

The Title IX Coordinator or designee will determine the appropriate manner of resolution.

The Title IX Coordinator or designee will attempt to address the

conduct consistent with the complainant's request not to use their name or their request not to pursue an investigation or that no disciplinary action be taken, while also protecting the health and safety of the complainant and the Institute community.

Caltech's ability to fully investigate and respond may be limited if the complainant requests anonymity or declines to participate in an investigation. Caltech will, however, take other action to limit the effects of the Prohibited Conduct and prevent its recurrence.

In those instances where the Title IX Coordinator or designee determines that Caltech must proceed with an investigation despite the request of the complainant, the Title IX Coordinator or designee will inform the complainant of Caltech's intention to initiate an investigation. The complainant is not required to participate in the investigation.

In all cases, the final decision on whether, how, and to what extent Caltech will conduct an investigation, and whether other measures will be taken in connection with the report of Prohibited Conduct, rests solely with the Title IX Coordinator or their designee.

### **11.0 Reports Involving Minors**

Every member of the Caltech community, who knows of, or reasonably suspects, child abuse, including any Prohibited Conduct involving a minor, has a personal responsibility to report to Caltech Security or the JPL Protective Services Division immediately. A minor under the age of sixteen is not considered to be capable of giving valid affirmative consent to sexual activity under this policy. Caltech employees who are mandated reporters have additional reporting obligations, including reporting immediately to LA County Child Protection and/or the local police department. See the Violence Prevention policy for more information.

### **12.0 False Reports**

Caltech will not tolerate intentional false reporting of incidents. A good faith complaint that results in a finding of "no violation" is not considered a false report. However, when a complainant or third party is found to have fabricated allegations or to have given false information with malicious intent or in bad faith, they may be subject to disciplinary action.

### **13.0 Emergency Notifications and Timely Warnings**

In the event of a dangerous situation on campus that involved an immediate threat to the health or safety of students or employees, Caltech will issue an Emergency Notification consistent with its Emergency Notification procedures. In the event Caltech believes that there is a serious or continuing threat to the campus community, Caltech will issue a Timely Warning consistent with its Timely

Warning procedures. Emergency Notifications and Timely Warnings do not disclose the name of the victim.

#### **14.0 Clery Reporting**

The Clery Act requires Caltech to issue an Annual Security and Fire Safety Report, which includes crime statistics for sexual assault (rape, fondling, incest and statutory rape), domestic violence, dating violence and stalking. Campus Security gathers these crime statistics from security reports, Pasadena Police Department information, JPL and reports by Campus Security Authorities. Crime statistics do not disclose any identifying information about a complainant, respondent, witnesses or others. For more information and statistics for the past three years, see the current Annual Security and Fire Safety Report.

#### **15.0 Contacting Government Agencies**

Employees, students and others participating in Caltech's educational programs or activities may direct questions regarding Title IX or file complaints with the U.S. Department of Education Office for Civil Rights, (415) 486-5555, [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov) or (800) 421-3481, [OCR@ed.gov](mailto:OCR@ed.gov). In addition, employees may file complaints with the California Department of Fair Employment and Housing (DFEH) at <https://www.dfeh.ca.gov/contact-us> or the United States Equal Employment Opportunity Commission (EEOC) at <https://www.eeoc.gov>. Complaints can also be directed to the Bureau for Private Postsecondary Education at <http://bppe.ca.gov>.

NASA funded program participants may file a complaint at [AssistedProgramComplaint@nasa.gov](mailto:AssistedProgramComplaint@nasa.gov) or find more information at <https://missionstem.nasa.gov/filing-a-complaint.html>. NSF funded program participants may file a complaint with the Office of Diversity and Inclusion at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov), (703) 292-8020 or find more information at <https://www.nsf.gov/od/odi/harassment.jsp>. Filing a complaint with a federal agency under Title IX must be done within 180 days after an alleged discriminatory or harassing event and there is no requirement to exhaust remedies through Caltech's internal procedures before filing directly with a federal agency. Participants in programs funded by other federal agencies providing federal financial assistance to Caltech may file directly with those agencies.

#### **16.0 Informational Resources**

Information on Prohibited Conduct, as well as copies of Caltech's Gender-Based Misconduct, Nondiscrimination and Equal Employment Opportunity, Unlawful Harassment, and Violence Prevention Policies are available from Caltech's Title IX Coordinator and Deputy Coordinators, Caltech's EEO Coordinators, Human Resources, Student Affairs and Deans offices, the Caltech Center for Diversity, Resident Associates, the Staff and Faculty



Consultation Center, and Employee & Organizational Development at campus, and the Deputy Title IX Coordinator, EEO Coordinator, and Human Resources Business Partners at JPL. The Policies are published in the Caltech Catalog and on the following Caltech and JPL websites: Caltech Human Resources, JPL Human Resources, Title IX, and Student Affairs.

***Related Policies and Procedures:***

- Procedures for Responding to and Resolving Complaints of Gender-Based Misconduct
- Nondiscrimination and Equal Employment Opportunity
- Unlawful Harassment
- Procedures Regarding Unlawful Harassment
- Violence Prevention

**PROCEDURES FOR RESPONDING TO AND RESOLVING COMPLAINTS OF GENDER-BASED MISCONDUCT**

Caltech will take prompt and appropriate action to address all reports of Prohibited Conduct in a fair and impartial manner. The complainant, respondent, and all other participants in the process will be treated with dignity, care and respect.

Caltech’s policy reflects its commitment to support and encourage individuals who have been subjected to Prohibited Conduct to come forward. Caltech takes all allegations of Prohibited Conduct seriously and responds appropriately. Caltech’s policy is also intended to ensure that individuals accused of engaging in Prohibited Conduct are not prejudged; that they have notice and a full and fair opportunity to respond to allegations before findings and conclusions are reached; and that decisions are based on the evidence gathered in a process that is fair to both complainants and respondents. Caltech will conduct a fair, impartial, timely and thorough investigation that provides all parties with appropriate due process.

These procedures are for the benefit of the Caltech community and do not apply in cases involving complainants and/or respondents who are not current Caltech students, faculty, staff, postdoctoral scholars, volunteers, and interns. When a complaint involves a third party who is not affiliated with Caltech, Caltech’s ability to investigate and take action against the person accused of Prohibited Conduct may be limited. However, in all cases, Caltech will conduct an inquiry into what occurred and take prompt action as is practicable to provide for the protection and well-being of the complainant and the campus community.

**Reporting to Caltech**

A member of the Caltech community who wishes to report Prohibited Conduct should do so as soon as possible after the incident, although reports (hereinafter “complaints”) may be

made at any time. Complaints can be made orally or in writing. Complaints should be brought to the attention of the Title IX Coordinator (hereinafter "Title IX Coordinator or designee"), Lead Investigator, or a Deputy Title IX Coordinator, or other responsible employee listed in the policy, who will then notify the Title IX Coordinator in cases falling under Title IX.

Title IX Coordinator  
Hima Vatti  
Phone: (626) 395-3132  
E-mail: [titleix@caltech.edu](mailto:titleix@caltech.edu)  
Office: 205 Center for Student Services  
Initial Title IX Assessment

For reports of Prohibited Conduct covered by Title IX, Caltech's Title IX Coordinator or designee will make an initial assessment of the complaint which will include an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the complainant and the campus community as described in the policy.

The complainant will be provided with information on the complainant's rights and options under the Institute's Gender-Based Misconduct policy (hereinafter the policy) and these procedures, written materials about the availability of, and contact information for, on- and off-campus resources and services, and coordination with law enforcement. The need for and types of interim measures also will be discussed. Appropriate interim measures will be instituted and may be modified. The imposition of interim measures is not indicative of a determination of responsibility or any other outcome.

The Title IX Coordinator may also meet with the respondent and other relevant parties as part of the initial assessment. If the Title IX Coordinator meets with the respondent, the individual will be provided with information on the respondent's rights and options under the policy and these procedures, and written materials about the availability of, and contact information for campus resources and services.

The initial assessment will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, whether there is a potential violation of the policy, and if there is a potential policy violation an appropriate approach to resolution can be determined. Thereafter, the Title IX Coordinator may refer the complaint for the appropriate disposition, depending on a variety of factors, such as the complainant's request that their name not be used, complainant's request that no investigation into a particular incident be conducted or that no disciplinary action be taken, the risk posed to any individual

or the campus by not proceeding, the nature and seriousness of the allegations, whether there have been other reports/complaints of Prohibited Conduct involving the respondent, and whether the allegations are contested. The Title IX Coordinator will obtain the complainant's agreement to proceed with the proposed approach to resolution unless there is a serious or continuing threat to the Caltech community. In implementing the approach, the Title IX Coordinator will inform and coordinate with the appropriate responsible administrator(s): Provost, Assistant Vice President for Human Resources, Deans, Associate Deans, Associate Vice President for Human Resources on campus, or Director for Human Resources at JPL.

Caltech will investigate reports of Prohibited Conduct consistent with its obligations under applicable law. The Title IX Coordinator will seek consent from the complainant to proceed with action. If the complainant does not consent, Caltech will still take all reasonable steps to protect the complainant, including instituting appropriate interim measures. If the Complainant refuses to have their name disclosed to the respondent, the Title IX Coordinator will explain that Caltech's ability to investigate and respond may be limited. If the complaint includes allegations that may constitute a possible crime, the Title IX Coordinator will notify the complainant of their right to file a criminal complaint or to choose not to notify law enforcement. If a complainant requests that the complaint not be pursued, the request will be considered consistent with the provisions of Section 9.0 of the policy.

In cases of alleged Prohibited Conduct at JPL not falling under Title IX, the above described initial assessment will be done by the JPL Deputy Title IX Coordinator or their designee.

### **Interim Measures**

Interim measures are actions taken by Caltech in response to a report of Prohibited Conduct. Upon receipt of a report, Caltech will take prompt measures to protect the rights of the parties as appropriate. Caltech will immediately assess whether there is a threat to the complainant, the respondent and/or other members of the community and will take steps necessary to address such risks. These steps may include interim safety measures, which may be made at any time, to provide for the safety of individuals and the campus community.

Appropriate administrative changes and/or academic changes may be made, if requested and reasonably available, at any stage in the process to protect the rights of either party. They will be made by the Title IX Coordinator in coordination with responsible administrators. For students, these changes might include changes to housing arrangements, counseling services, academic accommodations, "no contact" orders between individuals, restrictions on access to Caltech or to specific Caltech areas or activities, persona

non grata status, escorts, limitations on extracurricular or house activities, changes to classes and/or housing, Caltech-imposed leave for the respondent, as well as any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

Changes affecting faculty, postdoctoral scholars and staff, including employees at JPL, might include transfer of supervisory or evaluative responsibility regarding grading, supervision, tenure review, letters of recommendation, and/or changes to office assignments.

When taking steps to separate a complainant and respondent, Caltech will endeavor to minimize the burden on the complainant. Care will be taken to protect both parties with the greatest degree of privacy possible. If a complainant wishes to seek a temporary restraining order or similar judicial order, Caltech will help the complainant with that process.

The imposition of interim measures is not indicative of a determination of responsibility or any other outcome. These measures may be modified at any time and may be kept in place after a final investigative decision is reached.

All parties are expected to comply with any interim measures that may be imposed. Failure to comply with interim measures may be grounds for disciplinary action. A party may be found in violation of the policy for failure to comply with an interim measure even if they are found not responsible for the underlying report of Prohibited Conduct.

### **Informal Options**

Individuals who believe they have been subjected to Prohibited Conduct may choose to resolve their concerns informally. In general, the goal of the informal options is to quickly end offending behavior without utilizing disciplinary action. Individuals with an official status at Caltech, such as faculty, managers, or supervisors, are expected to follow up with the complainant to make sure that the issue has indeed been resolved. Mutually agreeable administrative changes are sometimes possible to ease an uncomfortable situation. Individuals are not required to try to resolve their concerns informally before making a formal complaint. Complainants should consider at the outset whether such changes might be desirable. Informal options include:

- Talking personally with the offending individual, or writing a letter asking them to stop. This is a personal step taken solely among the relevant parties.
- Speaking to members of the Student Wellness Services, the Staff and Faculty Consultation Center, or the Caltech Center for Diversity on campus and the JPL Employee Assistance Program/Life Matters at JPL. Such conversations are confidential and are not communicated to individuals within or outside Caltech.

- Resolving the complaint informally with the help of a third party who has a faculty, supervisory, or managerial position at Caltech. The goal here is also to allow the parties to resolve complaints without an investigation and without elevating the complaint within Caltech. However, a person in one of these official positions is obligated to follow up with the Title IX
- Coordinator and complainant to be sure the situation has been resolved. This action might include referring the complaint to an appropriate individual within Caltech or sharing some of this information with other persons holding positions of responsibility at Caltech.

### **Formal Options**

A complainant alleging Prohibited Conduct may elect to pursue a formal option. Formal options include:

#### **Administrative Resolution**

In cases alleging Prohibited Conduct covered by Title IX, the Title IX Coordinator or designee, with the complainant's and the respondent's agreement, may offer the opportunity to resolve the complaint by Administrative Resolution. Administrative Resolution provides an opportunity for the respondent to accept responsibility for their alleged conduct and proceed to a resolution without a formal investigation. Complainants and respondents participating in this process may have an advisor of their choice accompany them when reporting, or responding to, allegations of Prohibited Conduct. The advisor may not speak on behalf of the individual they are accompanying.

If the Administrative Resolution option is agreed to by a complainant, the Title IX Coordinator will meet with the respondent to review the allegations. The Title IX Coordinator will provide the respondent with information on the respondent's rights and options under the policy and these procedures, and written materials about the availability of, and contact information for, campus resources and services. The Title IX Coordinator will offer the respondent the opportunity to resolve the complaint by Administrative Resolution by accepting responsibility for the alleged conduct. If the respondent elects to acknowledge that the alleged conduct occurred and takes responsibility for the alleged conduct, the respondent will sign a written acknowledgement and the matter will be referred to the appropriate decision maker (hereinafter "decision maker or designee") for a decision concerning sanctions and any other remedial action that may be appropriate. The complainant and respondent will both be notified simultaneously in writing of the resolution, including any sanctions against the respondent. Either party may only appeal the sanction imposed.

In cases of alleged Prohibited Conduct at JPL not falling under

Title IX, the above described Administrative Resolution process will be administered by the JPL Equal Employment Opportunity Officer or their designee.

If the respondent contests responsibility for the alleged conduct, the Administrative Resolution process will be concluded and the case will be referred for formal investigation or other resolution as appropriate.

### **Remedy-Based Resolution**

In appropriate cases at any time during the process, the Title IX Coordinator or the decision maker may propose a Remedy-Based Resolution (RBR) as a means of resolving a complaint of Prohibited Conduct. The intent of a RBR is to address the underlying issues that contributed to the subject incident by imposing non-disciplinary remedies focused on education around issues of concern, remediation of problematic and unhealthy behaviors and the use of other strategies to remedy the situation. Both parties must voluntarily agree to all the terms of the RBR as the complete and final resolution of the Title IX complaint(s).

### **Mediation**

In appropriate cases as determined by the Title IX Coordinator, mediation may be offered to the parties. Mediation is a process whereby a facilitator (mediator) works with the complainant and respondent to attempt to reach a mutually agreeable resolution of a complaint of Prohibited Conduct. Both parties must voluntarily agree to all the terms of a mediated resolution as the complete and final resolution of the Title IX complaint(s).

### **Formal Complaint Process**

Caltech takes all allegations of Prohibited Conduct seriously and responds appropriately. The following procedures apply to formal investigations of complaints of Prohibited Conduct.

For complaints involving students, staff or faculty, the Title IX Coordinator will refer the investigation to the Lead Investigator and appropriate Deputy Title IX Coordinator. For complaints involving responding parties outside the Institute, the Title IX Coordinator will oversee the response. Caltech's investigation will occur independently from any legal/criminal proceedings that may take place. Caltech may defer fact gathering for an appropriate time during a criminal investigation.

Investigators will be trained regularly on issues related to Prohibited Conduct and investigation processes that protect the safety of all involved and promotes accountability. The investigators must be impartial and free of any conflict of interest.

All participants in an investigation will receive a fair and impartial process and be treated with dignity, care, and respect. The pur-

pose of the investigation is to determine the facts relating to the complaint and decisions are based on the evidence. Evidence may include parties and witness testimony and any documents relating to the complaint. Caltech's policy and procedures are intended to ensure that individuals reported for Prohibited Conduct are not prejudged and are provided with adequate notice and an opportunity to be heard regarding the allegations made against them. Consistent with federal and state law, the investigators will not ask questions or seek evidence of the complainant's prior sexual conduct with anyone other than the respondent. Furthermore, evidence of a prior consensual sexual, romantic, or intimate relationship between the complainant and respondent itself does not by itself imply consent or preclude a finding of Prohibited Conduct.

The investigation will be treated as private to the extent possible. Caltech administrators will be informed on a need-to-know basis. Caltech will make reasonable and appropriate efforts to preserve the complainant's and respondent's privacy and protect the confidentiality of information. Investigatory meetings will not be recorded by any participant involved in a case. Investigation files will be maintained by the Title IX Office.

Caltech does not tolerate retaliation and will take steps to prevent retaliation and strong responsive action if it occurs. All participants, including the complainant and respondent, are protected against retaliation and will be advised to notify Caltech immediately if retaliation occurs.

### **Investigation Process**

- The formal investigation process begins when the complainant files a formal complaint. Within a reasonable length of time after the complaint has been filed, the Title IX Coordinator will notify both parties when the Title IX Office is starting an investigation. That notification will summarize the allegations and underlying reported behavior, as well as identify the assigned investigator(s). The complainant and respondent also will be provided with a copy of the Gender-Based Misconduct policy and accompanying procedures.
- Either party may object to an investigator(s) if they believe that investigator has a conflict or cannot be impartial. The Title IX Coordinator will consider any objections and notify the parties of the decision related to the investigator(s).
- After a reasonable amount of time to review the notice of investigation and applicable policies, the parties will be given equal opportunity to meet with the investigator(s). In those meetings, the investigator(s) will gather evidence about the allegations, including any documents or written statements submitted by either party.
- The complainant and respondent may have an advisor of their

choice accompany them in the investigatory process or other meetings with the party related to the complainant. The advisor may not speak on behalf of the individual they are accompanying.

- Throughout the process, the parties may suggest witnesses and documents to the investigator(s), as well as questions for the investigator(s) to ask the other party and any witnesses. The investigator(s) will determine whether the suggestions are relevant and appropriate. Caltech asks the parties to keep the investigation private, but cannot prohibit the parties from discussing the investigation with others in connection with identifying evidence for the investigator(s) to gather.
- The investigator(s) will interview relevant witnesses and gather other evidence related to the allegations. Witnesses may also submit documents or written statements to the investigator(s).
- In complaints covered by Title IX, the investigators will investigate any allegations that alcohol or drugs were involved in the incident.
- The complainant and respondent will be given equal opportunity to review and respond to all the evidence gathered by the investigator(s).
- The investigator(s) will prepare a draft report which includes their recommended findings of fact and related analysis regarding the allegations. The complainant and respondent will have the opportunity to review and respond to the draft report. If any information is presented by either party that impacts the investigators' analysis or findings it will be shared with the other party and they will be given an opportunity to respond.
- Once the report is finalized, it will be provided to the complainant, respondent, and decision maker.
- For cases in which a respondent faces severe disciplinary sanctions (e.g. involuntary temporary or permanent separation from the Institute) and the credibility of the parties or witnesses is central to the adjudication of the allegations, the decision maker and the lead investigator will meet with the parties, and others with whom the decision maker deems appropriate prior to making a decision regarding the case. The parties may suggest questions to ask the other party and any witnesses with whom the decision maker is meeting. The lead investigator will facilitate the questioning and will have the discretion to exclude any question(s) that they determine is inflammatory or otherwise inappropriate. To facilitate access while maintaining the physical separation of the parties, the party submitting the questions will have access to the live exchange(s) via telephone conference or other appropriate technology, and may submit follow-up questions via email or other appropriate technology during this process.



- The decision maker will make a decision regarding the allegations based on the report, the parties' responses to the report, the information gathered in the decision maker's meetings with the parties and others, and the decision maker's assessment of credibility in cases where the credibility of any party or witness is relevant. When credibility is at issue, the decision maker will not rely on statements made by a party or witness if that person declines to meet with the decision maker.
- The decision maker, consulting with the Title IX Coordinator as appropriate, will determine the appropriate sanction or remedy.
- The complainant and respondent will be notified in writing with a closing investigation letter of the outcome of the process, including any sanctions or remedies. This notice will also include the option to appeal.
- Complaints will be investigated and resolved within a reasonably prompt time frame after the complaint has been made, generally within 60 days (not including any appeal). This time frame may be extended depending on factors, including but not limited to, the complexity of the case. Both parties will be kept informed of the status of the investigation.
- The Title IX Coordinator will be informed of the outcome of the investigation and any appeal in order to carry out their responsibilities to consult on sanctions, monitor outcomes, identify and address any patterns, and assess effects on the campus climate.
- Exceptions to or modification of these procedures can be made by the Title IX Coordinator or designee, Provost, Dean or Associate Deans, Associate Vice President for Human Resources, or Director for Human Resources at JPL.

### **Student Policy Violations: Complainants and Witnesses**

A student who participates as a complainant or witness in an investigation of sexual assault, dating violence, domestic violence or stalking generally will not be subject to disciplinary sanctions for a violation of Caltech's student conduct policies, including but not limited to the Substance Abuse policy, at or near the time of the incident, unless Caltech 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, research misconduct or other forms of academic dishonesty.

### **Standard of Evidence**

The investigator(s) and the decision maker will use the preponderance of evidence standard in determining whether Prohibited Conduct occurred. A preponderance of the evidence means that it is more

likely than not that the incident occurred. When the investigator(s)/ decision maker is presented with two different but plausible versions of the incident, credibility determinations may affect the outcome.

### **Recommended Findings**

The investigator(s) will report their recommended findings of fact regarding the charges to the appropriate decision maker. The decision maker shall be determined based upon the respondent's affiliation (the Provost for faculty, the relevant Dean for students, the Assistant Vice President for Human Resources for postdoctoral scholars and campus staff, or the Deputy Director for Human Resources at JPL for JPL employees) or their designees.

### **Resolution**

Once the decision maker has received the report and conducted the meetings with the parties and others they deem necessary to making a decision, the decision maker will reach conclusions regarding the allegations and if warranted will impose any sanctions they deem to be appropriate.

The conclusions that might be reached may include, but are not limited to, the following possibilities:

1. A violation of Caltech policy occurred.
2. Inappropriate behavior occurred, but did not constitute a violation of Caltech policy.
3. The complaint was not supported by the evidence.
4. The complaint was brought without any basis or without a reasonable, good faith belief that a basis existed.

The decision maker shall consult with the Title IX Coordinator and any other administrators that they deem appropriate in determining any sanctions for policy violations. The complainant and respondent simultaneously will be informed in writing of the results of the process and the parties' right to appeal and the procedures for appeal.

If a violation of Caltech policy has occurred, appropriate sanctions will be imposed. The decision maker may impose any one or more of the sanctions listed below:

- Verbal warning
- Training
- Mandatory counseling/coaching
- A formal written warning placed in the respondent's file
- Exclusion from participation in certain activities for specified period of time

- Banned from campus
- Suspension of the right to accept new graduate students or postdoctoral scholars
- Transfer of advisees
- Removal from positions of administrative responsibility
- Removal from housing
- Removal from a supervisory position
- Involuntary leave of absence/suspension
- Expulsion
- Termination of employment
- Permanent separation from the Institute
- Revocation of admission
- Other sanctions instead of, or in addition to, those specified above
- Multiple sanctions may be imposed

If the respondent was found not to have violated Caltech's policy, but the investigation concluded that the individual committed some other wrongful or improper act, appropriate corrective action will be taken. Effective corrective action may also require remedies for the complainant and/or the broader Caltech community. Caltech will take appropriate measures to prevent the reoccurrence of any Prohibited Conduct, and to correct any discriminatory effects on the complainant and others, as appropriate.

Results of disciplinary proceedings may be disclosed consistent with applicable law, including FERPA, Title IX, and the Clery Act. Upon request, Caltech will disclose the results of a disciplinary proceeding against a student who is the alleged perpetrator of any crime of sexual violence to the alleged victim.

## **Appeals**

Appeals must be in writing and submitted within ten (10) calendar days of notification of the decision to the appropriate administrator identified below. Appeals of decisions resulting from the Formal Complaint process are limited to one or more of the following grounds: a procedural error or due process violation occurred which would have significantly affected the outcome of the complaint; there is new evidence (including a new witness) that was not available during the process which would have significantly affected the conclusions of the decision maker; or the sanction is substantially disproportionate to the findings. Appeals of decisions resulting from the Administrative Resolution process can be made only on the ground that the sanction is substantially disproportionate to the acknowledged conduct.

If a party submits an appeal, the other party will have the oppor-

tunity to submit a written response to the appeal within ten (10) calendar days of the filing of the appeal. The complainant and the respondent simultaneously will be informed, in writing, of the outcome of the appeal. Appeal decisions are final.

Decisions of the Provost may be appealed to the Office of the Provost or designee. Decisions of the Dean of Undergraduate Students or Dean of Graduate Studies may be appealed to the Vice President for Student Affairs or designee. Decisions of the Assistant Vice President for Human Resources may be appealed to the Associate Vice President of Human Resources or designee. Decisions of the Deputy Director for Human Resources at JPL may be appealed to the Director for Human Resources at JPL or designee.

### ***Further Complaints***

If the corrective action does not end the Prohibited Conduct, the complainant should immediately notify the Title IX Coordinator, Lead Investigator, or a Deputy Title IX Coordinator, the Provost or a Division Chair, Dean or Associate Dean, EOD Director; or at JPL, the Section Manager, Talent Management. In such cases, the complainant has the right to file another complaint.

- It is a felony to induce another person to take various drugs and “intoxicating agents” with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for their own safety, or who is interfering with the use of a public way, is guilty of disorderly conduct, which is a misdemeanor.
- It is unlawful for a person to possess nitrous oxide (e.g. whip-pets) with the intent to inhale for purposes of altering their mood or mental functioning.

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Caltech is committed to equal opportunity for all persons regardless of sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military or veteran status or any other characteristic or condition protected by the state and federal law. It is the policy of Caltech to provide a work and academic environment free of discrimination as required by federal and state law. Discrimination is unfair or unequal treatment based on protected characteristic and/or applying policies and practices that have an unfavorable impact

on individuals based on protected characteristics. Harassment on the basis of any legally protected characteristic is a form of discrimination and is likewise prohibited by this policy. The law prohibits discrimination by co-workers and third parties as well as supervisors and managers. Interns, volunteers and persons performing services under a contract with Caltech are also covered by this policy. Caltech will take all reasonable steps to eliminate discrimination, and harassment in its work and academic environment. Complaints concerning sexual and gender-based discrimination and harassment and sexual misconduct are governed by the Gender-Based Misconduct Policy.

Caltech is an equal employment opportunity and affirmative action employer and will, whenever possible, actively recruit and include for employment members of underrepresented minority groups, females, protected veterans or individuals with disabled veteran status, and otherwise qualified persons with disabilities. Caltech will hire, transfer, recruit, train and promote based on the qualifications of the individual to ensure equal consideration and fair treatment of all. All other employment actions, such as work assignments, appointments, compensation, evaluations, training, benefits, layoffs, and terminations are governed by this policy. Personnel actions will be reviewed to ensure adherence to this policy.

Caltech's Associate Vice President for Human Resources and JPL's Director for Human Resources have been assigned to direct the establishment of and to monitor the implementation of personnel procedures to guide our Affirmative Action programs. They will have responsibility to review and update the Affirmative Action plans annually, including responsibility for the audit and reporting system. A notice explaining Caltech's policies will remain posted.

The following individuals have been designated as Equal Employment Opportunity Coordinators: the Provost is the coordinator for faculty, the Assistant Vice President for Equity and Equity Investigations is the coordinator for campus staff and volunteers, the Associate Deans of Students are the coordinators for undergraduate students and interns, the Dean of Graduate Studies is the coordinator for graduate students and interns, and the Director for Human Resources at the Jet Propulsion Laboratory is the coordinator for employees, interns and volunteers assigned there. The Assistant Vice President for Equity and Equity Investigations has been designated as Caltech's Title IX Coordinator. The contact number is (626) 395-3132, email: [TitleIXCoordinator@caltech.edu](mailto:TitleIXCoordinator@caltech.edu), or the office in Room 205, Center for Student Services. The Title IX Coordinator is supported by three deputy coordinators. <https://titleix.caltech.edu/>

Inquiries concerning the interpretation and application of this policy should be referred to the appropriate designated individual. Management is responsible for monitoring decisions regarding personnel actions to ensure that these decisions are based solely

on the individual's merit, and on legitimate, nondiscriminatory job requirements for the position in question and the reasonableness of any necessary accommodations for persons with a disability.

Individuals who witness or experience conduct they believe to be in violation of this policy are urged to contact any of the above-mentioned coordinators, the individuals identified in Caltech's harassment policy, the Caltech Office of Equity and Title IX or JPL Employee Relations Group immediately. In addition, they may utilize Caltech's anonymous hotline at 626-395-8787. Complaints will be investigated promptly. Confidentiality will be maintained to the extent possible. Supervisors and managers are required to report any complaints of discriminatory conduct to one of the above-designated coordinators so that Caltech can try to resolve the complaint internally. Individuals who violate this policy may be subject to disciplinary action up to and including termination of employment or permanent separation from Caltech.

In addition, employees who believe they have been subject to harassment or discrimination have the right to file a complaint with the Federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, which have the authority to remedy violations. Employees, students and others participating in Caltech's educational programs and activities may file complaints with the U.S. Department of Education Office for Civil Rights at (415) 486-5555 (or [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)) or (800) 421-3481 (or [OCR@ed.gov](mailto:OCR@ed.gov)). Complaints may also be directed to the Bureau for Private Postsecondary Education at <http://bppe.ca.gov>.

Caltech will conduct a fair, timely, and thorough investigation into complaints within the scope of this Policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have engaged in or may engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal opportunity; opposing any act or practice made unlawful by any federal, state or local laws requiring equal opportunity; exercising any state legal right protected by federal, state or local law requiring equal opportunity.

To ensure equal employment opportunity and nondiscrimination, each member of the Caltech community must understand the importance of this policy and his/her responsibilities to contribute to its' success. The President of Caltech fully supports Caltech's

equal opportunity and affirmative action policies.

### **Related Policies and Procedures:**

- Unlawful Harassment
- Procedures Regarding Unlawful Harassment
- Gender-Based Misconduct
- Procedures for Responding to and Resolving Complaints of Gender-Based Misconduct
- Disability and Reasonable Accommodation

## **SUBSTANCE ABUSE**

### **1.0 Policy**

Caltech is committed to providing a safe, healthy, and productive work and academic environment for all its faculty, staff, postdoctoral scholars and students. Consistent with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, it is a Caltech policy to maintain a work and academic environment free from drug and alcohol abuse. Faculty, staff, postdoctoral scholars and students are required to comply with this policy and the related guidelines provided by the academic divisions and student organizations.

### **2.0 Scope**

#### ***2.1 Prohibited Conduct***

The unlawful use, manufacture, distribution, cultivation, dispensation, possession, sale, or purchase of or offer to sell or purchase controlled substances\* or alcohol on the Caltech campus or its offsite locations, including the Jet Propulsion Laboratory (“JPL”), or as any part of its activities, is prohibited. Controlled substances include, but are not limited to, marijuana, heroin, cocaine, LSD, and amphetamines. Despite recent changes to California law, marijuana still is a controlled substance under federal law, and therefore, the use, manufacture, distribution, cultivation, dispensation, possession, sale, purchase of or offer to sell or purchase marijuana on the Caltech campus or its offsite locations, including JPL, or as any part of its activities, continues to be prohibited. The recreational use of nitrous oxide is also prohibited under this policy.

In addition, every employee is prohibited from being under the influence of controlled substances, alcohol, or any substance that may impair the employee’s ability to perform their job duties safely or productively, or that may otherwise impair their senses, coordination, or judgment while on duty. Any employee reporting to work (or otherwise at work) under the influence of, or having present in their body, any prescribed drug, alcohol, or other substances or medication that may adversely affect the employee’s ability to work

in a safe, productive, or efficient manner, must advise their supervisor. Caltech may require an employee to submit to drug and alcohol testing consistent with Institute policy and applicable federal and state law. Testing procedures that apply to JPL employees are available on the JPL Human Resources website.

## **2.2 Requirements for Employees and Students**

As a condition of continued enrollment, every student is required to comply with this policy. As a condition of employment, all Caltech employees (this includes faculty, staff, postdoctoral scholars and student employees), regardless of their location, are required to comply with this policy. A Caltech employee who violates this policy will be subject to disciplinary action up to and including termination of employment. A violation of this policy is likely to result in termination, even for a first offense. Similarly, all students, not just student employees, should understand that disciplinary action including involuntary leave or expulsion from Caltech may be invoked for violation of this policy and that intoxication is never an excuse for misconduct. Caltech may contact a student's parents when a student under 21 violates this policy. If a student's behavior with respect to alcohol and drugs presents a danger to themselves or others, Caltech may inform the parents.

In addition, pursuant to federal law, a student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of any offense involving the possession or sale of illegal drugs.

A faculty, staff, postdoctoral scholar or student who is convicted (including a plea of *nolo contendere* [no contest]) of a criminal drug statute violation occurring in the workplace or on Caltech property must notify Caltech in writing within five (5) calendar days after the conviction.

## **2.3 Third Party Requirements**

Campus employees should inform the Executive Director of Human Resources and students should inform their dean. JPL employees should inform the Manager of Employee Relations.

Persons who are not employees of Caltech, but who perform work at Caltech for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects at Caltech, etc.), are required to comply with this policy. Violation of this policy is likely to result in being barred from the workplace even for a first offense.

## **3.0 Health Risks**

The use of any mind-or mood-altering substance, including alcohol, can lead to psychological dependence which is defined as a need or craving for the substance and feelings of restlessness,



tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and the individual often does not realize they are losing control over the use of the substance and that they need help.

It is impossible to predict accurately how an individual will react to a specific drug or to alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the chronicity of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to variability in dosage and purity. Further, the overall potency of street drugs has increased dramatically over the past two decades, making users increasingly susceptible to negative effects.

Alcohol acts as a depressant to the central nervous system and can cause serious short- and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage, and even to eventual death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways. Health risks include but are not limited to depression, apathy, hallucinations, paranoia, and impaired judgment, and all substances have an adverse effect on pregnancy and the fetus. When two or more substances are combined, the effect is often stronger than their additive sum.

#### **4.0 Local, State, and Federal Legal Sanctions**

Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$10,000,000.

##### **4.1 Examples**

- Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.

- It is illegal to provide alcohol to a person under the age of 21.
- Serving alcohol to an intoxicated person is prohibited.
- Selling any alcoholic beverages, except under the authority of a California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and “intoxicating agents” with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for their own safety, or who is interfering with the use of a public way, is guilty of disorderly conduct, which is a misdemeanor.
- It is illegal for a person to possess nitrous oxide (e.g. whippets) with the intent to inhale it for purpose of altering their mood or mental functioning.

### **5.0 Resources for Staff, Faculty, Postdoctoral Scholars and Students**

Caltech recognizes drug and alcohol abuse and dependency as treatable conditions and offers faculty, staff, postdoctoral scholars and students support programs for individuals with substance use problems. Faculty, staff, and postdoctoral scholars are encouraged to seek assistance for drug- and alcohol-related problems through the Caltech Staff and Faculty Consultation Center (SFCC) at campus and the Employee Assistance Program (EAP) at JPL. Individuals can contact the SFCC by calling (626) 395-8360, and the EAP by calling (800) 367-7474. Students are encouraged to seek assistance from the Student Wellness Services (SWS) at (626) 395-8331. In addition, faculty, staff, postdoctoral scholars, and students can seek confidential referral information through the Center for Diversity at (626) 395-3221.

The staff of the SFCC, the EAP and the SWS will help employees and students to identify appropriate treatment resources and will refer them to counseling, treatment, or rehabilitation programs, as appropriate. Health insurance plans provide varying amounts of coverage for substance-abuse programs to address substance abuse and rehabilitation. Individuals may contact their health providers or Caltech Human Resources Benefits office at campus at (626) 395-6443, or JPL at (818) 393-3191, for plan details. Information obtained regarding a faculty, staff, postdoctoral scholar or student during voluntary participation in services at the SFCC, EAP, SWS, or any related program will be treated as strictly confidential, and no information, including whether or not an individual is receiving services, will be shared with third parties, except by written consent or as required by law.

## **6.0 Drug and Alcohol Awareness Program**

Caltech has established and will maintain a drug and alcohol awareness program to educate faculty, staff, postdoctoral scholars and students about:

1. Caltech's substance abuse policy;
2. the dangers of drugs and alcohol in a work and academic environment; faculty, staff, postdoctoral scholar and student assistance programs; and
3. disciplinary action that may be imposed on faculty, staff, postdoctoral scholars and students for violations of this policy.

Caltech will distribute to all faculty, staff, postdoctoral scholars and students a copy of this policy on an annual basis.

## **7.0 Supervisor's Responsibilities**

If an employee is suspected of violating this policy, the employee's supervisor should consult with the Director of Employee and Organizational Development (EOD) at campus or the Employee Relations Department of the Human Resources Directorate at JPL regarding appropriate actions, which may include an investigation, and discipline up to and including termination of employment. If a supervisor believes an employee's behavior raises safety concerns for the employee or others, the supervisor must take immediate action, including calling EOD on campus or the Employee Relations Department of the Human Resources Directorate at JPL, to assess and address the situation and to remove the employee from the worksite if necessary.

## **8.0 Caltech Sanctions**

Caltech will impose sanctions for violations of or failure to comply with the requirements of this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offenses. Penalties may include employment termination and student expulsion from Caltech, and referral to law enforcement for the most serious violations of the law and this policy (e.g. the manufacture or distribution of banned substances). Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the faculty, staff, postdoctoral scholars and students might incur.

## **UNLAWFUL HARASSMENT**

### **1.0 Policy**

It is the policy of Caltech to provide a work and academic environment free of unlawful harassment ("harassment"). Harassment is

a form of misconduct that includes unwelcome physical, verbal or non-verbal conduct which results in a person feeling intimidated, threatened, humiliated or demeaned, and is likely to interfere with an individual's work or education, or adversely affects an individual's living conditions. Harassment in any form, based on sex, race, color, age, national origin, ethnicity, ancestry, physical or mental disability, medical condition, genetic information, pregnancy, marital status, religion, gender, gender expression or gender identity, sexual orientation, military or veteran status, or any other characteristic protected by state or federal laws ("protected characteristics"), is unlawful and is strictly prohibited, as are all forms of sexual intimidation, exploitation, and violence. Caltech is committed to educating the community in ways to prevent its occurrence. Complaints concerning sexual and gender-based discrimination and harassment and sexual misconduct are governed by the Gender-Based Misconduct Policy.

Conduct becomes unlawful harassment when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is enough to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination claim, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. Petty slights and annoyances will not rise to the level of illegality.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work or academic performance.

Caltech, as appropriate, will conduct a fair, timely, and thorough investigation into complaints within the scope of this policy to determine what occurred and take reasonable steps to remedy the effects of any harassment and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted. Caltech requires any employee, who is responsible for directing or supervising other Caltech employees or evaluating the work of students, to regularly participate in training regarding harassment, and the prevention of abusive conduct, consistent with federal and state legal requirements.

Behavior evidently intended to dishonor protected characteristics such as race, gender expression or identity, national origin or ethnic group, religious belief, sexual orientation, age, or disability is contrary to the pursuit of inquiry and education and may be discriminatory harassment and violate the law. Some kinds of

behavior that are clearly intended to harass, while inappropriate and not tolerated at Caltech, may not be unlawful. These types of behavior may be dealt with for students through the student disciplinary process and for employees through supervisory intervention, including the disciplinary process. However, in order to make an accurate judgment as to whether incidents are unlawful, the full context in which the actions were taken or statements made must be considered. Every complaint is considered based on the totality of the circumstances. A single incident, if unusually severe, may constitute harassment.

The following are examples of behaviors that may constitute harassment:

- An adviser tells a student not to take a certain course because the adviser says that other minority students have had difficulty in the course.
- A disabled individual is not included in an off-site outing because of lack of mobility.
- A supervisor assigns only menial tasks to a minority staff member whose job and qualifications merit more complex work.
- A student tells racially offensive jokes within a study group session with other students.
- An individual is ostracized from group activities because of their national origin.
- Making or using derogatory comments, epithets, slurs or jokes based on age.

## **2.0 Scope**

This policy applies to all members of the Caltech community (students, faculty, supervisory and nonsupervisory staff, postdoctoral scholars, volunteers, interns, vendors, independent contractors, persons performing services under contract with Caltech, visitors and any other individuals regularly or temporarily employed, studying, living, visiting, or otherwise participating in Caltech's employment and education programs and activities). This policy applies to conduct occurring on Institute controlled property, at Institute sponsored events and in Institute employment and education programs and activities regardless of location.

Members of the Caltech community are encouraged to report unlawful harassment regardless of where the incident occurred or who committed it (i.e., a stranger or non-stranger). Even if Caltech does not have jurisdiction over the person accused of harassment, Caltech will still take prompt action and reasonable steps to remedy the effects of the harassment and prevent any reoccurrence of the behavior.

## **3.0 Prohibition against Retaliation**

No member of the Caltech community will be retaliated against for

making a good-faith report of harassment or for participating in an investigation or proceeding conducted by Caltech, or by a state or federal agency. Overt or covert acts of retaliation, reprisal, interference, discrimination, intimidation or harassment against an individual or group for exercising their rights under federal and state laws is unlawful. Caltech will take steps to prevent retaliation and will take prompt and appropriate corrective action if retaliation occurs. Individuals who violate this policy may be subject to disciplinary action up to and including termination of employment or permanent separation from Caltech.

#### **4.0 Privacy**

Caltech will maintain the privacy of all individuals involved in a report of harassment to the extent possible. Privacy generally means that information related to a report of harassment will only be shared with those individuals who have a “need to know.” These individuals will be discreet and will respect the privacy of all individuals involved.

#### **5.0 Confidentiality**

Confidentiality generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These professionals are listed in Section 6.0. They are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or as otherwise permitted by law. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify child protective services and/or local law enforcement.

#### **6.0 Confidential Resources**

Caltech offers members of the Caltech community the choice of seeking confidential counseling outside Caltech’s formal mechanisms for resolving unlawful harassment complaints. These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored. Members of the Caltech community may access the offices below for confidential support. Counselors and designated confidential advocates in these offices will listen and help identify options and next steps. Talking to any of these staff members does not constitute reporting an incident to Caltech.

An individual who has experienced unlawful harassment and who first requests confidentiality, may later decide to file a complaint with Caltech. The mental-health professionals and other confidential resources listed below will provide the individual with assistance in filing a complaint if the individual wishes to do so.

Mental-health professionals in the Student Counseling Center and the Staff and Faculty Consultation Center provide men-

tal-health counseling services to the campus community. The JPL Employee Assistance Program provides mental-health counseling services to the JPL community. They will not report any information about an incident to Caltech, including the Title IX Coordinator unless requested by their client. They can be contacted 24 hours a day/7 days a week at:

For students:

(626) 395-8331	Student Counseling Center
(626) 395-5000	after hours via Security

For faculty, campus staff, and postdoctoral scholars:

(626) 395-8360	Staff and Faculty Consultation Center
(626) 395-5000	after hours via Security

For JPL employees:

(800) 367-7474	Empathia identify yourself as a JPL employee
----------------	--

<http://www.mylifematters.com/> (Password: JPL)

Other Confidential resources are:

Caltech Center for Diversity (students):

(626) 395-3221 or (626) 395-8108

Campus Hotline:

(626) 395-8787 or (888) 395-8787

JPL Ethics Hotline:

(818) 354-9999

## **7.0 Equal Employment Opportunity Coordinators and Title IX Coordinator**

The following individuals have been designated as Equal Employment Opportunity Coordinators (EEO Coordinators): the Provost is the coordinator for faculty, the Assistant Vice President for Equity and Equity Investigations is the coordinator for campus staff and volunteers, the Associate Deans of Students are the coordinators for undergraduate students and interns, the Dean of Graduate Studies is the coordinator for graduate students and interns, and the Director for Human Resources at the Jet Propulsion Laboratory is the coordinator for employees, interns and volunteers assigned there. The Assistant Vice President for Equity and Equity Investigations has been designated as Caltech's Title IX Coordinator. The contact number is (626) 395-3132, email: [TitleIXCoordinator@caltech.edu](mailto:TitleIXCoordinator@caltech.edu), or visit the office in Room 205, Center for Student Services.

## 8.0 Reporting to Caltech

Anyone who witnesses, experiences, or is otherwise aware of conduct that they believe to be in violation of this policy, including retaliation, is urged to contact Caltech immediately. To report a claim or request any assistance and guidance contact the Equity and Title IX Office at campus or the JPL Employee Relations Group.

Any person in a supervisory role must report any complaints of unlawful harassment of which they become aware to one of the designated EEO Coordinators listed in Section 7.0.

If a member of the Caltech community would like support and guidance in filing a complaint, they may contact one of the Deans or Associate Deans, the Assistant Vice President for Equity and Equity Investigations in Human Resources, JPL's Manager of Employee Relations, or the JPL Section Manager of Talent Management or Human Resources Business Partners at JPL. They may also contact the EEO Coordinators.

## 9.0 Anonymous Reporting

Although Caltech encourages victims to talk to someone, Caltech provides the following resources for anonymous reporting:

Campus Hotline:

(626) 395-8787 or (888) 395-8787

JPL Ethics Hotline:

(818) 354-9999

JPL Protective Services Division's Workplace Violence Hotline:

(818) 393-2851

For either Campus or JPL by submitting a compliance Hotline Contact Form

Campus Security can also receive anonymous reports of sexual violence at (626) 395-5000.

Contacting one of these anonymous reporting resources may trigger an investigation, and if the reporting party shares personally identifying information, they will be notified if an investigation occurs.

## 10.0 Contacting the Outside Agencies

In addition, employees who believe they have been unlawfully harassed have the right to file a complaint with the federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing which have the authority to remedy violations. Employees, students and others participating in Caltech's educational programs and activities may file complaints with the U.S. Department of Education Office for Civil Rights (415) 486-5555, ocr.sanfrancisco@ed.gov or (800) 421-3481 or OCR@ed.gov. Complaints may also be directed to the Bureau for Private Postsecondary Education at <http://bppe.ca.gov>.



## 11.0 Informational Resources

Information on unlawful harassment, as well as copies of Caltech's Nondiscrimination and Equal Employment Opportunity, Unlawful Harassment, and Sexual Misconduct, and Violence Prevention policies are available from Caltech's Title IX Coordinator and Deputy Coordinators, Human Resources, Student Affairs and Deans offices, the Caltech Center for Diversity, Resident Associates, the Staff and Faculty Consultation Center, and Employee & Organizational Development at campus, and Employee Relations and the Human Resources Business Partners at JPL. The policies are published in the Caltech Catalog and on the following Caltech websites: Caltech Human Resources, JPL Human Resources, Title IX, and Student Affairs.

### *Related Policies and Procedures:*

- Nondiscrimination and Equal Employment Opportunity
- Procedures Regarding Unlawful Harassment
- Gender-Based Misconduct Policy
- Procedures for Responding to and Resolving Complaints of Gender-Based Misconduct
- Violence Prevention

## VIOLENCE PREVENTION

### 1.0 Policy

It is the policy of Caltech to provide a safe and secure environment for all members of the Caltech community and to prohibit all forms of violence on its premises or in any of its programs or activities. Caltech promotes measures aimed at reducing incidents of violence and the management of situations that may lead to violence. All members of the Caltech community shall cooperate to maintain a safe environment and shall comply with this policy.

### 2.0 Scope

#### *2.1 Prohibited Conduct*

Caltech does not tolerate violence, threats of violence, child abuse, child neglect, or stalking on any Institute premises or in any Institute activity or program. All weapons are banned from Institute premises and at Institute activities and programs as set forth below.

#### *2.2 Definitions*

**Acts of violence** include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual at Caltech.

**A threat of violence** includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

**Child abuse** includes sexual or emotional abuse of a child, and physical injury inflicted on a child by another person, excluding injuries caused by accidental means.

**Child neglect** includes negligent treatment which threatens the child's health or welfare.

**Stalking** is a course of conduct directed at an individual that would cause a reasonable person to fear for his or safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with the person's property. Reasonable person means a reasonable person under similar<sup>4</sup> circumstances and with similar identities to the victim. Stalking that is sex or gender-based should be reported and will be handled pursuant to the Gender-Based Misconduct policy and applicable procedures. Stalking that is not sex or gender-based is covered by this policy.

**Weapon** is defined as a firearm, ammunition, BB or pellet gun, paintball gun, stun gun, compressed air gun or any replica firearm, martial arts weapon, fireworks, explosives, dangerous or highly flammable chemicals, dirk, dagger, ice pick, or knife having a blade longer than 2 1/2 inches (except for a knife or ice pick used for food preparation or consumption or for a lawful use in or around a residence), razor with an unguarded blade, razor blade, or box cutter (except for a razor, razor blade or box cutter for lawful use in a residence), or any object when used in a manner or under a circumstance that potentially may or does result in an act of violence or threat of violence.

An object otherwise defined above as a weapon is excepted when used for a lawful purpose within the scope of the person's employment or academic activities when approved by Caltech.

### **2.3 Reporting Violence**

Any individual who experiences or observes a threat or act of violence, or a weapon on Institute premises or at an Institute activity or program must immediately notify Campus Security or JPL Protective Services Division, or law enforcement. An individual at a non-campus or non-JPL location must immediately notify local law enforcement.

Campus Security  
626-395-5000  
JPL Protective Services Division  
818-354-3530

If an individual becomes aware of behavior that they find concerning, the individual should notify one of the following individuals or offices:

Employee's supervisor/management	
Campus Human Resources – EOD	626-395-8039
Dean of Students	626-395-6351
Dean of Graduate Studies	626-395-6346
Provost Office	626-395-6320
Assistant Vice President for Equity And Equity Investigations, Title IX Coordinator	626-395-3130
Campus Security	626 395-5000
Caltech Hotline (anonymous)	626-395-8787 or 888-395-8787
JPL Human Resources	818-354-4447
JPL Protective Services Division	818-354-3530
JPL Workplace Violence Hotline	818-393-2851
JPL Ethics Office	818-354-6338
JPL Ethics Help Line (anonymous)	818-354-9999 or 866-405-7536

Caltech will handle all reports of violence in a confidential manner, with information released as determined to be appropriate by Caltech. Managers are required to immediately report any violation or suspected violation of this policy to Caltech Security, JPL Protective Services Division, Human Resources, the Deans or the Provost, whether the violation is observed on Institute premises or at any Institute activity or program. Caltech policy prohibits retaliation against any faculty, staff, postdoctoral scholar, student, or third party who, in good faith, reports a violation or suspected violation of this Policy.

Caltech will not tolerate intentional false reporting of incidents. A good faith complaint that results in a finding of “no violation” is not considered a false report. However, when a complainant or third party is found to have fabricated allegations or to have given false information with malicious intent or in bad faith, they may be subject to disciplinary action.

### ***2.3 Reporting Child Abuse or Child Neglect***

A minor is anyone under the age of 18 years old (also referred to as a child).

A Mandated Reporter is an employee who is required by law to

make a report to the appropriate authorities whenever, in their professional capacity, or within the scope of their employment, they have knowledge of or observe a child they know or reasonably suspect has been the victim of child abuse or child neglect. All athletic coaches, including assistant coaches and graduate assistants involved in coaching are Mandated Reporters. In addition, Institute employees whose duties bring them into direct contact with children under 18 years of age on a regular basis or who supervise employees whose duties bring them into contact with children on a regular basis are Mandated Reporters as to child abuse or neglect occurring at Caltech or at an official activity of, or program conducted by, Caltech. Certain other professionals at Caltech, such as doctors, nurses and psychologists, are also Mandated Reporters.

Every member of the Caltech community who knows of or reasonably suspects child abuse or child neglect has a personal responsibility to report to Caltech Security or the JPL Protective Services Division immediately. Mandated Reporters have the additional responsibility to report immediately or as soon as practicably possible by telephone and to submit a written follow up report within 36 hours of receiving information concerning the incident to the LA County Child Protection Hotline (800) 540-4000 (or from out of state (213) 639-4500) or to the Pasadena Police Department 911 (for emergencies) or (626) 744-4501 (for non-emergencies), or to another local police department. A Suspected Child Abuse Report (SCAR) can be completed online (where the initial report was made to the LA County Child Protection Hotline) at <https://mandreptla.org>. Mandated Reports will be provided the opportunity for training by Caltech and must sign an "Employee Acknowledgement of Mandated Reporter Status."

## ***2.4 Investigating Prohibited Conduct***

Reports of conduct that may violate any aspect of this policy will be taken seriously, properly investigated and dealt with accordingly. Individuals who are found to have violated this policy may be subject to disciplinary action up to and including termination of employment, expulsion, or permanent removal from the premises. Additionally, when such acts potentially violate state or federal laws the matter may be referred to law enforcement agencies for investigation.

## **3.0 Resources**

The Staff and Faculty Consultation Center and the Student Counseling Center at Campus or Empathia/Life Matters at JPL may provide resources such as intervention, consultation or referral for clinical evaluation or treatment, including arranging for counselors to work with at-risk individuals, and victims and observers of an incident. In addition, training is available from Human Resources regarding violence prevention, public safety awareness, and child abuse. Contact information for these and other resources are:

*Campus*

Staff and Faculty Consultation Center	626-395-8360
Human Resources -EOD	626-395-8039

*JPL*

Human Resources	818-354-4447
Empathia/Life Matters	800-367-7474

**Related Policies**

- Unlawful Harassment
- Procedures Regarding Unlawful Harassment
- Gender-Based Misconduct
- Procedures for Responding to and Resolving Complaints of Gender-Based Misconduct

**WHISTLEBLOWER POLICY****1.0 Policy**

It is important to Caltech that employees disclose violations or potential violations of law or other serious breaches of conduct without the fear of retaliation. Caltech policy prohibits retaliation against an individual who makes a good faith disclosure of suspected wrongful conduct. Any individual who engages in retaliation in violation of this policy will be subject to disciplinary action up to and including termination of employment or permanent separation from Caltech.

It is Caltech's policy to comply with applicable laws and regulations, including California's whistleblower law protections provided under Labor Code Section 1102.5 and the whistleblower rights and remedies provided under 41 USC Section 4712, which are summarized at Enhancement of Employee Whistleblower. As employees of Caltech, each individual is responsible for making sure his or her conduct fully complies with all laws and regulations as well as Institute policies. Caltech expects employees with knowledge of specific acts that they reasonably believe violate the law or Caltech policy to disclose those acts to an appropriate Caltech official.

**2.0 Reporting**

An employee who becomes aware of any inappropriate or improper activity, or who believes they have been the subject of retaliation for making a good faith disclosure, is encouraged to contact their supervisor or one of the following offices: Human Resources, JPL Ethics Office, Audit Services and Institute Compliance (ASIC), or the Office of General Counsel. Anyone with questions or concerns regarding inappropriate or improper activities within Caltech may use one of the anonymous reporting mechanisms outlined below.

Web Hotline:  
<http://asic.caltech.edu/hotline.htm>

Telephone Hotline:  
(626) 395-8787 or Toll Free (888) 395-8787

Interoffice Mail:  
Audit Services and Institute Compliance  
MC 250-64

U.S. Mail:  
Audit Services and Institute Compliance  
1200 E. California Blvd  
MC 250-64  
Pasadena, CA 91125

JPL Ethics Line:  
(818) 354-9999 or Toll Free (866) 405-7536

## STUDENT AFFAIRS POLICIES

### Student Leadership Expectations

Graduate and undergraduate student leaders who are in either elected or appointed positions must be enrolled and in good standing with the Institute.

In addition to the Institute Policies listed above, there are a number of Student Affairs policies, procedures and guidelines on the student affairs website:

- Alcohol and Other Drugs on Campus
- Fire Safety
- Firearms and Other Dangerous Materials
- Good Samaritan
- Hazing
- Missing Students
- Murals
- Student Problem Resolution Process

For the text of the full policies, please see the Student Affairs website at [studentaffairs.caltech.edu/policies](http://studentaffairs.caltech.edu/policies).

