

**SEXUAL AND GENDER-BASED DISCRIMINATION AND HARASSMENT AND
SEXUAL MISCONDUCT**

RESOURCES 24/7

Your safety is important. If you have an immediate safety, medical or mental health concern, please contact the following resources.

| Resource | Contact Information | Type of Resource | Confidential |
|---|---|--|---------------------|
| Safety Resources | | | |
| Campus Security | (626) 395-5000 | Safety situations, contact mental health and/or law enforcement resources and provide transportation vouchers to off-campus resources. Security can contact the caller's choice of a confidential or other resource. | No |
| JPL Protective Services Division | (818) 393-3333 (818) 354-3333 | Safety situations, contact mental health and/or law enforcement resources and arrange for transportation to off-Campus resources. Security can contact the caller's choice of a confidential or other resource. | No |
| Medical Resources | | | |
| | | Note that Medical Providers (but not psychological counselors) must notify the police regarding assaultive or abuse conduct, including sexual assault. | |
| Huntington Memorial Hospital | 100 W. California Blvd., Pasadena, CA 91105 (626) 421-7733 | Emergency and trauma services. Social workers available to provide counseling as needed. | Yes |
| The Rape Treatment Center at Santa Monica-UCLA Medical Center | (310) 319-4000 www.911rape.org | 24-hour emergency medical treatment for victims of sexual assault including forensic services (the "rape kit"). | Yes |
| San Gabriel Valley Medical Center Sexual Assault Response Team (SART) | 438 West Las Tunas San Gabriel, CA 91776 (626) 289-5454 (SART) Hotline: (877) 209-3049 | 24-hour medical care, emotional support and comprehensive exams including forensic evidence collection (the "rape kit") Immediate connection to on-call nurse for sexual assault services. | Yes |

| Resource | Contact Information | Type of Resource | Confidential |
|---|--|---|---------------------|
| Caltech Student Health Services | 626-395-6393 | Medical consultation, lab and radiology services, pharmacy, allergy clinic, women's health and sexual health services. | Yes |
| Planned Parenthood | 1045 N. Lake Ave Pasadena, CA 91104 (626) 798-0706 | Health clinic for emergency contraception , , pregnancy resources, health and wellness, , birth control and family planning. | Yes |
| Off-Campus Mental Health and Emotional Support Resources | | | |
| Peace Over Violence | 892 N. Fair Oaks Avenue, Suite D Pasadena, CA 91103 (626) 584-6191 (626) 793-3385 (24 hours) | 24-hour emergency services offer victims of sexual assault, domestic violence and stalking emotional support, information, compassion, accompaniment, referral and advocacy services. | Yes |
| On-Campus Mental Health and Emotional Support Resources | | | |
| Student Counseling Services | (626) 395-8331 (after hours and weekends, press "2" to be connected to a clinician) | Individual psychotherapy and counseling, consultation, referrals, psychiatric evaluation and medication, and crisis intervention for students. | Yes |
| Staff and Faculty Consultation Center | 626-395-8360 | Professional counseling services for staff, faculty and postdocs. | Yes |
| Caltech Center for Diversity | Taso Dimitriadis 626-395-8108 Erin-Kate Escobar 626-395-3221 | Confidential resource and support for students. | Yes |

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I. 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, including sexual assault, non-consensual sexual contact, dating violence, domestic 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.

II. 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.

III. 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, dating violence, domestic violence, sexual exploitation and stalking (Prohibited Conduct). 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.

- A. Sex or Gender-Based Discrimination** refers to disparate 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.

B. Sexual or Gender-Based Harassment

Sexual Harassment is pervasive and/or severe unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- 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 by an individual is used as the basis for decisions affecting that individual's employment or academic terms or status; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

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.

Sexual or gender-based harassment by peers, coworkers, managers or third parties such as visitors, vendors, or contractors is a form of prohibited sex discrimination where the objectionable conduct creates a hostile educational or work environment. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the complainant's educational or work performance or educational programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

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. In contrast, isolated or sporadic comments of a sexual nature typically will not be sufficient 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.
- Unauthorized sharing or posting sexually explicit photos of another, including a current or former partner.
- Making or using derogatory comments, epithets, slurs, or jokes of a gender-based or sexual nature.
- 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.
- Ostracizing individuals from group activities because of their sex, gender or gender identity, gender expression, sexual orientation or because they objected to harassing behavior.
- Pursuing, following or showing up uninvited at or near places like classrooms, residence, workplace or other places frequented by an individual.
- 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.
- Surveillance and other types of observations, whether by physical proximity or electronic means.

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.

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.

Incapacitation

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.

Intimate Partner Violence, also referred to as domestic violence or dating violence, means violence committed against a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom they have a child, or with whom they have a previous or current dating, romantic, intimate, sexual relationship or has cohabitated with the victim, as a spouse or intimate partner, 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.

Stalking is a course of conduct directed at an individual that would cause a reasonable person to fear for his 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 sex or gender-based should be reported and will be handled pursuant to this policy and applicable procedures. 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:

- 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;
- Sending repeated unwanted or unsolicited email or chat requests;
- Posting private pictures or videos on school bulletin boards or internet sites;
- Installing spyware on another person's computer;
- Surveillance or other types of observation, including staring or peeping.

IV. 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.

V. 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.

VI. 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.

VII. 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.

A. 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.

1. Caltech Mental-Health Professionals

Caltech's mental-health professionals in Student Counseling 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 Counseling Services
(626) 395-8331 after hours, press #2 to be connected to on-call service

- 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/Life Matters – identify yourself as a JPL employee
 or visit mylifematters.com (Password: JPL)

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 any personally-identifying information about an incident to Caltech. While maintaining an individual’s confidentiality, the Caltech Center for Diversity will report the nature, date, time and general location of an incident to Security for purposes 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

3. On-Campus Medical Resources

Caltech’s Student Health Center 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. **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.**

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

B. Off-Campus Resources

[Peace Over Violence](#) (24-hour emergency services offer victims of sexual assault, domestic violence and stalking emotional support, information, 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.”). **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.**

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”). **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.**

(310) 319-4000

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

VIII. 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.

A. 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 three Deputy Coordinators all of whom can answer questions regarding Title IX.

Title IX Coordinator
April Castaneda, Assistant Vice President for Equity and Equity Investigations
Phone: (626) 395-3132
E-mail: TitleIXCoordinator@caltech.edu
Office: 205 Center for Student Services

Deputy Title IX Coordinator for Faculty
Melany Hunt
Phone: (626) 395-4231
E-mail: 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
Office: 206 Central Engineering Services

Deputy Title IX Coordinator for JPL
Jackie Clennan-Price
Phone: (818) 354-2983
E-mail: Jackie.A.Clennanprice@jpl.nasa.gov
Office: Human Resources T1720-149

B. 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 one of the EEO Coordinators identified in the [Nondiscrimination and Equal Employment Opportunity Policy](#).

C. 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.

D. 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

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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](#).

XIV. 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 or (800) 421-3481, 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 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, (703) 292-8020 or find more information at <https://www.nsf.gov/od/odi/harassment.jsp>.

XV. Informational Resources

Information on Prohibited Conduct, as well as copies of Caltech's Sexual and Gender-Based Discrimination and Harassment and Sexual 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](#).



Thomas F. Rosenbaum
President

Procedures for Responding to and Resolving Complaints of Prohibited Conduct at Caltech

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 to ensure that the parties receive notice and an opportunity to be heard as described in these and related procedures.

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 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

April Castaneda

Phone: (626) 395-3130

E-mail: TitleIXCoordinator@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 [Sexual and Gender-Based Discrimination and Harassment and Sexual 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. In implementing the approach, the Title IX Coordinator will inform and coordinate with the appropriate responsible Caltech decision maker(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 IX. 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 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, stay away letters, or 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 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 Counseling 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 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 EEO 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 of 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 of the terms of a mediated resolution as the complete and final resolution of the Title IX complaint(s).

Formal Investigation

The following procedures apply to formal investigations of complaints of Prohibited Conduct.

Caltech's policy reflects its commitment to encourage victims of Prohibited Conduct to come forward by ensuring that they feel secure and supported in the knowledge that Caltech takes all allegations of Prohibited Conduct seriously and responds appropriately. At the same time, Caltech's policy and procedures for investigating complaints of Prohibited Conduct are intended to ensure that individuals accused of Prohibited Conduct are not prejudged and are provided with adequate notice and an opportunity to be heard regarding allegations made against them. Decisions are based on the evidence developed through a process that is fair to both accusers and respondents.

For complaints involving responding parties outside the Institute, the Title IX Coordinator will oversee the investigation. For complaints involving students, the Title IX Coordinator will refer the investigation to a deputy Title IX Coordinator for students. For complaints not involving students, the Title IX Coordinator will refer the investigation to a deputy Title IX Coordinator. If the respondent is a staff member, volunteer, or postdoctoral scholar, the Title IX Coordinator for Human Resources will take the lead. If the respondent is a faculty member or other academic personnel, the Title IX Coordinator for faculty will take the lead. 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.

- The purpose of the investigation is to determine the facts relating to the complaint.
- All participants involved in the investigation will receive a fair and impartial process and be treated with dignity, care, and respect.
- The complainant and respondent 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.
- 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 in issues related to Prohibited Conduct, trauma-informed interviewing techniques and how to conduct an investigation process that protects the safety of all involved and promotes accountability. The investigators chosen must be impartial and free of any conflict of interest.

- The complainant and respondent will be provided with a copy of the Sexual and Gender-Based Discrimination and Harassment and Sexual Misconduct policy and accompanying procedures.
- Either party may object to an investigator(s) on the grounds that the investigator has a conflict or cannot be impartial by notifying the Title IX Coordinator in writing. Objections will be evaluated and the parties will be notified in writing of the determination.
- Within a reasonable length of time after the complaint has been filed, the respondent will be notified in writing of the nature and alleged factual bases underlying the complaint and the respondent will have a reasonable amount of time to prepare their response before any initial or follow-up investigatory interview.
- The parties may share or discuss information relating to the complaint with others to the extent necessary to the preparation or presentation of their respective case.
- Parties may not personally ask questions of each other in the proceedings, but they may suggest questions for the investigators to ask the other party. The investigators will have sole discretion to determine the appropriateness of and whether to use, the questions submitted, including whether a question is likely to elicit relevant information.
- The complainant and respondent will be informed that Caltech does not tolerate retaliation, takes steps to prevent retaliation, and takes strong responsive action if retaliation occurs. The complainant and respondent will be advised to notify Caltech immediately if retaliation occurs.
- The investigation will be treated as private to the extent possible and all parties will be advised to maintain privacy. This is not intended to prohibit or limit a party's ability to communicate with their advisor, potential witnesses or others who they may need to confer with in connection with the preparation of their case. 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.
- The complainant and respondent will be given equal opportunity to present their cases separately to the investigator(s), to suggest others who might be interviewed, and to present other evidence. The investigator(s) will, if appropriate, interview other parties to reach findings and conclusions.
- The investigator(s) will make available to both parties relevant evidence gathered to allow them the opportunity to respond.
- In complaints covered by Title IX, the investigators will investigate any allegations that alcohol or drugs were involved in the incident.
- 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 imply consent or preclude a finding of Prohibited Conduct.
- All parties who participate in investigative interviews may submit written statements. The parties will be afforded reasonable time to prepare for any investigatory interviews.

- Investigatory meetings will not be recorded by any party involved in a case.
- Both parties will be kept informed of the status of the investigation.
- 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), though this time frame may be extended depending on factors, including but not limited to, the complexity of the case.
- The complainant and respondent will have the opportunity to review and provide written comments on the draft report.
- After the report is accepted by the decision maker, the complainant and respondent will be provided access to the final report before they are informed of the outcome.
- The complainant and the respondent will be notified in writing of the outcome of the process and any change in the result that occurs prior to the result becoming final at the same time. Such notice shall include the option to appeal.
- Investigative files will be maintained in the Title IX Coordinator's office.
- Extensions of time, and other 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) 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) is presented with two different but plausible versions of the incident, credibility determinations may affect the outcome.

Findings and Conclusions

The investigator(s) will report their findings and conclusions regarding the charges to the appropriate Caltech decision maker from the same area as the respondent for a decision (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).

The conclusions that the investigation might reach 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.

Resolution

As soon as practicable after receiving the findings and conclusions of the investigator(s), the appropriate Caltech decision maker from the same area as the respondent will make a decision concerning resolution of the complaint, including imposing sanctions against the respondent if appropriate (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). 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 investigation and the parties' right to appeal and the procedures for appeal.

If a violation of Caltech policy has occurred, appropriate sanctions will be imposed. Depending on the severity of the case and the respondent's role at Caltech, any one or more of the sanctions listed below may be imposed:

- 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. Appeals of decisions resulting from the Formal Investigation process must be on the grounds that a procedural error occurred that significantly affected the outcome of the investigation, there is new evidence which would have affected the outcome that was not available at the time of the proceeding, or the sanction is substantially disproportionate to the findings. Appeals of decisions resulting from the Administrative Resolution process must be made on the grounds that the sanction is substantially disproportionate to the acknowledged conduct.

If a party submits an appeal, the other party will have the opportunity 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 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.

Related Policies:

- [Nondiscrimination and Equal Employment Opportunity](#)
- [Unlawful Harassment](#)
- [Procedures Regarding Unlawful Harassment](#)
- [Violence Prevention](#)