

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 Code, to 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, the residence life coordinators, the 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 lead 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 this issue falls under this Process and, if appropriate, will appoint a mediator to help resolve the issue. If the student's issue involves a decision or action of a dean, the Vice President for Student Affairs will appoint a mediator to help resolve the issue.

The mediator 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. The decision of the Vice President is final.