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I. Introduction

a. About This Handbook

This Student Handbook provides information about Keck Graduate Institute (KGI) policies and procedures, as well as resources available to students. The School, Institute, and Claremont Consortium have student rules, regulations and guidelines pertaining to all students.

It is the responsibility of every student to fully read this Student Handbook to abide with the regulations, familiarize themselves with, and utilize the many resources available. The expectation is for all students to maintain standards of personal conduct that are in harmony with the educational and professional ideals of KGI and the Claremont Consortium, in addition to conducting themselves in a manner that reflects positively on the Institute. We hope you take advantage of the co-curricular learning opportunities available on and off campus.

b. KGI Philosophy and Expectations

KGI is an inclusive community of faculty, students, and staff. The constituencies who make up the community participate in developing the standards and policies that they believe will support the primary purpose of the educational community and personal development of each member.

KGI students have special rights and responsibilities as a member of this community. These rights include freedom of expression, autonomy, procedural protection, and the integrity of people and property. By ensuring these individual rights, KGI fosters an environment conducive to student success and well-being.

Students have obligations as well as rights. As members of an academic community, they must observe rules that benefit their classmates and the Institute. The materials included in or referenced throughout this document provide access or reference to the policies governing the general operations of KGI.

All students, faculty, and staff are expected to know and abide by all Institute and CUC policies, regulations, and procedures and to report any violations of these. Accordingly, students are expected to adhere to a standard of behavior consistent with the high standards of the bioscience and healthcare industries, as well as the profession of pharmacy.

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and KGI. The policies and procedures contained in this Student Handbook are subject to revision at any time with little or no advance notification. To the degree possible, substantive changes will only be made between academic years.
II. Message From The Dean

Dear Pharmacy Students:

Welcome to the KGI School of Pharmacy. We are glad that you chose to join the KGI family. Your decision to join the profession of pharmacy and our School will set you on a journey to explore many career opportunities. Pharmacy professionals can function in different capacities in numerous areas of healthcare, and the options will continue to grow. KGI has developed a program to allow students to acquire the knowledge, skills, and attitudes to practice in current and future areas of practice. Self-assessment, strategic planning, professionalism, and teamwork will allow you to be the best that you can be. Your growth and success is dependent on your ability to communicate, think critically, and continue learning. Our goal is to expose you to the career possibilities so that you can discover your passion and provide you with the tools to navigate through the various stages of your career.

This handbook is designed to help you navigate through your time in our program. Institute and School governance structure and personnel are identified. Information on standards for grading policies, progression, absences and dress code are clearly defined. Curriculum requirements and course descriptions are provided. The handbook collects academic standards, policies and procedures, student resources, as well as expected behaviors in a single location. This handbook is revised and reprinted annually and strategically updated as needed by our constituency. It is your responsibility to maintain familiarity with the basic content and changes that may occur.

The content of the program as described in the handbook is meant to help students develop social and personal responsibility combined with scientific and technological knowledge to create a professional who is committed to the public good and the process of lifelong learning. Collaboration with other science and healthcare professionals as well as students during your tenure at KGI will prepare you for your professional practice. Adoption of professionalism from the beginning of your matriculation, throughout your time in our program and your career will maximize the trust that you will garner from your patients, their families, and your colleagues.

We look forward to guiding you on your journey.

Sincerely,

Kathy D. Webster
Founding Dean and Professor
KGI School of Pharmacy
III. Mission, Vision, and Goals

A. KGI Mission
To enrich society with breakthrough approaches to education and translational research in the life sciences.

B. SoP Mission
The School of Pharmacy is dedicated to the education of innovative pharmacists who will serve the needs of individual patients, the healthcare system, and the bioscience industry. Our program emphasizes inter-professional collaboration, systematic problem solving, the safe, efficient and ethical use of technology and biotechnology, and personalized patient care.

C. SoP Vision
The School of Pharmacy will prepare graduates who are leaders among healthcare professionals dedicated to the delivery of advanced personally-optimized patient care and the translation of applied and clinical science breakthroughs to enhance the quality of life. We will advance pharmacy for the benefit of society through the development of innovative, collaborative, culturally-competent, articulate, and caring pharmacists.

D. Core Values
We believe in:

- An Interactive Learning Environment
- Collaborative Interactions and Independent Growth
- Reflective Development
- Evidence-Based Decision Making
- Entrepreneurial Approach to Practice
- Ethical and Responsible Behaviors
- Interdisciplinary Translational and Applied Research
- Shared Governance

E. Goals
The goals of the KGI School of Pharmacy are to:

- Recruit, retain, and educate highly qualified students with diverse backgrounds, who will be professional, motivated, ethical and culturally-sensitive leaders.
- Recruit, develop and retain highly qualified faculty with diverse background, who will be leaders in education, scholarship, research, patient care and professional service.
- Use innovative and active techniques to provide an academic program that fosters critical thinking, problem-solving, clinical reasoning, and self-directed learning skills.
- Collaborate with leaders of the bioscience industry to inform curricular development to provide graduates with cutting edge knowledge and skills to advance the practice.
- Prepare graduates to utilize pharmacogenomics, operations management, informatics and technology to practice effectively in a wide variety of currently existing and potential future roles in hospitals and medical centers, community pharmacy settings, academia, government and the biopharmaceutical industry.
• Produce graduates who can communicate effectively with patients, caregivers, and health care, regulatory and industrial professionals.
• Promote interprofessional education and cooperation among pharmacy, healthcare professionals, and other biopharmaceutical professionals.
• Sustain a culture of professionalism and collegiality in relationships among and between faculty, students and professionals.
• Demonstrate a commitment to minimizing health and educational disparities in underrepresented communities and show sensitivity to the needs of a diverse community.
• Develop and maintain a research infrastructure that promotes collaboration, innovation, and discovery in the educational, basic, translational, clinical and computational sciences to enhance health care.
• In addition to the Pharm.D. degree, provide graduate education programs in the pharmaceutical and biomedical sciences leading to certificates, residencies, fellowships, MS and Ph.D. degrees, and other professional degrees.
• Promote life-long learning, through participation in professional development, organizations, and publications.
• Utilize continuous quality improvement through assessment and evaluation of desired outcomes in all phases of the program.

F. Four Pillars Of The Program
Our program is founded on the principle that we will focus on:

• Teamwork
• Assessment
• Professionalism
• Strategic planning

IV. Institute Organizations

A. Board Of Trustees
As a private institution and a public trust, KGI is governed by an independent Board of Trustees. Members serve renewable three-year terms. This Board has the fiduciary responsibility for the long-term financial strength of KGI and for its quality. The Board of Trustees awards degrees, oversees academic policies, and appoints all corporate officers of KGI and approves their compensation. The President is a member of the Board of Trustees. Click here to view more information on Board of Trustees members.

B. SoP Board of Advisors
The KGI School of Pharmacy Board of Advisors represents pharmacy educators and the health care industry. The Board of Advisors provides input on current standards and emerging trends in practice and industry, acts as a liaison between program development and actual practice, suggests ways to achieve stated goals and directions with external constituents, assists in identifying internship and employment opportunities, and gives feedback on the effectiveness and success of activities related to program goals. Click here to view members of the SoP Board of Advisors.
C. Administration

The President is the chief executive officer of KGI, with general oversight responsibility for academic, fiscal, physical, and disciplinary aspects of the institution. He or she is responsible for representing KGI to its external constituencies. The President reports to the Board of Trustees and serves at the pleasure of the Board. Academic Deans provide leadership to the faculty in developing and implementing innovative and effective curricula. The Deans take the lead role in recruiting, developing and retaining a strong faculty, and supervises the faculty with regard to teaching and research. The faculty carries primary responsibility for curricular content and pedagogy, for oversight of student admission criteria, for peer review of faculty, for setting KGI’s research agenda and for certification of degrees; the faculty also share in the overall governance of KGI. The Senior Cabinet, which confers regularly on major operational, budgetary, and policy matters, is comprised of the President, Vice President for Finance and Operations, the Academic Deans, the Dean of Research, the Dean of Student Engagement & Enrollment Services, the Associate Vice President/Secretary for the Board of Trustees, the Assistant Vice President & Director of Corporate Partnerships, Director of Human Resources, and the Director of Marketing & Communications.

D. SoP Practitioner Network Council

The Practitioner Network Council (PNC) comprised of leaders in the areas of health systems, industry, government, and retail pharmacy was established to consult with the School concerning clinical experiential and non-traditional experiential education. The meetings and members of this council are under the oversight of the Assistant Dean for Experiential Education. The PNC will act as an advisory group to the School to assist in the recruitment and development of sites, to develop strategies to determine the value of sites and preceptors, to participate in experiential course and preceptor development, to participate in the accreditation process, and to provide feedback on improving quality.

E. The Claremont Colleges

The Claremont Colleges is a consortium of seven independent, private institutions, five at the undergraduate level and two at the graduate level. The Claremont Colleges have a structure and organization unique in American higher education. The Claremont University Consortium (CUC), an eighth corporate entity, operates many central services and programs for the benefit of all seven academic members. These include, and are not limited to; the joint library system, the Huntley Bookstore, such fiscal services as the joint business office and the employee benefits office, student services such as the health and counseling centers, Office of Black Students Affairs, and the Chicano/Latino Student Affairs Center, Student Disability Resource Center and many other services such as mail, telephone, and computer network, and campus safety. In addition to these central programs and service (CP&S), many other cooperative arrangements involve from two to all seven of the institutions. Open enrollment is maintained by all institutions for the benefit of all matriculated students. The consortium was started in 1925 under the leadership of Pomona College. Claremont Graduate University was formed in 1925; Scripps College in 1926; Claremont McKenna College in 1946; Harvey Mudd College in 1955; Pitzer College in 1963; and Keck Graduate Institute in 1997. Rancho Santa Ana Botanic Gardens, which offers graduate training in botany, is one of several institutions affiliated with the Claremont Colleges.
V. School of Pharmacy Directory

A complete directory can be found at http://www.kgi.edu/offices-and-directory.
VI. School of Pharmacy Academic Calendar

*Dates appearing on this calendar are subject to change.

### Fall Semester 2017 KGI School of Pharmacy

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>August 14-18</td>
<td>Monday-Friday</td>
<td>Orientation</td>
</tr>
<tr>
<td>August 14-25</td>
<td>Monday-Friday</td>
<td>IPPE 1 Slot</td>
</tr>
<tr>
<td>Aug 14-Sept 22</td>
<td>Monday-Friday</td>
<td>APPE 3 Slot</td>
</tr>
<tr>
<td>August 19</td>
<td>Saturday 3PM</td>
<td>White Coat Ceremony</td>
</tr>
<tr>
<td>August 21</td>
<td>Monday</td>
<td>P-1 Fall Semester Classes Begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Monday</td>
<td>P-2 and P-3 Fall Semester Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Sept 25-Nov 3</td>
<td>Monday-Friday</td>
<td>APPE 4 Slot</td>
</tr>
<tr>
<td>October 26-29</td>
<td>Thursday-Sunday</td>
<td>(CSHP) Seminar, Las Vegas</td>
</tr>
<tr>
<td>Nov 23-Dec 15</td>
<td>Thursday-Friday</td>
<td>APPE 5 Slot</td>
</tr>
<tr>
<td>November 23-24</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 3-7</td>
<td>Sunday-Thurs</td>
<td>ASHP Midyear Clinical, Orlando</td>
</tr>
<tr>
<td>December 8</td>
<td>Friday</td>
<td>SoP Fall Semester Classes End</td>
</tr>
<tr>
<td>December 11-15</td>
<td>Monday-Friday</td>
<td>Final Exams Week</td>
</tr>
<tr>
<td>December 15</td>
<td>Friday</td>
<td>Fall Semester Ends at noon</td>
</tr>
<tr>
<td>December 15</td>
<td>Friday</td>
<td>Grades due at noon</td>
</tr>
<tr>
<td>December 15</td>
<td>Friday</td>
<td>Winter Break Starts- Holiday No Classes</td>
</tr>
<tr>
<td>December 11-19</td>
<td>Mon-Tues</td>
<td>P-3 Extended Learning</td>
</tr>
</tbody>
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### Spring Semester 2018 KGI School of Pharmacy

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Monday</td>
<td>New Year’s Day- Holiday No Classes</td>
</tr>
<tr>
<td>January 2-12</td>
<td>Monday-Friday</td>
<td>P-3 Extended Learning</td>
</tr>
<tr>
<td>January 2-19</td>
<td>Monday-Friday</td>
<td>P-1 and P-2 Extended Learning</td>
</tr>
<tr>
<td>January 2-19</td>
<td>Monday-Friday</td>
<td>PHAR 370 Intro to Industry</td>
</tr>
<tr>
<td>Jan 8-Feb 16</td>
<td>Monday-Tuesday</td>
<td>APPE 6 Slot</td>
</tr>
<tr>
<td>January 156</td>
<td>Monday</td>
<td>Martin Luther King Day observed</td>
</tr>
<tr>
<td>January 16</td>
<td>Tuesday</td>
<td>P-3 Spring Semester Classes Begin</td>
</tr>
<tr>
<td>January 22</td>
<td>Monday</td>
<td>PCOA Exam</td>
</tr>
<tr>
<td>January 22</td>
<td>Monday</td>
<td>P-1 and P-2 Spring Semester Begins</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Monday-Friday</td>
<td>Spring Break- Holiday/No Classes</td>
</tr>
<tr>
<td>March 16-19</td>
<td>Friday- Monday</td>
<td>APhA Annual Meeting, Nashville</td>
</tr>
<tr>
<td>March 30</td>
<td>Friday</td>
<td>Cesar Chavez Day- Holiday/No Classes</td>
</tr>
<tr>
<td>April 12-15</td>
<td>Thursday-Sunday</td>
<td>Western Exchange (CPhA), San Diego</td>
</tr>
<tr>
<td>April 20-22, 27-29</td>
<td>Friday-Sunday</td>
<td>P-3, P-4 Required Board Review</td>
</tr>
<tr>
<td>May 4</td>
<td>Friday</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>May 7-11</td>
<td>Monday-Friday</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May 9</td>
<td>Wednesday</td>
<td>P-4 Capstone Exam</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
<td>May 10</td>
<td>Thursday</td>
<td>P-4 Grades Due</td>
</tr>
<tr>
<td>May 11</td>
<td>Friday</td>
<td>Grades Due by Noon</td>
</tr>
<tr>
<td>May 12</td>
<td>Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 14-June 1</td>
<td>Monday-Friday</td>
<td>Extended Learning</td>
</tr>
<tr>
<td>May 14-25</td>
<td>Monday-Friday</td>
<td>PHAR 370 Intro to Industry</td>
</tr>
<tr>
<td>June 4-15</td>
<td>Monday-Friday</td>
<td>PHAR 370 Intro to Industry</td>
</tr>
<tr>
<td>May 21-June 29</td>
<td>Monday-Friday</td>
<td>APPE 1 Slot</td>
</tr>
<tr>
<td>July 2- August 10</td>
<td>Monday-Friday</td>
<td>APPE 2 Slot</td>
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</tbody>
</table>
VII. Admissions Requirements

Proof of the following credentials is required of admitted student prior to entrance into the program:

- Bachelor's degree completed
- Grade of "C" or better in each prerequisite course
- Minimum 2.75 cumulative grade point average (on a 4.0 scale), minimum 2.75 average for required prerequisite courses, and minimum 2.75 math/science GPA from a regionally accredited two- or four-year college or university.
- Satisfactory Background check
- Satisfactory Drug Screening
- Up-to-date immunization and health physical
- Upon receipt of proof of the admissions requirements, students will then be block registered for the PharmD program.
- Additional items will be required during matriculation including: Basic Life Support (BLS) training, OSHA, HIPAA, laboratory safety certifications, and evidence of health insurance as well as health, liability/malpractice insurance

Technical Standards

The School of Pharmacy maintains technical standards required of all students for admission, progression, and graduation. Full set of technical standards are in Appendix A or on the website by clicking here.

TECHNICAL STANDARDS FOR ADMISSION, CONTINUATION, AND GRADUATION

The School of Pharmacy (SoP) is committed to providing a pharmacy degree without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the PharmD degree program and meet the professional competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the curriculum in order to pursue any career path in pharmacy practice. Thus, the standards are prerequisites for admission, continuation, and graduation from the SoP. The program faculty will monitor the student’s ability to meet these standards.

The SoP will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in the technical standards. All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The SoP reserves the right not to admit any applicant who cannot meet the Technical Standards with reasonable accommodations. Applicants are not required to disclose the nature of their disability(ies), if any, to the SoP Admissions Committee. To matriculate into the Program, the applicant must sign the Technical Standards Certification Form documenting their ability to meet the standards. This form is part of the supplemental application. However, if a student cannot demonstrate the required skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Director of Admissions for the SoP prior to the interview process. If appropriate, and upon the request of the applicant/student, the school will consider technological and other facilitating mechanisms needed in order to train and function effectively as a pharmacist.
VIII. Financial Aid Information

A. Student Rights And Responsibilities

You have the following rights:

- You have the right to be notified when money is credited to your account.
- You have the right to privacy.
- You have the right to know what financial aid programs are available at KGI.
- You have a right to a complete explanation of the award process.
- You have the right to know the KGI Financial Aid Office’s Satisfactory Academic Progress (SAP) Policy.
- You have the right to know the KGI School of Pharmacy refund policy.
- You have the right to cancel a student loan within 10 days from the time the funds were posted to your account.

You have the following responsibilities:

- To read and understand all forms and agreements you sign.
- To ask for an explanation of any terms, forms or agreements that you do not understand.
- Follow all directions carefully.
- Submit honest and accurate information regarding your financial circumstances.
- Submit required documentation in a timely fashion.
- Complete Federal Entrance Counseling if you are a first time KGI borrower.
- Complete a Federal Master Promissory Note for each type of Federal Loan you borrow (Unsubsidized and Graduate PLUS).
- Inform the KGI Financial Aid Office of additional sources of financial aid received.
- Submit your FAFSA and Graduate PLUS application(s) each year you will be borrowing.
- Complete Federal Exit Counseling when you leave your program (graduate, withdrawal, leave of absence).

B. Tuition and Fees, and Cost of Attendance

For the current tuition, fees and cost-of-attendance please visit the following:
http://www.kgi.edu/pharmacy/admissions/cost-and-financial-aid

C. Types of Financial Aid

The following types of financial aid are available to incoming Student Pharmacists:

- Federal Direct Unsubsidized Loans – annual loan limit of $20,500 for graduate and professional degree students.
- Federal Graduate PLUS Loans – can borrow up to the KGI cost-of-attendance minus other estimated financial assistance.
- Allied Healthcare Loan Repayment Program (after graduation) - Those awarded the Allied Healthcare Loan Repayment may receive up to $4,000. If awarded, recipients agree to a one-year service obligation practicing direct patient care at a qualified facility in California.
• Private Loans - Private Loans are credit-based consumer loans for students that can be used for educational-related purposes. Many lenders have both fix and adjustable rate loan options available.
• Outside Scholarships – Outside scholarships can help cover the cost of your education. Below are some resources to help you find available scholarships:
  - @KGIPharmacy on Twitter
  - U.S. Department of Labor Free Scholarship Search
  - SallieMae Scholarship Search
• Health Professions Education Foundation
• AHS — Allied Healthcare Scholarship
• AHLRP — Allied Healthcare Loan Repayment Program
• Organizations with Scholarships
  - NCPA — National Community Pharmacists Association
  - AAPS — American Association of Pharmaceutical Scientists
  - AFPE — American Foundation for Pharmaceutical Education
  - APhA — American Pharmacist Association
  - Phi Lambda Sigma — Pharmacy Leadership Society
  - Rho Chi Society — Academic Honor Society System Pharmacists
  - ASHP — American Society of Health Systems Pharmacists
  - PQA — Pharmacy Quality Alliance
  - CSHP — California Society of Health

*Please be sure to verify the accreditation standard before applying to certain pharmacy scholarships.

D. Financial Aid Process
For step-by-step instructions and links please visit the following: http://www.kgi.edu/admissions/financial-aid/types-of-funding

E. Disbursements and Refunds Federal Regulations prohibit the disbursement of Federal Student Aid to occur any earlier than 10 days prior to the start of the semester. Due to a separation of duties, once Financial Aid has disbursed the aid to Student Accounts, Student Accounts will undertake the process of issuing refund checks to students who have a credit balance. Students who have a credit balance on their account for living expenses will receive a refund within 14 days of financial aid being applied to their student account.

F. Satisfactory Academic Progress and Financial Aid Eligibility
Student Pharmacists must be enrolled full-time in the School of Pharmacy in order to be eligible for financial aid.

Satisfactory Academic Progress (SAP)
All students are required to maintain a cumulative GPA of 2.0 each semester determined from grades received in KGI SoP courses. Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to 2.0. Failure to meet this requirement will typically result in dismissal from the Institute. Students on academic probation will be
issued a Financial Aid Warning, which stipulates that failure to make Satisfactory Academic Progress after the end of the probation term will result in the suspension of future federal student aid eligibility. Students who fail to make SAP after their probation term that want to receive Federal Student Aid will be required to submit an appeal explaining why they failed to meet SAP standards and how they plan to meet SAP standards in future terms. Students failing SAP are also required to obtain an academic plan from their Program Advisor stipulating that they can finish their degree requirements within the allowed timeframe for their program. Students obtaining a 2.1 or below are in jeopardy of not progressing successfully through the program and are expected to work with faculty, teaching assistants, tutors, and student services staff to ensure they avail themselves of every opportunity to succeed.

G. Total Withdrawal Refund Policy and Return of Title IV Funds

If a student withdraws, is administratively withdrawn or is expelled from the KGI SoP, the student is responsible for 100% of the tuition and fees for the entire term. If the student has received Federal Direct Unsubsidized or Graduate PLUS Loans, KGI must complete a Federal Return to Title IV (R2T4) calculation based on the federal formula. The R2T4 dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The student is responsible for reimbursing KGI if federal funds must be returned based on the R2T4 calculation. If the student received financial assistance from outside sources, a portion of the refund may be required to be returned to the grant, scholarship, or loan source from which the assistance was received.

*From Volume 5, Chapter 1 of the Federal Student Aid (FSA) Handbook:*

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. **Up through the 60% point** in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

H. Consumer Information

For KGI Consumer Information Disclosures please visit: [http://www.kgi.edu/about-kgi/consumer-information.html](http://www.kgi.edu/about-kgi/consumer-information.html)

I. Financial Literacy

If you need additional information to help you better understand financing your education. The following resources are recommended:

- AACP - Financial Literacy Guide
- Bank of America and Khan Academy - Better Money Habits
- Federal Student Aid - Financial Awareness

J. Yellow Ribbon And Education Programs

KGI is proud to participate in the Yellow Ribbon Program. The Yellow Ribbon program has been approved for the Master of Bioscience (MBS), Postbaccalaureate Premedical Certificate (PPC), the Postdoctoral Professional Masters (PPM), and Doctor of Pharmacy (PharmD). KGI will provide funds
toward tuition and fees and Veterans' Affairs (VA) will match KGI's contribution for each eligible veteran student.

Eligibility criteria and benefits for veterans vary. Listed below are various education programs or chapters that veterans may be eligible for from the U.S. Department of Veteran Affairs (USDVA).

- Chapter 30: Montgomery G.I. Bill-Active Duty
- Chapter 31: Vocational Rehabilitation and Employment
- Chapter 33: Post 9/11 GI Bill - Yellow Ribbon Program
- Chapter 35: Dependents Education Assistance (DEA)
- Chapter 1606: Montgomery G.I. Bill-Selected Reserve
- Chapter 1607: Reserve Educational Assistance Program (REAP)

IX. Pre-matriculation Requirements

Accepted students will be required to complete and furnish information prior to and during the matriculation process, these items include: a background check, drug screening, immunizations, health physical, BLS training, OSHA, HIPAA, laboratory safety certifications, and evidence of health insurance as well as health, liability/malpractice insurance.

A. Criminal Background Check Requirement

All students are required to have a criminal background check report on file with the SoP Student Affairs and the Office for Experiential Education. The criminal background check is performed by Certiﬁpi Screening, Inc., at the expense of the student. Please note the following:

- The criminal background check is MANDATORY.
- Information from the criminal background check must be on file with Student Affairs and The Office for Experiential Education, in the SoP before the student secures a seat in the class.
- Additional background checks may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these criminal background checks are the sole responsibility of the student.
- Information on obtaining the initial criminal background check is emailed to each student who has accepted an offer of admission with the SoP for the incoming class.

B. Drug Screening Requirement

All students are required to have a drug screening on file with the SoP Student Affairs and the Office for Experiential Education. The drug screening test is performed by Certiﬁpi Screening, Inc. at the expense of the student. Please note the following:

- The drug screening test is MANDATORY.
- Information from the drug screening must be on file with Student Affairs and The Office for Experiential Education, in the SoP before the student secures a seat in the class.
- Additional drug screening may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these drug screening are the sole responsibility of the student.
- Information on obtaining the initial drug screening test is emailed to each student who has accepted an offer of admission with the SoP for the incoming class.

Failure to successfully pass a drug screening test, refusal to submit to a drug screening, or any other violation of the KGI Student Drug-Free Campus Policy, will have consequences that may result in an
offer of admission being rescinded, dismissal from the PharmD program, legal issues and/or financial complications for the student.

See Appendix K for the KGI Student Drug-Free Campus Policy.

C. Physical Examination & Immunization Health Requirements

1. Physical Examination

Each student admitted to the Pharm.D. program is required to have a physical examination at his/her own expense. The results of the physical examination must be signed by a licensed medical professional and submitted to the Student Health Services located in Tranquada Center situated 8th Street and College Way (909-621-8222) or through the KGI SOP Student Affairs Sakai site dropbox. A copy will be kept on file in the KGI SoP Sakai site to be accessed by the Office for Student Services and the Office for Experiential Education.

2. Required Immunizations

All students required to provide proof of up-to-date immunization status for measles, mumps, rubella (MMR) and tuberculosis (TB) prior to registering for and attending classes. Students living in campus housing must also meet the meningitis requirement. A copy of immunizations must be submitted to the Student Health Services located in Tranquada Center situated 8th Street and College Way (909-621-8222) or through the KGI SOP Student Affairs Sakai site dropbox. A copy will be kept on file in the KGI SoP Sakai site to be accessed by the Office for Student Services and the Office for Experiential Education. Failure to submit your health and immunization records by the deadline will affect your access to the classroom.

The following immunizations are required for all Pharm.D. students:

- Tetanus (within last 10 years)
- Diphtheria-Pertussis-Tetanus (if no DPT or DTAP, then TDAP is required) & within last 10 years
- Hepatitis A Positive Titer
- Hepatitis B 3 Series (MUST AT LEAST START THE SERIES before starting orientation) and Positive Titer
- Hepatitis C Positive Titer
- Varicella (chickenpox) Positive Titer
- MMR (Measles, Mumps and Rubella) Positive Titer
- PPD (Tuberculosis skin test)------------------------ within the previous 6 months
  - If tested positive, your Chest X-ray must be within 6 months
- Meningitis Vaccine or waiver----------------------(on campus student)

**DEADLINE FOR SUBMISSION OF HEALTH AND IMMUNIZATIONS RECORDS:**

Submit records directly through the KGI SOP Student Affairs Sakai site dropbox by August 1st prior to the start of the fall semester.

Students entering a Pharmacy Practice Experience rotation may require additional immunizations and must be cleared by the Office for Experiential Education thirty (30) days prior to start of the experience.
D. Basic Life Support (BLS) Certification

Students are required to have certification in Basic Life Support (BLS) for Health Care Providers at the beginning of the P-1 year. Certification will occur during the first week of classes. If a student fails to receive certification at that time, he or she will NOT be allowed to enroll in any IPPE or APPE until certification is achieved. BLS re-certification is required prior to the start of the third professional year.

E. Intern Licensing Requirements

Students must be in compliance with the applicable state licensing requirements for a Student Pharmacist Intern in the states where they will participate in the KGI Experiential Education program. They will enroll as interns in California during orientation week in their first academic year of the program. California requires pharmacy students to be enrolled in a school of pharmacy to register as a Pharmacist Intern. The fees for these registrations will be included in the tuition. Students who practice in other states which require registration as an intern are responsible for the fees and completion of paperwork in a timely manner. Any period of non-enrollment, other than summer, must be reported to the California Board of Pharmacy. The California Intern Pharmacist License will not be effective during the period of non-enrollment. The student must apply to the California Board of Pharmacy for reinstatement when the next period of enrollment begins. Application to the California Board of Pharmacy for reinstatement and associated costs is the responsibility of the student and not the SoP.

F. Laptop Program

The SoP will be providing laptop computers to P-1 pharmacy students via a program that will include the laptop computer and the software necessary for the program. The KGI SoP designated laptops will be supported and serviced by the KGI IT department for the duration of the student’s enrollment in the SoP. The cost for the laptop computer is included in the tuition. Students should not purchase or use their own computers for official SoP activities. Laptops will be disseminated during orientation. Students are required to bring their laptops to class. Students that withdraw from the PharmD program are expected to surrender the provided laptop at the time of departure.

G. Transportation

Students are required to have reliable transportation to allow them to get to and from campus, attend off campus educational experiences, and participate in other community activities as required. If a student does not have a means of reliable transportation, they may take public transportation or arrange for private transportation, if needed. Lack of transportation will not be accepted as an excused absence for non-attendance or tardiness at experiential or clinical rotations.

H. Student Health Insurance

The Claremont Colleges provide both domestic and international students a student health insurance plan (SHIP). KGI provides students a Graduate Student Health Insurance Plan (GSHIP). The insurance premiums vary by persons insured (student only, or student plus spouse, or student plus children) as of the plan start date in August.

Domestic students who already have existing medical coverage may keep their current coverage and do not have to complete a waiver. Students choosing to enroll in the GSHIP program must opt-in.

International students will automatically be enrolled in GSHIP and will have to complete a waiver and provide proof of coverage.
KGI students are charged for the full year’s insurance premium on the Fall Term bills. International students with acceptable alternate insurance coverage may apply for a GSHIP waiver at the GSHIP website. Waivers for the premium amounts are credited to students’ bills after the SHIP waiver application deadline in September. All students are automatically enrolled unless they obtain a waiver. For additional information about the GSHIP plans, coverage and costs see the Student Services page on the KGI website.

I. Liability/Malpractice Insurance
The SoP purchases and maintains professional liability/malpractice insurance for pharmacy students for claims and judgments arising out of their activities during the site assignment. Students are expected to purchase their own individual insurance; this will be discussed during orientation.

J. HIPAA Privacy And Security Certification Training
It is required that all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security trainings. To meet this government mandated requirement, all KGI Student Pharmacists are required to complete the trainings through the online Pharmacist’s Letter courses “HIPAA & Privacy: A survival Guide to the Law” and “HIPAA & Security: A Survival Guide to the Law”, provided courtesy of Walmart Pharmacy. HIPAA Privacy and Security Certification are required for enrollment in any IPPE or APPE. PDF copies of the completed HIPAA Privacy and Security Certification Trainings must be uploaded to each student’s portfolio in E*Value and a hard copy maintained in their rotation binder. These trainings must be renewed every 12 months.

K. Universal Precautions Training
All Pharm.D. students are required to receive Blood Borne Pathogens Training. To meet this requirement, all KGI Student Pharmacists are required to complete the training through the online Pharmacist’s Letter course “Protecting Yourself Against Bloodborne Pathogens”, provided courtesy of Walmart Pharmacy. Training will include information on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. Universal Precautions Training is required for enrollment in any IPPE or APPE. PDF copies of the completed Blood Borne Pathogens Certification Trainings must be uploaded to each student’s portfolio in E*Value and a hard copy maintained in their rotation binder. These trainings must be renewed every 12 months.

L. Laboratory Safety Training
KGI is required to ensure that the necessary work practices, procedures, and policies are implemented to protect employees and students working in the Institute owned and/or operated laboratories from hazardous chemicals. Hazardous chemical substances, for purposes of this plan, shall be defined as chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems and agents which damage the lungs, skin, eyes, or mucous membranes. Chemicals with physical hazards such as flammability and reactivity are also considered hazardous.

All Student Pharmacists are required to complete the KGI Laboratory Safety Training offered online prior to attending P-1 Orientation. Laboratory Safety Training will be conducted according to OSHA standards of Occupational Exposure to Hazardous Chemicals in Laboratories.
X. Disclosures

A. Family Educational Rights and Privacy Act FERPA

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students’ education records without the consent of a parent or eligible student, unless an exception to FERPA’s general consent rule applies. In some emergency situations, schools may only need to disclose properly designated “directory information” on students that provide general contact information. In other scenarios, school officials may believe that a health or safety emergency exists and more specific information on students should be disclosed to appropriate parties. Understanding the options available under FERPA empowers school officials to act quickly and decisively when concerns arise. FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students. For more information and details about FERPA see Appendix B.

B. Health Insurance Portability and Accountability Act (HIPAA)

**HIPAA Privacy Rule and Compliance**

The HIPAA Privacy Rule (45 CFR Part 160 and Part 164) establishes national standards to protect individual’s medical records and other personal health information. The Privacy Rule applies to health plans, health care clearinghouses, and health care providers that conduct health care transactions electronically.

The HIPAA Privacy Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

The Privacy Rule also gives patient’s rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Students are required to adhere to the Health Insurance Portability and Accountability Act (HIPAA) during all rotations, volunteer experience, and research. Violations of HIPAA and patient confidentiality will result in removal from rotation, a failing grade for that rotation, and may result in civil or criminal penalties as prescribed by current HIPAA Privacy Rule regulations. Additionally, California law provides for severe civil and criminal penalties for violating patient confidentiality.

**What patient information must we protect?**

All information about an individual who is a patient of a health care service is private or confidential. The information may be written on paper, saved on a computer or spoken. HIPAA refers to this information as Protected Health Information (PHI).

PHI includes:

- A person’s name, address, phone numbers, e-mail address, age, birth date, social security number
- Medical records including the reason for seeking health care, diagnosis, prescribed treatment and medications, x-rays, lab work, test results
- Billing records including claim information, referral authorizations, benefits explanations research records
If you have access to any of this information—including the simplest fact that a person received health services—and reveal it to someone who does not need to know it, you have broken the law and compromised a person’s confidentiality.

**What is not considered PHI?**

Health information is not protected health information if it is de-identified. De-identified information may be used without restriction and without patient authorization. The de-identification standard provides two methods for which health information can be designated as de-identified. The first method requires the removal of all 18 identifying data elements listed in the regulations. If the resulting information cannot be used to identify the individual, then it is no longer PHI. The second method requires an expert to document their determination that the information is not individually identifiable (“Expert Determination”).

**How does HIPAA affect you while on internships, Introductory Pharmacy Practice Experiences (IPPEs), Advanced Pharmacy Practice Experiences (APPEs), volunteer experiences, and research?**

As part of your experiences with access to patient data you must protect the privacy of PHI.

**When can you use PHI?**

You can only access and use PHI to fulfill your educational responsibilities while performing your internship, IPPE/APPE, volunteer experience, or research. You should, at all times, protect a person’s information as if it were your own information. You may look at a person’s PHI only if you need it as part of your internship, IPPE, APPE, volunteer experience, or research; use a person’s PHI only if you need it to complete your responsibilities on your internship or pharmacy practice experience(s), give a person’s PHI to others when it is necessary for them to do their jobs, and/or talk to others about a person’s PHI only if it is necessary to the internship, IPPE/APPE, volunteer experience, or research.

**Need to Know?**

Use common sense in making decisions about whether you need to see or share PHI to perform your task. Ask yourself, “Do I need to know this to be effective in the pharmacy practice experience, volunteer experience, or research I am doing?” If you do not, do not access the information. *It is none of your business!* But if it is your business, you have nothing to worry about.

**What else should I be thinking about to protect privacy of PHI?**

Strong computer security practices are protective of private information. These are some best practices to implement:

- Use common sense when receiving attachments from strangers. Don't open a file unless you have reason to have expected to receive one.
- Pay attention to "cries for help" from your computer. If hackers have gained access, you might notice the disk drives chattering when you aren't asking the computer to do anything. Subtle changes to your desktop might suggest someone is running "remote control" software against you.
- Clear off disk drives before disposing of computers. Use a "disk wipe" program or a low level format.
- Use a screen saver that locks your desktop when you are away from your desk.

The following links provide additional information and resources regarding HIPAA: [http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html) [http://www.cms.gov/Regulations-and-
C. Americans with Disabilities Act of 2008 and Section 504 of the Rehabilitation Act of 1973

1. Provision of Services

KGI is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 2008 and Section 504 of the Rehabilitation Act of 1973. To provide accessibility to the entire educational experience for students with disabilities, reasonable accommodations will be provided to students who register with the campus Disability Coordinator and provide appropriate documentation. Approved accommodations will specifically address those functional limitations presented to the student as a result of the disability.

2. Definitions

a. "Disabled" means having a physical or mental impairment, which substantially limits one or more major life activities.

b. "Qualified Disabled Student" means a disabled person who meets the academic and technical standards (see technical standards) requisite to admission and participation in the educational program or activity.

"Accommodations" - Such modifications to the course, program or educational requirements as are necessary and appropriate so that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Academic requirements that are essential to a course or to the program of instruction being pursued by the student or which relate directly to licensing requirements will not be regarded as discriminatory within the meaning of this section. Potential modifications that may be considered include (but are not limited to): changes in the length of time permitted for completion of the degree, extended time on an examination or paper, and other appropriate accommodations which do not fundamentally alter the essential nature of a course or academic program.

3. Resources

The Assistant Director for Student Services serves as the Disability Services Coordinator (DSC) for the institution, and is responsible for determining, and coordinating appropriate accommodations, auxiliary aids and services for registered students with disabilities. The Associate Director of Student Affairs (ADSA) for the SoP will supervise access to approved accommodations, in collaboration with necessary campus staff, including the disability coordinator.

4. Eligibility

Students are eligible for consideration for accommodations and/or auxiliary aids and services if you have a documented disability and the student has met with the disability coordinator and determined that functional limitations of the disability require such accommodation, auxiliary aids and/or services. Students may be eligible for provisional accommodations as documentation is gathered. The time frame of the provisional accommodations will be determined on a cases by case basis by the DSC. Failure to show
proof of documentation by the end of the designated allotted time for provisional accommodations may jeopardize the approval of future accommodations.

5. Student Responsibility
Each student bears the responsibility of self-identifying as student with disability and seeking accommodations, auxiliary aids and/or services with the DSC prior to the time such an accommodation, auxiliary aid and/or service is needed.

6. Documentation
Once specific academic accommodations, auxiliary aids and/or services are identified and discussed with the DSC, the student will be asked to provide appropriate documentation to support the request. The DSC has discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation, auxiliary aid and/or services requested. The request for an accommodation will be evaluated as expeditiously as possible once the documentation has been received.

7. Confidentiality
If a qualified individual with a disability seeks an accommodation, the individual is referred to Student Services. The individual will provide appropriate and sufficient documentation to verify the disability and the need for an accommodation; and will request such accommodation. The individual with a disability will be an active participant in the interactive process to identify appropriate accommodations.

Disability and medical information is confidential and is not shared except where disclosure is required by law or is necessary to facilitate legitimate Institute processes, including granting access to appropriate accommodations, addressing direct threats or investigating claims or charges.

D. Nondiscrimination Policy
KGI does not discriminate on the basis of race, color, gender, sexual orientation, age, marital status, religion, disability, national origin, ethnic origin, or prior military service in any of its policies, procedures and practices, including admission policies, educational policies, fellowship and loan programs, employment policies and other Institute-administered programs and activities. This statement is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements of Federal and state law. (See Section II.G). Student inquiries should be directed to the Dean of Student Engagement and Enrollment Services. Inquiries regarding federal nondiscrimination laws and regulations may be directed to: Office for Civil Rights, US Department of Education, Old Federal Building, 50 United Nations Plaza, San Francisco, CA 94102.

E. WASC Accreditation Statement
Keck Graduate Institute (KGI) is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue, #100, Alameda, CA 94501. Phone: 510-748-9001
F. ACPE Accreditation Disclosure Statement

The Accreditation Council for Pharmacy Education (ACPE) accredits Pharm.D. programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Pharm.D. program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: Pre-candidate status, Candidate status, and Full accreditation. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the College or School to admit its first class. Candidate accreditation status is awarded to a Pharm.D. program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited program, generally including eligibility for licensure. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

G. KGI School of Pharmacy ACPE Accreditation Status

Keck Graduate Institute's School of Pharmacy program was granted Candidate status during the June 24-28, 2015, meeting of the ACPE Board of Directors. Approval was based upon an on-site evaluation conducted April 30-May 2, 2015, the School's application materials, and other communications received from the institution. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program will be considered by the Board following the graduation of students from the program.

CANDIDATE STATUS

Granting of candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and has students enrolled but has not yet had a graduating class. For further explanation of the ACPE accreditation process, consult the Office of the Dean or the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, Illinois 60603, 312-664-3575; FAX 312-664-4652; website www.acpe-accredit.org.

H. KGI SoP Student Accreditation Disclosure Statement Receipt

The Accreditation Disclosure Statement is the KGI SoP’s full disclosure to all prospective and enrolled students regarding the current accreditation status of the KGI SoP’s Pharm.D. program. This disclosure explains the meaning and implication of the pre-accreditation process in regards to a student’s professional and academic risks, as well as, the full range of implications this accreditation status poses on their future educational plans and professional goals. By signing the Accreditation Disclosure Statement Receipt, students are acknowledging having received and read the Accreditation Disclosure Statement and accepting responsibility to become thoroughly familiar with the information found therein. Receipts must be signed and returned to the Office for Student Services during Orientation Week. Copies of the signed receipts will be kept in his or her student file.
XI. Student Grievance Policy And Procedures

• The KGI School of Pharmacy espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The School believes that most student grievances can be satisfactorily resolved in this manner.
• The student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints without fear of retribution, which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, or handicap.
• The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

For procedural purposes grievances are classified as either Non-Grade-Related or Grade-Related. Student grievances may be associated with academic life (e.g. teaching, testing, advising, etc.) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). Students applying for admissions also have the right to appeal admissions decision if they perceive that they have been treated unfairly. For a student to have a grievance addressed, he or she must use the following procedures:

I. Non-Grade-Related Grievances

1. Consulting with the Faculty Member(s) or Staff Involved

The student shall first attempt to resolve the grievance with the faculty member(s) or staff involved. The student is also encouraged to meet with his or her faculty mentor at any point in the grievance process. If the student and the faculty member(s)/staff involved in the matter cannot resolve the grievance, the student shall consult with the chair or immediate supervisor of the appropriate department. Faculty and/or supervisor should complete a “Student Encounter Form” to document the conversation.

2. Consulting with the Appropriate Department Chair or Immediate Supervisor

If the student and department chair/immediate supervisor cannot resolve the grievance, the student must submit a written, signed statement to the Associate Director of Student Affairs for the SoP (ADSA) describing the specifics of the grievance within five (5) business days following the occurrence of the incident. Non-written complaints or written complaints received after this deadline may not be accepted.

3. Consulting with the Associate Director of Student Affairs for the SoP

After receipt of the written complaint, the ADSA will provide a copy of the complaint to the personnel involved and they will be given an opportunity to respond in writing no later than five (5) business days after receipt of the complaint. In the event that the issue is still not resolved, the written complaint and personnel response will be taken to the personnel’s immediate supervisor. The immediate supervisor will then respond in writing to the appeal. If the student does not accept the decision, the ADSA will meet with the student, hear the grievance, review written materials and respond in writing with a decision within five (5) business days after receipt of the complaint.

If the student wishes to appeal the decision of the ADSA, they must do so in writing to the Dean within five (5) business days of receipt of the written decision. The ADSA will forward all written materials to the Dean for consideration. The Dean will meet with the student and appropriate
personnel, and provide a written decision within **ten (10) business days** of receiving the appeal. The Dean’s decision is final.

4. **Quick Reference Non-Grade-Related Grievances:**

   *(At any point in the process the student may meet with his/her faculty mentor)*

   - a. Meet with Faculty Member(s)/staff involved; if not resolved →
   - b. Meet with Department Chair/Immediate Supervisor; if not resolved →
   - c. Student makes written statement to ADSA for SoP
   - d. ADSA meets with the personnel involved, and personnel will respond in writing with a resolution; if not resolved →
   - e. Department Chair/Immediate Supervisor will review materials, meet with student and personnel, and respond in writing with a decision; if not resolved →
   - f. ADSA meets with student regarding the grievance and respond in writing with a decision; if not resolved →
   - g. Dean will review materials, meet with student and personnel, and respond in writing with a decision; Dean’s decision is final.

II. **Grade-Related Grievances**

Matters related to grading disputes shall include issues regarding grades awarded or processes by which grades are determined. The process **must** always begin with a discussion with the faculty member(s) who awarded the grade. The student is also encouraged to meet with his or her faculty mentor and may do so at any point in the process. If the situation is not resolved through discussion with the faculty member(s) involved, the student may initiate the grievance process by completing a Grade-Related Grievance form that will be available from the Associate Dean of Academic Affairs. The Grade-Related Grievance form must be submitted to the faculty member(s) who awarded the score. This form must be submitted within **five (5) business days** following the posting of the score being disputed. Non-written complaints or written complaints received after this deadline may not be accepted.

The faculty member who awarded the grade will review the grievance and respond to it within **five (5) business days** or sooner in most cases. Their response will be e-mailed to the student and the course coordinator (second level appeal). If the course coordinator is also the faculty member, the response shall be sent directly to the student and the Department Chair. The Department Chair shall review the form and response from the faculty member/Course Coordinator and make their decision (third level appeal). Their decision will be sent by e-mail to the student and the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will then review the form and the response from the earlier levels, and make their decision (fourth level appeal). Their decision will be forwarded to the student and the Dean (fifth and final level appeal). The Dean will review the form and the response from all earlier levels, and make their decision. The Dean’s decision will be final. This process may stop at any level if the grievance is resolved in favor of the student.

If the student wants to withdraw the grievance for any reason, they must do so immediately by sending an email to the faculty member and the Associate Dean of Academic Affairs. Once a student sends an email confirming that they want to withdraw the grievance, no further action is required.

If a student has a pending grievance that affects whether they can continue to the next semester or can participate in extended learning, they shall be allowed to continue in classes until the grievance is resolved. If the grievance is resolved in the favor of the student, and they are allowed to continue in the semester or extended learning, then all grades/scores received by the student during this transition shall
remain valid. However, if the student’s grievance is denied, any scores/grades received by the student during the pending grievance shall be considered invalid.

**Quick Reference Grade-Related Grievances:**

*(At any point in the process, the student may meet with his/her faculty mentor.)*

1. Discuss the issue with the Instructor(s) who assigned the grade; if not resolved →
2. Discuss the issue with the Course Coordinator(s); if not resolved →
3. Discuss the issue with the appropriate Department Chair; if not resolved →
4. Initiate a formal grievance, in writing to the Instructor(s) who assigned the grade, after receiving a form from the Associate Dean of Academic Affairs →
5. Instructor will respond to the grievance and forward their response to the student and Course Coordinator (Department Chair, if Instructor is the same as Course Coordinator) →
6. Response at each level (Course Coordinator, Department Chair, Associate Dean of Academic Affairs and the Dean) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student →
7. The student may choose to withdraw the grievance at any time by sending an email to the Instructor(s) who assigned the grade and the Associate Dean of Academic Affairs →
8. If the grievance reaches the level of the Dean, Dean will notify the student of the results in writing; Dean’s decision is final.

**PLEASE NOTE:** Although the final authority rests with the Dean of the School of Pharmacy for both Non-Grade-Related and Grade-Related grievances, the final decision will be written with the knowledge and concurrence of the KGI President. The individual receiving the grievance will adhere to the process above. Deviation from said process will disqualify the grievance.

### III. Admissions-Related Grievances

**1. Consulting with the Director of Admissions for the SoP**

The prospective student shall first discuss the grievance with the Director of Admissions. If the grievance cannot be resolved through discussion, the student must submit a written signed statement to the Director of Admissions describing the specifics of the grievance within ten (10) **business days** following receipt of the admissions decision. Non-written complaints or written complaints received after this deadline may not be accepted. The Director should respond in writing within ten (10) **business days**. Students who disagree with the decision may appeal to the Dean. The appeal should be made in writing within ten (10) **business days** from the date the decision was received by the student.

**2. Decision by the Dean**

No later than ten (10) **business days** after receipt of the written complaint, the Dean will render a decision regarding the matter in writing. Students who disagree with the decision may appeal to the President. The appeal should be made in writing within ten (10) **business days** from the date the decision was received by the student.

**3. Final Decision by the President**

No later than ten (10) **business days** after receipt of the written complaint, the President will render a decision regarding the matter. The student shall be notified in a timely manner in writing of the President’s decision. The decision of the President is final, and there shall be no further appeal.
4. **Quick Reference Admissions Related Grievances:**
   a. Meet with Director of Admissions for SoP; if not resolved →
   b. Submit a written signed statement to the Director of Admissions for SoP→
   c. Director of Admissions provides a written response; if not resolved →
   d. Student appeals to the Dean in writing→
   e. Dean renders a decision; if not resolved→
   f. Student appeals to the President in writing→
   g. President makes final decision

**IV. Intercampus Complaints**

Complaints by a student, including alleged discrimination on any basis, relating to an individual affiliated with one of the other Claremont Colleges may be directed to the Director of Student Services.

When a KGI student is on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that college as well as those of the Institute. If a student of another of The Claremont Colleges violates the regulations of the host college, judicial action may be brought against that student at his/her home college. The name of the student concerned, along with all pertinent information, will be sent to the dean of students of the college involved.

The administration of the host college may, at its own discretion, prohibit a student from coming onto its campus judiciary action at the student's home college is complete. Such a prohibition will be communicated to the student through his/her home college at the request of the host college.

**V. Complaints Related to ACPE Standards**

KGI School of Pharmacy, currently seeking accreditation by ACPE, has an obligation to respond to any written complaints by students lodged against the School that are related to the standards of the accrediting body. At any time, the student pharmacist or prospective student pharmacist can contact ACPE directly through the website (https://www.acpe-accredit.org/complaints/default.asp) to access the standards and the procedures for filing a complaint.

If the student pharmacist or prospective student pharmacist prefers to discuss the complaint locally with the School’s administration, the student is encouraged to present the complaint (in writing) to the Office of the Dean. These complaints will be recorded and provided to ACPE upon request.

**VI. Complaints Related to WASC Standards**

KGI has an obligation to respond to any written complaints by students lodged against the School that are related to the standards of the accrediting body. At any time, the student or prospective student can contact WASC directly through the website (http://www.wascsenior.org/comments) to access the standards and the procedures for filing a complaint.

If the student or prospective student prefers to discuss the complaint locally with the School’s administration, the student is encouraged to present the complaint (in writing) to the Office of the Dean. These complaints will be recorded and provided to WASC upon request.
VII. State of California Complaint Process

An individual may contact the Bureau for Postsecondary Education for review of a complaint. The bureau may be contacted at:

Address: Bureau for Postsecondary Education
         2535 Capital Oaks Drive, Suite 400
         Sacramento, CA 95833

Telephone: 916-431-6924
FAX: 916-263-1897
Website: http://www.bppe.ca.gov

XII. Student Professionalism and Conduct

1. Campus Computing and Network Resources

KGI is committed to responsible, considerate and ethical use of computing and networking resources. KGI and the Claremont Colleges make available computing and network facilities (CNF) resources for use by students, faculty and staff, to carry out the educational mission and legitimate business of the Colleges. We expect and require that all KGI users will demonstrate responsible, considerate and ethical behavior in using these resources.

KGI follows the Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources. The Claremont Colleges Policy below applies to all institutions comprising The Claremont Colleges, including the Claremont University Consortium.

Inappropriate use is subject to disciplinary action. KGI or any Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

For more information and details about Campus Computing and Networking Resources Policy see Appendix C.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

2. KGI Faculty, Staff and Student Policy and Guidelines for Personal Use of Social Media

1. Scope:

This policy applies to all employees, students, contractors and volunteers as it relates to their employment, academic, or business relationship with the KGI.

KGI-affiliated entities, including schools, clinics, departments, practices, groups, etc., use of social media are not regulated by this document. Abiding by the strictest policy is considered the best option.

2. Purpose:

The Keck Graduate Institute recognizes that social media is an important and timely means of communication. Use of social media during working hours and as related to job functions should be
self-moderated, and those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. The purpose of this policy is:

a. To provide guidelines outlining how KGI employees, students, contractors and volunteers can engage in the appropriate use of social media platforms;
b. To minimize the business, legal, and personal risks that may arise from an individual’s use of social media; and
c. To protect the privacy and safety of KGI patients, students, employees, and contractors.

3. **Definitions:**

**Personal Use** for the purposes of this policy is defined as social media activity using your own personal or professional social media accounts.

**Social Media** – refers to various types of interactive communities typically accessed through the World Wide Web or mobile device and computer applications (apps). The communities are usually characterized by user-generated content; user-shared content or areas designed for free and open discussion, or can be a mix of all three.

Social media includes, but are not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts [posted to the web or hosted by applications (ex.: iTunes)], ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

4. **General Policy**

a. **KGI Conduct Policies Also Govern Use Of Social Media.**

It is the policy of KGI that the use of social media will be done in conjunction with the principles of the KGI Honor Codes, the Clinical Code of Conduct, the faculty and employee handbooks, and compliance with all federal and state rules and regulations as well as the following delineated prohibited uses and best practices.

b. **Individuals are responsible for their own use.**

Social media outlets, including discussion boards, may or may not be monitored or regulated. It is up to each user of a social media outlet or participant in a virtual discussion to regulate his or her content that is added or shared with the community.

5. **Prohibited Uses:**

a. **Social media postings must not violate HIPAA.**

You may not post the personal information or photograph of any patient on KGI rotation sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
b. **Social media postings must not violate FERPA.**

You may not post private (protected) academic information of a student or trainee. You may not post the personal information or photograph of any student/trainee at KGI within the context of a KGI event or interaction without obtaining permission from that person. Posting of inappropriate student/trainee information could violate federal laws. This policy does not prohibit a student/trainee from posting his or her own information. Additionally, the policy does not prohibit posting information or photographs related to non-KGI interactions and activities.

c. **Social Media postings shall not be unprofessional nor discriminatory.**

You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role at KGI.

d. **You may not disclose any financial, proprietary, or other confidential information of KGI.**

e. **You may not present yourself as an official representative of, or spokesperson for, KGI.**

f. **You may not utilize KGI’s trademarks or logos without permission of the Marketing Department of KGI.**

g. **You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.**

h. **You may not utilize websites and/or applications in a manner that interferes with your work responsibilities.**

That is, do not tie up KGI or institutional partner computers or phone lines with personal business when others need access.

i. **Faculty shall employ the highest professional and ethical standards in any social media interactions with students enrolled at KGI.**

6. **Violations/Enforcements**

The disciplinary procedure for faculty and staff described in the KGI Faculty and Staff Handbooks is applicable to violations of this policy. Student disciplinary actions will be undertaken according to established policies and procedures within the school Handbook in which a student is enrolled. Failure to comply with the policy requirements may result in sanctions ranging from counseling to suspension pending termination. Violations of federal and state laws may also result in criminal or civil action undertaken by the government.

7. **Employee Affirmation/Acknowledgement**

This policy will be disseminated during annual compliance training. Each employee, student, and contractor will acknowledge the adherence to the policy at that time.

This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly.

8. **Guidelines For Ethical And Professional Behavior**

a. **General Guidance**
• Accessible postings on social media are subject to the same professional standards as any other personal interaction. The written nature, persistence and potential accessibility of these postings make them subject to particular scrutiny.

• By identifying themselves publicly using social media, students and/or employees of KGI are creating perceptions about the Institute. Students and employees must assure that all public content is consistent with the values and professional standards of the Institute.

• Public postings on social media may have legal ramifications. Comments made by students or employees concerning patients, or who portray themselves, other students, faculty or other colleagues in an unprofessional manner can be used by the courts or professional licensing boards, if applicable.

• Unprofessional public postings by others on a social media can reflect poorly on the student/employee. Students and employees should monitor their sites and ensure that the content will not be viewed as unprofessional.

b. Social Media Best Practices/Permitted Uses

Individuals in the KGI community must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful. Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Further, litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. Make sure you are choosing the most relevant platform and adding value to the discussion. Listen before you engage and always be modest, respectful, and professional in your actions. To help facilitate these goals, the following best practices are encouraged:

• Make sure your posts are relevant and accurate.

• Make clear that you are speaking for yourself and not on behalf of KGI. You may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of my employer/school, KGI."

• You may also include a disclaimer that you are not providing medical advice when posting medical education information.

• Seek permission from co-workers prior to posting any personal information or photographs related to KGI interactions or activities.

• KGI discourages clinicians from having social media relationships with patients.

• Include citations whenever possible to prevent copyright and intellectual property issues.

c. Suggested Best Practices for e-Professionalism

• Deletions of material from social media does not necessarily mean it is no longer available since, for example, search engines cache such content. This implies special care should be taken in posting material since it will persist.

• Due to frequent updating of social media sites, it is advisable to check privacy settings regularly to optimize privacy and security.

• Check privacy settings so that only people they choose have access to personal information.
• Consider minimizing personal information on social media profiles such as addresses, phone numbers, social security numbers, PID numbers, passport numbers, driver’s license numbers, birth dates or any other information that could be used to obtain personal records.
• Make sure that any photos in which you are identified (“tagged”) are not embarrassing or professionally compromising. Student and employees should “untag” themselves from any photos that they cannot have removed. It is strongly suggested to refrain from “tagging” others without the explicit permission of those people.
• Maintain the privacy of colleagues, faculty and staff unless they have been given permission to use the person’s likeness or name on their site.
• Always observe HIPAA regulations, which apply to all comments made on social media sites; violators are subject to the same prosecution as with other HIPAA violations.
• Take all precautions normally used in public forums to maintain patient privacy when using social media.
• Online discussions of specific patients should be avoided, unless on secure healthcare related networks, even if all identifying information is excluded. It may be possible for someone to identify the patient from the context of the discussion.
• Under no circumstances is it appropriate or legal to post photos of patients or patient body parts on social media without the specific written permission of the patient. Be aware that even if permission from the patient to use a photo is granted, that photo may be downloaded and distributed by others, which may then violate the terms of the permission.
• Interactions with patients through social media should be avoided as they provide numerous opportunities for violating privacy restrictions and may have legal consequences.

** Adapted and modified from the Guideline for Use of Online Social Networks for Medical Students and Physicians-in-Training, Indiana University School of Medicine and the Policy on Use of Social Networking Sites, University of Florida, College of Medicine and the University of Mississippi Medical Center Policy and Guidelines for Personal Use of Social Media.

Adopted by the KGI President’s Cabinet 4/21/14, formatted revision adopted 11/11/14

3. Scientific or Research Misconduct

Scientific or research misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, and does not include honest error or honest differences in interpretation or judgments of data. (Further information can be obtained from the U.S. Office of Research Integrity, Department of Health and Human Services, who’s Web site can be found at www.ori.dhhs.gov.) Possible incidences of misconduct are to be reported immediately to the Dean, who will initiate the appropriate procedures.

4. Dress Code Policy

Students must maintain a neat and clean appearance appropriate for a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. There may be rare occasions when a change in the code is authorized (e.g., jean
days). These will be formally communicated in writing. General requirements that apply to all academic settings are as follows:

Demonstrate good general hygiene, which includes regular bathing, use of deodorants, and maintaining good dental hygiene. Wear clothing that is clean and is not torn. Wear clothing that covers the midriff and does not expose breasts, buttocks, or underwear, either from being too tight, being of a transparent/see-through material, being too low-cut (shirts), being too short (skirts and shorts), too tight (spandex, leggings, or tight fitting stretch pants), or too loose (baggy pants) including when leaning/bending over. Jeans or hats* are not permitted. Wear shoes (flip-flops not permitted). Clothing with profane or offensive language or pictures will not be worn.

*This does not apply to headgear considered a part of religious or cultural dress.

- Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
- No visible tattoos.
- Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.

* This does not apply to nose rings for religious or cultural purpose.
- Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
- Dress shoes should be clean and polished.
- Laboratory coats should be waist-length, white in color, clean, pressed and in good repair (no visible holes or rips).

**REQUIREMENTS FOR DRESS ON CAMPUS OR OTHER ACADEMIC SETTINGS**

On campus academic settings include classrooms, laboratories, clinical activities, and presence on campus for any purpose including after school hours and weekends. The following dress requirements must be followed at all times and will be enforced by faculty and administrators. No exceptions will be made. Noncompliant students will not be permitted to participate in the activity and will be unexcused for that activity.

When working in a laboratory or clinical setting the following policies will be in effect:

- The OSHA occupational foot protection standard at 29 CFR 1910.136(a) requires the use of protective footwear when employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where there is a possibility of the employee's feet being exposed to an electrical hazard. (Laboratory or Clinical Settings)
- Artificial Nails fall under National Patient Safety Goal 7 (part of the TJC standards healthcare organizations are surveyed on), CDC Guidelines (2002), & WHO Guidelines (2009): TJC: National Patient Safety Goal 7 requires organizations to "reduce the risk of healthcare-associated infections". Artificial nails will not be worn in laboratory settings or in clinical environments.
Specific settings:

1. **Classroom**
   - Women should wear professional length (must be knee length or longer) skirts, or dresses, nice ankle-length slacks or khakis, sweaters, and blouses/tops/polo shirts.
   - Men should wear nice ankle-length slacks or khakis, polo shirts, sweaters, or dress shirts with or without a tie.
   - Professional opened toe shoes, mules or slides may be worn.

2. **Laboratories**
   - A clean white waist-length laboratory coat is to be worn at all times.
   - Clean KGI approved scrubs may be worn under a lab coat during lab days.
   - Men and women may wear nice ankle-length slacks or khakis with a polo shirt, sweater, or button-up shirt/blouse or (Unless otherwise specified, neck ties are not to be worn.)
   - All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs™ without holes such as the Endeavor style), that are clean and in good condition are permitted.
   - Jewelry (e.g., earrings, rings) may not be worn and should be securely stored by the owner. The school is not responsible for lost or stolen jewelry.
   - False nails will not be allowed.

3. **Clinical rotations**

   Please refer to the Preceptor Experiential Education Manual.

**After Hours (after 6 PM Monday through Friday)/Weekends**

After hours and weekend dress is permitted after 6 PM Monday through Friday and all day Saturday and Sunday, except for formal scheduled activities during this time frame.

- In addition to Classroom attire, men and women may wear nice jeans, shorts, and T-shirts that are in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design (e.g., T-shirt pictures and wording) and cut must be conservative.
- Tennis shoes that are clean and in good condition are permitted.

5. **Honor Code**

1. **Statement of Philosophy**

   We, the KGI community, strive for the highest ethical standards and will hold one another accountable to them. We will abstain from improper conduct in our academic and professional lives, ensuring that our successes come only from just and ethical means.

2. **General Principles**

   Principles inherent in this Code include:
   
   a. Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
b. Students shall conduct themselves in a manner that upholds their reputation of honesty and integrity in order to promote an environment of trust.

c. It is the obligation of the students to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.

3. Prohibited Activities with Respect of Academic Matters

An academic matter means any one of the following: activities which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or co-curricular activities of an academic nature including student publication and competitions.

KGI students shall report to the Director of Student Services (DSS) or the Associate Director of Student Affairs for the SoP (ADSA) any firsthand knowledge of any violation to any of the provisions of this Honor Code.

KGI students shall not:

a. Use materials during an examination other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an examination, all books, notebooks, briefcases, and the like should be placed in the front or rear of the examination room.

b. Use of materials in any research or assignment that are specifically forbidden by the instructor. This includes reuse of the student’s own work.

c. Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services; Internet or electronic database sources for term papers, journal clubs, or case presentations; and other students’ work) or permission is considered plagiarism. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment.

d. Engage in any form of copyright infringement. Copyright infringement is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without permission is considered copyright infringement. Ignorance is NOT an excuse. The student bears the responsibility for permission to use copyrighted materials.

e. Give, solicit, or receive information or assistance to or from any person or source during an examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.

f. Submit modified or changed completed tests, answer sheets, or assignments for re-grading.

g. Intentionally deface, remove without authorization, or conceal any material from the KGI premises, library, or any other place within the consortium of colleges where information may be stored.

h. Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination.
i. Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the ADSS, ADSA, Student Conduct Committee (SCC), faculty, Dean, or the Dean’s designee.

4. Prohibited Activities with Respect of Nonacademic Matters

As members of the KGI community, students represent not only themselves, but also KGI. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves and their School.

Pharmacy students are subject to the same level of conduct as all KGI students. KGI pharmacy students shall also conform their conduct to the ethical and moral standards of the pharmacy profession as articulated in the SoP Student Clinical Code of Conduct.

In addition, KGI students shall not:

a. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.

b. Purposely furnish false information.

c. Perpetrate any form of theft, forgery, falsification, or fraudulent use of the Institute or worksite property.

d. Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the ADSS, ADSA, SCC, faculty, Dean, or the Dean’s designee.

e. Use or remove unauthorized prescription or nonprescription medications and/or appliances from the site of any clinical experience or rotation.

5. Violation of Civil Law

KGI shall direct all cases concerning violations of civil laws to the Student Conduct Committee. Any violations will be handled by the Student Conduct Committee as described in the KGI Student Handbook. If the Student Conduct Committee makes a decision that the case represents a violation of the Student Code of Conduct, penalties will be prescribed as outlined in the Student Handbook. The handling by the Student Conduct Committee of such cases does not preclude the accuser from filing a complaint within the public court system.

6. Penalties

a. The instructor of the course may define penalties for a student who violates a particular course regulation. The professor must clearly state these regulations and penalties in their course syllabus that has gone through the curriculum committee approval process. The student has the right to appeal such penalties if the student believes as though the penalty has been enforced incorrectly. This appeal must go to the ADSS, the ADSA or their designee.

b. Committee Sanctions: One or more of the penalties will be applied to offending students depending on the severity of the infraction and whether or not the student has previously been in violation of the Honor Code or Clinical Code of Conduct.

i. Probation: There are three levels of probation:
**Level One:** This level of probation is intended for minor violation(s) of the honor code. Penalties for a Level One infractions include:

a) A letter of reprimand that will be included in the student’s permanent file until completion of the degree program, and may include;

b) In the case of honor code violations to which a grade apply, a change of score as it pertains to the specific component of the course (or portion of assignment) to which the violation occurred.

**Level Two:** This level of probation is intended for violation(s) of the honor code more serious than those in Level One. In addition to penalties in Level One, penalties for a Level Two infractions include:

a) Probation for a period of time,

b) Loss of eligibility for:
   I. Holding or running for elected office in student professional organizations, and;
   II. Representing the Institute in any capacity both on campus and away from campus, and;
   III. Competing for honors and distinctions, and;
   IV. Active participation as an elected representative or member of an honorary organization.

*Note:* Violation of the terms of level-two probation may result in extended probation, level-three probation, or in the student’s suspension.

**Level Three:** This level of probation is intended for violation(s) of the honor code that are more serious than those in Level Two. In addition to penalties in Levels One and Two, penalties for a Level Three infractions include:

a) Loss of eligibility for attendance at all KGI and/or non-class-related sponsored activities for stated probationary period, and;

b) Community service for a stated number of hours will require a student to perform tasks that will benefit the community, the School or the Institute. Tasks will be assigned and administered by student services. *Note:* These community service hours do not count towards the Pharmacy School’s Professional Development Series.

*Note:* Violation of the terms of level-three probation may result in extended probation, suspension, or separation.

ii. **Suspension:** Suspension is a temporary state of separation for a definite period from the Institute including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Dean. If the student is reinstated a letter of reprimand will be included in the student’s permanent file.

iii. **Separation:** Separation is a state in which the student is not permitted to continue coursework at the Institute. The student shall be withdrawn from all uncompleted
courses in which currently enrolled. The student will not be permitted to re-enter the Institute’s educational programs.

7. **Honor Code Procedures**

a. **General Statement**

The process of adjudicating alleged violations involves several KGI offices and committees, as follows:

i. The Assistant Dean of Student Services (ADSS), the Associate Director of Student Affairs for the SoP (ADSA) or designee is responsible for the overall administration of all honor code procedures. The ADSS, the ADSA or designee also coordinates an initial investigation of all alleged violations; the Chair of the SCC is responsible for scheduling the SCC meetings and hearings, and overseeing penalties.

ii. The SCC serves as a hearing board for incidents of misconduct involving violations of the KGI Honor Code and SoP Student Clinical Code of Conduct. The SCC is responsible for conducting investigations and making recommendations to the Dean as to whether a violation occurred in all cases in which the student accused of a violation denies guilt. In cases where a violation has been found to occur, the Dean may ask the SCC for a recommendation as to the penalty.

iii. The Dean is responsible for deciding upon penalties in cases where a student has admitted to guilt or in cases where the SCC has been asked to make a decision but not recommend a penalty. The Dean is also responsible for implementing academic penalties, suspensions, or separation from the Institute.

iv. The Dean will address appeals regarding recommendations made by the SCC.

v. The President will address appeals when one of the following situations is thought to have occurred: a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error took place.

b. **Organization of Student Conduct Committee**

Each School will have their own SCC appointed on the basis of school bylaws. Each member of the committee has one vote, with the exception of the Ex-officio and recorder. Ad-hoc member(s) will be chosen to replace any member who cannot or chooses not to attend the proceedings. The dean of the school housing the infraction is responsible for choosing ad-hoc members of the committee. If a member of the SCC is in conflict, he/she will be excused or recuse oneself from the committee’s proceedings and an ad-hoc member will take his/her place.

If a student of one school violates the regulations in the other school or in a mixed class, the misconduct action may be brought against that student at their home school. The name of the student concerned, along with all pertinent information, will be sent to ADSS, the ADSA or designee in the appropriate school.

c. **Process**

i. **Initial Charge and Preliminary Investigation**

A faculty member, preceptor, staff member, or student who wishes to make a charge of a violation of the Honor Code or SoP Student Clinical Code of Conduct against a KGI student must report violations to the ADSS, the ADSA or designee. Students, staff, or faculty who
suspect such a violation is responsible for filing a charge in writing, using the Honor Code Intake Form. An institutional representative must file charges within **Ten (10)** business days of the alleged misconduct or discovery of alleged misconduct.

Upon receipt of an Honor Code Intake Form, the ADSS, the ADSA or designee will notify the accused student that a complaint has been filed and inform the accused student of his/her rights under the Honor Code Policy by providing the student with a KGI Honor Code Rights of Students document. A Receipt of Acknowledgement document will be sent to the student. This document is a statement that the student received the "charges" filed against them. Both forms are to be signed and returned to the ADSS, the ADSA or designee **within two (2) business days** from the date of the written correspondence, whether they agree with the charges or not. The Receipt of Acknowledgment Form is just an acknowledgment of the charges that are pending, and not a plea or an admission of guilt. All letters will be sent via email or hand delivered requiring a student signature if the student is on campus. This will demonstrate and confirm proof of delivery.

Anonymous reports may be submitted using MYSAFECAMPUS. However, anonymous reports have a lower probability of resulting in an investigation unless there is some corroborating evidence that has been provided by others regarding a particular student or incident. If an anonymous report is submitted, there is no requirement that the ADSS, the ADSA or designee notify the accused student, or that an investigation be launched.

After receiving the Honor Code Intake Form and notifying the student of the complaint, the ADSS, the ADSA or designee will conduct a preliminary investigation. This investigation will normally entail meeting with the accuser(s), obtaining and discussing existing evidence of the alleged misconduct, and a meeting with the accused to discuss the charges and evidence. This meeting may happen in person, by phone or through the use of online technology. Dated notes should be taken by the ADSS, the ADSA or designee to describe these discussions. Every effort should be made by all parties involved to maintain confidentiality in these discussions.

**ii. Resolution of complaint through the dismissal of case**

If, following the preliminary investigation, the ADSS, the ADSA or designee become convinced that a violation has in fact not occurred, the charge may be dropped and the case dismissed. In such cases the accused student will be notified in writing. A copy of the charge and written summary information from the preliminary investigation shall be placed in the ADSS or ADSA’s office until the student graduates or leaves KGI. Should additional information become available, the ADSS, the ADSA or designee can re-open the case.

**iii. Resolution of complaint through admission of responsibility**

If the accused student admits responsibility for a violation of the KGI Honor Code or SoP Student Clinical Code of Conduct, the accuser(s) will be apprised of the charge and the student’s admission. If the case involves academic misconduct, the faculty member may then impose academic penalties if outlined in that course’s syllabus. In other cases, the Dean may assess additional penalties or the SCC may recommend additional penalties to the Dean. A letter from the Dean’s office delivered by email or hand delivered will serve as the official notice of the decision and penalty. A record of disciplinary action is normally maintained by the ADSS or ADSA until the student graduates or leaves the Institution. Students may examine the contents of their file by appointment with the ADSS or ADSA.
iv. Resolution of complaint through the Student Conduct Committee

If the accused student does not admit responsibility for misconduct, a formal process involving the SCC will be launched. Referral to the Committee must be by a written memo created by the ADSS, the ADSA or designee which names the student, describes the alleged misconduct (including pertinent dates, times, witness and/or evidence), and summarizes the content of earlier meetings regarding this case. If the ADSS or ADSA is not available to conduct this process, the Dean of the school where the infraction occurred will appoint a designee.

Within five (5) business days of referral of the case to the SCC, the Chair of the committee will provide a copy of the referral memo to the accused student(s). In addition, the Chair will schedule an initial hearing for any charged student with the Committee. This hearing should be held within ten (10) business days of the referral of the case to the Committee. If there is an extenuating circumstance that causes a delay in any of these timelines the student will be notified. Note: Business day(s) refers to official business days — not holidays, weekends or summer session.

The Chair of the SCC will present evidence gathered from the preliminary investigation at the initial meeting with the SCC. The accused student(s) shall meet with the Committee and be informed of the allegations and afforded an opportunity to defend him/herself. The accused student does have the right to solicit advice and to offer witnesses to support his/her position.

The Chair will notify the student and witnesses of the meeting date in writing at least three (3) business days prior to the hearing.

All sessions of the Committee will be closed to all individuals except those immediately concerned in the case. No attorney shall be present, as this is not a court of law. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case. Revelation of such details will be considered a violation of the Honor Code.

The testimony of each witness shall be given while the other witnesses in the case are out of the room. The witnesses of both parties shall be available for testimony during the entire proceedings. The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee. The Committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority.

Deliberation of the Committee shall take place in private and remain confidential. Voting on decisions of culpability shall be by secret ballot. The result of deliberations will be reported to the Dean. If misconduct is found, the Dean will determine the penalties or implement penalties recommended by the SCC. A letter from the Dean’s office will serve as the official notice of judgment and penalties; this letter should be delivered by email, by hand or by certified mail.

8. Appeals

a. Appeal to the Dean
Any decision reached by the Student Conduct Committee may be appealed to the dean of the appropriate school. An appeal shall be requested by the student in writing and received by the Dean, within **seven (7) business days** after receiving the notice of imposed sanctions.

The Dean will review the SCC written report, interview the Chair of the SCC, and/or involved faculty as appropriate and will schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal.

All appeals to the Dean should be delivered in person or by certified mail to:

Keck Graduate Institute  
Dean’s Office  
535 Watson Drive  
Claremont, CA 91711

**b. Appeal to the President**

Within **seven (7) business days** after receiving the Dean’s response to appeal or the notice of Dean imposed sanctions, any accused student wishing to appeal will give written notice of such intention to the President. Only appeals that address a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error will be acknowledged by the President. The accused student will include a focused statement of the basis for such an appeal within the written notice and may include new information that may have been obtained since the charge was filed.

The President will notify the Dean, Chair of the Student Conduct Committee, ADSS, the ADSA or designee, and the involved faculty member, if any, of the appeal.

The President will review the SCC written report, interview the Dean, Chair of the SCC, and/or involved faculty as appropriate and will schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal.

Factual findings of the SCC will not be overturned on appeal absent a showing that the findings are not supported by relevant evidence. The decision of the President is final.

All appeals to the President should be delivered in person or by Certified Mail to:

Keck Graduate Institute  
President’s Office  
535 Watson Drive  
Claremont, CA 91711

**9. Rights of the Student**

With respect to violation of the student Honor Code, a student of KGI is guaranteed the following rights:

a. The right to a reasonable amount of time to prepare for his/her hearing;

b. The right to a prompt hearing;

c. The right of being presumed innocent until proven guilty;

d. The right to solicit advice;

e. The right to appeal;

f. The right to know his/her accuser;
g. The right to expect that the SCC will deal with his/her case in a confidential manner.

10. Notes and Definition

a. The word student in this manual refers to any person who is enrolled in any course offered by the KGI.

b. The words professor or instructor in this manual refer to any person who is authorized by the Institute to hold and teach a class sponsored by the university or precept a student during an off-campus practice experience.

c. The words institute and school refer to KGI and the KGI SALS or KGI SoP, respectively.

d. The phrase SCC refers to that committee that is assigned by the Dean of each school to review situations in which students are involved in academic, nonacademic, or professional misconduct.

e. The word handbook in this document refers to the edition of KGI’s Student Handbook in effect at the time of the offense.

f. The word day(s) refers to official business days — not holidays, weekends or summer session.

KGI reserves the right to change, delete or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.

6. Student Clinical Code Of Conduct

The KGI School of Pharmacy students and faculty have adopted the following code of conduct to guide ethical behavior in hospitals, community pharmacies, research and production facilities, and various rotation sites included as clinical practice experiences. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, “preceptors” or faculty to the Chairperson of the Student Conduct Committee may be investigated by this Committee with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

The Student Conduct Committee will be charged with the responsibility of promptly investigating alleged infractions of this code. All cases will require the submission of a report of findings and appropriate recommendations to the Dean’s Office in a timely manner.

Students should read, discuss and sign the KGI School of Pharmacy Clinical Code of Conduct prior to enrollment in the KGI School of Pharmacy.

This code of conduct was created by the faculty of the KGI School of Pharmacy. Modifications of this code will require the approval of the Student Handbook Taskforce and the Executive Council of the School of Pharmacy.

1. Respect and Concern for the Welfare of Patients

The student pharmacists will:

• Treat patients and their families and/or caregivers with respect and dignity both in their presence and in discussions with others.
• Recognize when one’s ability to function effectively is compromised and ask for relief or help.
• Recognize the limits of one’s involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
• Not use alcohol or other drugs in a manner that could compromise themselves or patient care.
• Respect the rights of others
• Work with professional, staff and peer members of the health care team in a cooperative and considerate manner.
• Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, or socioeconomic status.
• Respect the patient’s modesty and privacy.

2. **Trustworthiness**

The pharmacy program student will:

• Be truthful in communication to others.
• Maintain confidentiality of patient information.
• Admit errors and not knowingly mislead others to promote one’s self at the expense of the patient.
• Not represent himself/herself as a pharmacist, physician, physician’s assistant, or other health professional.
• Accurately acknowledge the sources for all information reported; failure to do so will be considered plagiarism.

3. **Responsibility and Sense of Duty**

The pharmacy program student will:

• Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
• Undertake clinical duties and persevere until they are complete.
• Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

4. **Professional Demeanor**

The pharmacy program student will:

• Maintain a neat and clean appearance, and dress in attire that is accepted as professional to the population served.
• Be thoughtful and professional when interacting with patients and families.
• Strive to maintain composure during times of fatigue, professional stress, or personal problems.
• Avoid offensive language, gestures, or inappropriate remarks.
• To be treated with respect as participants in the delivery of healthcare.

5. **The Pharmacy Program Student:**

• Should be challenged to learn, but should not be belittled, humiliated, or abused in front of patients, peers, or other health professionals.
• Should not be sexually harassed, either verbally or physically.
• Should not be discriminated against on the basis of gender, race, religion, or sexual preference.
• Should be a participant in patient care decisions whenever possible.
• Should have his/her pharmacy-related education take priority over routine menial tasks.
• Should report committed infractions against the above standards to his/her preceptor as soon as possible so that appropriate actions take place to resolve the matter.

If a student feels that a preceptor or other professional has committed infractions against the above standards, he/she has the responsibility of informing that preceptor, whether by direct contact or by way of an honest preceptor evaluation at the end of a rotation, of such feelings so that the preceptor can improve his/her performance.

NOTE: The above standards of conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the KGI School of Pharmacy.

7. Protocol for Bias Related Incidents

1. Statement of Purpose

This Communications Protocol, which has been adopted by each of the members of The Claremont Colleges, is intended to provide a framework for inter-collegiate responses to bias related incidents. Bias related incidents are expressions of hostility against another person (or group) because of that person’s (or group’s) race, color, religion, ancestry, age, national origin, disability, gender or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of those characteristics. As used in this Protocol, the term “bias related incident” is limited to conduct that violates one or more of the Claremont colleges’ disciplinary codes and which is not protected by the First Amendment of the United States Constitution or by analogous provisions of state law. A hate crime is an especially severe form of bias related incident, and such crimes fall far beyond the bounds of constitutional protection. However, the category of bias related incidents extends beyond hate crimes and other actions that would constitute criminal offenses under relevant penal codes.

In the event that a bias related incident occurs on one of the campuses and/or on Claremont University Consortium (CUC) premises, this Protocol shall govern communication among the Claremont colleges’ chief student-affairs and administrative officers.

2. California Law Regarding Hate Crimes

California law prohibits hate crimes. Section 422.6 of the California Penal Code defines a hate crime as follows:

a. "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:
   i. Disability
   ii. Gender
   iii. Nationality
   iv. Race or ethnicity
   v. Religion
   vi. Sexual orientation
   vii. Association with a person or group with one or more of these actual or perceived characteristics.
"Hate crime" includes, but is not limited to, a violation of Penal Code Section 422.6.

3. **California Penal Code § 422.6:**

   a. No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

   b. No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

   c. Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars ($5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.

   d. Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.

4. **Responding to Incidents**

   a. Any person, including faculty, staff, students and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff and/or campus safety before taking any action (such as disposing or removing evidence, altering scene, etc.).

   b. College staff and/or campus safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.

   c. Campus safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.

   d. Campus Safety and/or College Personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.

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1 Preference is for the first level on-call staff to be notified. Appropriate staff include: RAs, proctors, sponsors, and deans.
e. The Dean of Students shall preserve the evidence or copies of same. In incidents of a
criminal nature, or where otherwise deemed appropriate, campus safety shall also maintain
records of the incident. Communication among the colleges will pass from the Chief Student
Affairs Officer or the Chief Administrative Officer of the institution where the incident
occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative
Officer at CUC. In the event that the Chief Student Affairs or Administrative Officer is
unavailable, she or he will have designated a second in command to whom the
communication will be directed. The second in command is then responsible for both
implementing the below protocol and informing the Chief Student Affairs or Administrative
Officer as quickly as possible.

The communication between offices should:

- Provide a brief description of the incident;
- List any information about initial steps that have been taken to address the incident;
- Provide instructions about how to report information about the incident; and
- Conclude with a standard paragraph on steps community members should take in the
event they see a bias related incident.

f. Each school and CUC shall create and/or follow an established internal policy to
communicate information regarding the incident. A campus might choose to include one or
more of the following:

i. Notification procedures for personnel responsible for the handling the incident are in
place, including communications officers
ii. Email/and or web dissemination of the notification to all faculty, staff and students;
iii. Paper mail dissemination of the notification to all faculty, staff, and students;
iv. Posting of notices in locations on the campus in areas in which members of that campus
are most likely to read them;

v. Utilizing RAs, proctors, college councils or senates, and other student leaders in ways
consistent with their position description and responsibilities;

vi. Notifying any other appropriate college-specific body at that institution that may be
charged with handling matters of this nature—Diversity Coordinating Committee at
Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.

vii. Utilizing informational sessions for community members to receive information in
person, ask questions, and generally discuss incident.3

2 The chief student affairs officer is the Vice President for Student Affairs and/or Dean of Students. The Chief Administrative
Officer refers to the CAO at CUC.
3 Session(s) may be repeated, and timing should relate to the time and nature of incident.
4 Information required to be kept confidential pursuant to law shall not be disclosed in these logs.
kept in the format appropriate to the campus culture (paper, web-based, etc.) The log will be made available to students, faculty and/or staff upon request.

This protocol was drafted and adopted by the Student Affairs Committee of The Claremont Colleges, PASA (Pan-African Student Association), Scripps College Wanawake Weusi, Hillel Student Board, Pitzer Black Student Union (BSU) in spring 2005.

8. Discrimination and Harassment Policies and Procedures

1. Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (gender-based) discrimination and harassment in educational programs and activities at institutions that receive federal financial funding. Keck Graduate Institute (KGI) is committed to providing students with learning and working environments free from all forms of discrimination, harassment, and sexual misconduct. KGI has designated a Title IX Coordinator and three Deputy Coordinators to assist our community regarding discrimination, harassment, and sexual misconduct. The Title IX Coordinator’s responsibilities include:

- Overseeing Title IX compliance;
- Tracking and monitoring incidents of discrimination, harassment, and sexual misconduct;
- Ensuring prompt and equitable resolution of complaints;
- Coordinating training, education, and prevention efforts; and
- Providing information on options for responding to and resolving complaints.

2. Contact Information for Initiating a Report

Individuals who believe that they have been the subject of or have witnessed alleged discrimination, harassment, and/or sexual misconduct are encouraged to contact a KGI representative listed below. A report may be made by a student, faculty member, staff member, or third party to any one of the individuals listed. Under no circumstances is an individual required to report discrimination, harassment, and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator.

Members of Keck Graduate Institute (KGI) community are encouraged to contact the Title IX Coordinator or a Deputy Title IX Coordinator to obtain information about courses of action available to resolve reports or complaints of sexual misconduct; to make a report or file a complaint concerning sexual misconduct; to obtain information about available on-campus and community-based resources and support services relating to sexual misconduct; and to ask questions about this Policy.

The Institute’s Title IX Coordinator, Cheryl Merritt can be reached in person at 535, Office 150D, by telephone at 909-607-7853 or by email at Cheryl_merritt@kgi.edu.
Title IX Coordinator

Cheryl Merritt, Director of Human Resources/ Title IX Coordinator (reports/complaints against staff member or third party)
Email: Cheryl_Merritt@kgi.edu
Phone: 909-607-7853
Office: 535 #150D

Deputy Title IX Coordinators:

Sofia Toro, Dean of Student Engagement and Enrollment Services
Email: sofia_toro@kgi.edu
Phone: 909-607-0121
Office: 535, #10

Assistant Dean of Student Services (reports/complaints against a student)
Email: student_services@kgi.edu
Phone: 909-607-0389
Office: 535 East

Britnee Harker, Assistant Director Student Services (reports/complaints against a student)
Email: Britnee_Harker@kgi.edu
Phone: 909-607-8444
Office: 535, #29

Andrea Mozqueda, Student Services Specialist
Email: Andrea_Mozqueda@kgi.edu
Phone: 909-607-0896
Office: 535, Cubicle 25B

Kristen Felthousen, Associate Director of Student Affairs for the School of Pharmacy
(reports/complaints against a student)
Email: Kristen_Felthousen@kgi.edu
Phone: 909-607-0101
Office: 535, #28

Anna I. Hickerson, PhD, Professor of Practice, Medical Device Engineering and Program Director, MBS in Medical Devices and Diagnostics
Email: Anna_Hickerson@kgi.edu
Phone: 909-607-9541
Office: 215, #105

TCC’s Care & Support Resources
Monsour Counseling & Psychological Services: (909) 621-8202
McAlister Center Chaplains: (909) 621-8685
EmPOWER Center: (909) 607-0690
CUC Student Health Services: (909) 621-8222
After Hours Emergency: (909) 607-2000
7C Shared Sexual Assault Support and Prevention Website
http://www.7csupportandprevention.com/

Care & Support Resources Off-Campus
Project Sister Sexual Assault 24/7 Crisis Hotline:
(800) 656-4673; (909) 626-HELP (909-626-4357)
RAINN National Sexual Assault Crisis Hotline:
800-656-HOPE (800-656-4673)
House of Ruth:
(877) 988-5559 (toll-free hotline)
National Domestic Violence Hotline:
(800) 799-SAFE (7233)

KGI encourages any member of the KGI community who experiences any form of violence to immediately contact the Claremont Police Department (“CPD”) by contacting Campus Safety (909-607-2000) if they are on campus or by dialing 911 if they are off campus.

Contact Information for Initiating a Report
For the full Title IX policy, please see Appendix D and reference the KGI Discrimination and Harassment Policies and Procedure.

XIII. Academic Policies & Procedures

A. Academic Freedom

KGI believes fervently in the importance of academic freedom to its mission, goals and its academic quality. Faculty and students are encouraged to explore intellectually without limit, and to publish and speak out without fear of retribution. Intellectual discourse, including disagreement and debate, is fundamental to the processes of learning and research and is protected by this policy statement of the Institute. KGI explicitly recognizes the rights of the faculty and students to publish and disseminate the conclusions from their research and publicly espouse their opinions without regard to the effect on the Institution or related interests.

B. Academic Standards

High academic standards are critical to ensuring academic integrity and quality at KGI. Each academic semester, students identified as not meeting the requirements for minimum progress are reviewed by the SoP Student Pharmacist Progression Committee (SPPC). Students have the opportunity to explain any special circumstances. See the section on Satisfactory Academic Progress: students placed on academic probation are required to work with the Associate Dean for Academic Affairs (ADAA) and the Associate Director of Student Affairs for the School of Pharmacy (ADSA) to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester.

Students that are placed on academic probation two times in one semester will be ineligible to continue to hold leadership positions in professional organizations, clubs and committees. Each organization/club is responsible for holding special elections to replace the vacated position. The ADSA will replace students on committees.
C. General Matriculation Rules and Guidelines

1. Student attendance in classes is mandatory.
2. Students are required to stay updated on school/class activities by checking their KGI e-mail account and the Learning Management System (Sakai), daily.
3. Students are required to follow the Dress Code of the School as an integral part of their training and professionalism. (See SoP dress code policy)
4. Experiential programs, including introductory and advanced pharmacy practice experiences, will be provided off-campus. The site will most likely be in an area not nearby KGI and Claremont. Students are responsible for their transportation and their own housing based on their assigned site during this period. Students must remain flexible to work hours demanded by the site, and will attend all meetings required by their preceptors.
5. Each student is assigned to a faculty member for mentoring on both academic matters and professional activities. The faculty mentor will serve as the student’s first line of communication in addressing academic or professional issues. Additional counseling services are available through the Associate Director of Student Affairs for the SoP and the resource services offered by the Claremont University Consortium.
6. A student must complete all graduation requirements in order to graduate.
7. Students admitted to the professional entry level Doctor of Pharmacy degree program have a maximum of six years from the initial entry date to complete the program and receive the degree.
8. The faculty of the KGI SoP reserve the right to revise curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.
9. The SoP will graduate only those students deemed ready to accept the moral, ethical, and professional responsibilities of the practice of pharmacy, and consequently reserve the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
   - Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence, or enroll in a course without having satisfied the prerequisites.
   - A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
   - A student may be dismissed from the program, after due process, due to violations of the KGI SoP Academic Progression Policy.

Cardiopulmonary Resuscitation (CPR) And First Aid Certification

Students are required to have certification through American Heart Association in Basic Life Support (BLS) for Health Care Providers and CPR and First Aid at the beginning of the P-1 year. Certification will occur during the first week of classes. If a student fails to receive certification at that time, he or she will NOT be allowed to enroll in any IPPE or APPE until certification is achieved. CPR Re-certification is required prior to the start of the third professional year. KGI SoP will
cover recertification at the beginning of the third year and that students who do not participate school sponsored sessions will need to cover their own cost.

D. Standards for Graduation

To qualify for graduation, a student must have achieved:

- 161.5 Credit Hours completed
  - 106.5 Credit Hours professional curriculum
  - 42 Credit Hours of Advanced Pharmacy Practice Experiences (at least 1,680 supervised clock hours)
  - 11 Credit Hours of Introductory Pharmacy Practice Experiences (at least 440 supervised clock hours)
  - 2 Credit Hours of Professional Capstone Seminar completed
- Satisfactory Completion of Student Portfolio
- KGI SoP exit survey completed
- Other KGI financial requirements and obligations must also be met.

E. Credit Hour Policy

All full-time students at KGI are required to be enrolled in a minimum of 12 credits semester. In order to be considered full-time for purposes of federal financial aid, graduate students must be enrolled in at least 12 credits per semester. (The one exception is the PhD program: to be considered full-time, PhD students must be enrolled in 10.5 semester credits per term). In order to be considered half-time, graduate students must be enrolled in at least six credits per semester.

For more information and details about Credit Hour Policy see Appendix E

F. Cross-Registration for Summer Courses

Keck Graduate Institute offers summer Upper-Level Undergraduate courses. Cross-registration is not available during the undergraduate summer sessions, and therefore KGI students and students from any of the other Claremont Colleges may not cross-register for any of these courses. Additional tuition is required for enrolling in summer courses at KGI. Any student taking a course offered at KGI or any of the other Claremont Colleges must pay the appropriate costs and tuition for all courses and/or credits in which they wish to enroll. The application deadline is one week prior to the course start date. Please note that there is no priority given to any students since we will accept students on a rolling basis. It is possible the class may fill before the application deadline. Please note the minimum enrollment for each class is 6 students. If the minimum is not met, the class may be cancelled.

G. Registration and Enrollment Procedure for the School of Pharmacy

To be considered for registration, a student must be enrolled, pay tuition and fees, and complete SoP required items for the semester. A student is considered non-registered if they have not enrolled, have not paid tuition and fees, or not completed required items. The Institute holds each student fully responsible for checking the accuracy of their initial registration and any subsequent changes submitted to the Registrar's Office.

- **Core courses, labs and introductory pharmacy practice experiences (IPPE’s) will be assigned and students will be enrolled by the school of pharmacy:**
All student schedules in the SoP will be completed by the ADAA. Core courses in P-1 - P-4 years will automatically be incorporated into each student’s schedule according to class year. Lab classes will be assigned by the ADAA for the School of Pharmacy. In most circumstances, course assignments may not be altered or changed.

- Faculty mentors will aid students in selection of elective courses needed for certificate completion. Faculty mentors are responsible for submitting elective choices to the ADAA for processing:

  Elective courses begin in the P-3 year and are applicable to the concentration chosen by the student; Medication Therapy Outcomes, Healthcare Management, Health Information Technology or Clinical Trials/Regulatory Affairs. Students are required to meet with their Faculty mentors to discuss and select electives for their declared concentration prior to April 15th of their P-2 year. The ADAA will coordinate with the Registrar to enroll the students into elective courses and coordinate schedules between courses offered through schools/colleges outside of SoP. Failure to meet with Faculty mentors regarding elective course selections will result in a Registration Hold being put on the student’s account which will prohibit the student from starting classes until the requirements are satisfied.

- Advanced pharmacy practice experience (APPE) registration for P-4 students will be coordinated through the Office of Experiential Education and as above executed by the ADAA.

  Students must work with the Office of Experiential Education to select their APPEs. Core APPEs will be assigned where space is available with clinical partners. The Office of Experiential Education will do its best to accommodate student choice, however space at core and elective sites may be limited, and first choices may not always be available. Once the Office of Experiential Education has placed students, the information will be sent to the ADAA for registration as above.

1. **Student Portal**

   Students have access to their student portal to view their registration at [https://kgi.empower-xl.com/](https://kgi.empower-xl.com/). If a student has questions about registration, they should contact the ADAA.

2. **Adding/Dropping**

   Course Adds/drops are generally not allowed in the SoP program because of the lockstep nature of the program. They may be considered for elective courses in the P-3 or P-4 year. Changes to P-3 electives should be discussed and approved by the ADAA, and changes to the P-4 year should be discussed and approved by the Office of Experiential Education. All changes to the student’s registration will be communicated to the registrar by the ADAA.

3. **Late Registration**

   It is important to enroll, register, and pay fees in a timely manner to avoid any financial aid implications. Registration deadlines fall towards the end of the semester. In the School of Pharmacy, students who are not paid in full will not be admitted to class.
4. **Audit Policy**
Since SoP courses are part of professional degree curriculum, these courses will not be available for audit. Pharmacy students will not be allowed to audit courses.

5. **Holds**
KGI will not release transcripts for students with financial obligations to the Institute.

6. **Financial Obligations**
Tuition, fees are billed and payable as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Billing Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 10</td>
<td>August 28</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 01</td>
<td>January 16</td>
</tr>
</tbody>
</table>

The following fees will be charged as appropriate:

- **Late Payment Fee**
  - The greater of 1% of the past due Student Account Balance or $50**
- **Late Registration Fee**
  - $50.00
- **Returned Check Fee**
  - $25.00

All students are required to pay tuition and fees at the current year’s rates. KGI reserves the right to change tuition and fees at any time. Please review the Student Accounts website at [http://www.kgi.edu/current-students/student-accounts](http://www.kgi.edu/current-students/student-accounts) for more information. You may also email student_accounts@kgi.edu with any tuition billing questions.

**Late Payment Fees are accrued on a weekly basis beginning with the first business day following the payment deadline at the greater of 1% of the outstanding balance or $50. Unpaid fees from offices at the Claremont University Consortium (CUC), including the Student Health Center, Library, and Campus Safety are added to KGI student accounts and, also, are subject to accrue the late fee.**

Any unpaid balances may result in removal from registered classes and student systems/programs such as Sakai and Student Government activities. Furthermore, a hold will be placed on diplomas, transcripts and registration until your outstanding balance is paid in full.

7. **Tuition Refunds**
A student who attends the first day of class is expected to pay tuition for that semester. A student who decides to withdraw during the first two weeks of class may receive a partial refund. They will forfeit their deposit and will be charged for each day of attendance on a prorated basis.

After two weeks of class, there is no refund. Note that if a student has already received checks from KGI for credit balances on student tuition accounts before withdrawal, the student will be required to reimburse KGI for all or part of the original credit balances. Please see the section on financial aid.

H. **Attendance Policy for Online Courses**
Online students are subject to the following attendance policy. Student attendance in an online course is defined as active participation in the course. Participation in this course may take the form of posting to discussion forums, submitting assignments to drop boxes, or completing quizzes or exams. Students need to participate each week in some way to satisfy the attendance requirement. (Note: logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement).

Students can be dropped seven calendar days after the start of the semester if they:
1. Fail to meet the attendance requirement (as defined above) during the first week of class, OR
2. Fail to contact the instructor in the event of a technical problem, OR
3. Fail to contact the instructor during the first week of class regarding their inability to complete either #1 or #2 above.

In addition, any student failing to meet the attendance requirement for more than two consecutive weeks may be sent a “stopped attending” letter. At midterm the Institute will administratively drop any student who has failed to meet the attendance requirement as set forth by the instructor. After midterm, students who stop participating in a class without officially dropping a class and who are not administratively dropped may receive a grade of “F” for the course. This may also have an impact on certain financial aid awards. It is ultimately the responsibility of the student to drop a course. Any student who can’t meet the attendance requirements for a given week should contact their instructor immediately.

I. Attendance At Instructional Periods, Assessments, And Extended Learning

Attendance is required at all scheduled instructional periods, all scheduled assessments and reassessment, and extended learning sessions when applicable.

Attendance

Students are expected to attend and appear on time at all classes, workshops, required seminars and other instructional activities associated with the courses in which they are enrolled. Because teamwork is such an integral part of KGI’s learning environment, attendance is important not only for the particular student but also for his or her colleagues. Students should make prior arrangements with the Associate Director of Student Affairs for the School of Pharmacy (ADSA) in the event that missing classes is unavoidable. If able, the student should also contact the course instructor and course coordinator. The ADSA will inform the course coordinator regarding the absence and determine whether the absence is excused or unexcused.

Requests for excused absences must be submitted in writing to the ADSA within three (3) business days upon return to school. The ADSA will determine whether an excused absence is warranted. The student must present appropriate documentation to be granted an excused absence.

The following are considered excused absences:

- Personal illness or injury. For an excused absence, written documentation, a note from a physician or other qualifying medical professional, will be required as supporting documentation. The ADSA also reserves the right to make a determination to provide an excused absence for any student if illness and/or injury should happen during normal class time.
hours. If an illness lasts greater than **five (5) days**, the ADSA may require a medical clearance from the physician for the student to be able to return to class.

- A personal emergency or emergency in the student’s immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student) such as death, hospitalization or other emergency situation.
- Attendance at a professional meeting provided that the absence has been pre-approved by the ADSA. Reference the P1-P3 Excused Absence for Professional Meeting Attendance policy for more information.
- Jury duty and Immigration/Naturalization Interview. The student must submit official documentation.
- Religious observance accommodations will be considered. The CUC Holy Days Calendar will be the official source for important religious holidays. [http://www.cuc.claremont.edu/chaplains/holydays.asp](http://www.cuc.claremont.edu/chaplains/holydays.asp). Each student must individually submit a request for absences due to religious observances by the first day of each semester and work with the ADSA to minimize disruptions to the educational process and to schedule makeup activities.

Falsification of documentation is considered a violation of the School’s Honor Code and will result in disciplinary action up to and including termination.

**Personal Days**

Students will be allowed 2 personal days (documentation not required) per semester for illness or other personal reasons. The personal days are considered excused absences and policies governing excused absences apply. The personal days cannot be used on days involving exams, PBL, IPPE, APPE, PCOA, LACE clinics, lab, shadowing experiences or any other opportunities that are difficult and/or unable to be replicated. To use the personal day, the student must contact the Associate Director of Student Affairs and course coordinator by 7 AM on the day the student will not attend. **Failure to notify the Associate Director of Student Affairs and course coordinator by 7 AM on the day to be missed will result in an unexcused absence.**

**Excused Absences**

If the absence is deemed **excused** by the ADSA, the student will be responsible for the work missed, however is ineligible for any participation points that may be earned on that day. Within **three (3) business days** of return to school, the student shall discuss and arrange all appropriate make-up work with the course coordinator if eligible by terms set in the course syllabus

Accommodations for absences are expected to be included in the longitudinal or elective courses. A clear policy will be outlined in the individual syllabus.

Students with prolonged illnesses or other personal issues that result in multiple absences should consult with the ADSA regarding a leave of absence.

**Unexcused Absences**

A student who demonstrates a pattern of chronic unexcused absences (≥six (6) days) is required to meet with the ADSA. One day is defined as one or more classes in one day. Accumulation of greater than eight (8) days of unexcused absences by a student will require the ADSA to forward this information to the Student Conduct Committee (SCC) for action.
P1-P3 Excused Absence for Professional Meeting Attendance Policy

Attendance for a professional meeting must be pre-approved by the ADSA. Each student must individually submit the Pharmacy Professional Development Absence Request Form (PPDarF) to the ADSA, complete with the signature of the associated professional organization Advisor or an appropriate faculty representative. Each student must individually submit a request form.

The ADSA must receive the completed PPDARF no less than 15 business days prior to the start date of the event.

Assessment re-scheduling must be consistent with SoP Academic Policies: The make-up will be during the reassessment period for that exam in SSS courses. By not being on campus for the group exam, group points will be forfeited. Longitudinal exam make-up will be up to the Course Coordinator if a make-up is available. For longitudinal courses, students need to check with the Course Coordinator prior to making travel arrangements.

In order to be eligible for an excused absence, the student must be representing KGI SoP in an official capacity.

Examples:

- Presenting a research poster
- Participating in a collegiate competition (E.g. quiz bowl, compounding, clinical skills, etc.)
- Participating/voting as a Chapter Delegate
- Student Chapter Executive Board Member(s) associated with the meeting that they are attending
- Receiving a national or state scholarship/award
- Participating in the meeting as a national or state association representative or standing committee member

If an excused absence is granted, the student must submit a copy of an accepted registration to the ADSA prior to attending the meeting and documentation of attendance within three business days from returning to campus from the meeting attended.

Absence from Assessment, Reassessment and Extended Learning Periods

Absence from Module Course Assessments
Module format courses are classes that are taught in multiple week intensive sessions, versus semester-long courses. Modules are usually assessed in two week blocks. Block assessments typically occur on Friday

Missed Exams:
- Students must contact the course coordinator as well as the ADSA PRIOR to missing an exam.
- Appropriate documentation must be provided to the ADSA within three (3) business days of return to school who will determine the validity of the excuse. Prior to rescheduling the missed exam the ADSA must excuse the absence.
• If the student has an **excused absences** for missing a Friday assessment, the student will forfeit the opportunity to earn group points. An excused absences provides the student an opportunity to complete the re-assessment in place of the assessment; for full value of possible points.

• If the student is unable to attend the reassessment, the assessment leader in conjunction with the Course Coordinator and the ADSA should arrange for the student to take an assessment as soon as possible following the student’s return to school. Every effort should be made to schedule the makeup assessment so that it does not jeopardize the student’s performance on other scheduled assessments. The date and time of the makeup assessment will be communicated to the ADAA and may be scheduled outside of regular school hours.

• Every effort should be made to make up the assessment and/or reassessment before the next regularly scheduled summative block assessment, the student who is unable to meet this deadline may be required to attend a scheduled extended learning period.

• In the case of an **unexcused absence**, the student can take the re-assessment for the minimal score of 70% with no team points. If they cannot take or pass the reassessment, they will be required to attend extended learning. This assumes that they are eligible for extended learning.

**Absence from Longitudinal (Semester-Long) Course Assessments**
Longitudinal courses are those courses where students attend throughout the semester as opposed to a block. Longitudinal assessments are the purview of the course coordinator as frequency and type of assessment may vary throughout the duration of the semester. Students will have an opportunity for re-assessment to achieve a passing grade of 70% in the course.

**Missed Exams:**
• Students must contact the course coordinator as well as the ADSA PRIOR to missing an exam.

• The ADSA will determine the validity of the excuse. Appropriate documentation must be provided to the ADSA within **three (3) business days** of return to school who will determine the validity of the excuse. Prior to rescheduling the missed exam the ADSA must excuse the absence..

• If the student has a valid excuse for missing an assessment, the policies for missing an individual assessment will be defined in the longitudinal course syllabus.

**Attendance at Experiential Activities**
Attendance is required at all scheduled experiential rotations. Students are required to abide by the attendance policies outlined in the Preceptor Experiential Education Manual (PEEM).

**J. Class Start Time, Assessment Start Time, and Class Hours Policies**
The stated class hours for the didactic portion of the curriculum are from 8:00 a.m. to approximately 5:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 a.m., except when otherwise approved by the (ADAA). These class times do not necessarily mean that faculty have no flexibility and must always begin lecturing at 8:00 a.m. Faculty have the latitude to allow students to study in their groups or work on special projects; however, this time must be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be allowed “time off”, “comp time” or time to complete assignments intended as “homework,” or be off-campus during these class days unless approved by faculty as part of the block plan/syllabus and the block plan/syllabus has been distributed to students in writing no later than the first day of the block/longitudinal course. Special or
makeup sessions may be scheduled outside the 8:00 am-5:00 pm time slot subsequent to approval by the ADAA. Students will be notified in advance if this scheduling is required.

Start times for assessments, team assessment, and assessment review will be clearly communicated to the students prior to the start of the assessment. Times for re-assessments must be set and communicated to students prior to students’ receiving their results on the original assessment day in accordance with the Assessment Policy. The scheduled dates for assessments and re-assessments are set prior to the beginning of the academic year. These dates are communicated to students in writing. Any deviations from this policy must be approved in advance by the ADAA or his/her designee.

K. Tardiness Policy

Arriving late to class is disruptive to other students and faculty as it interrupts the teaching and learning process. Students arriving late to class will forfeit any points that may have been earned through quizzes or other activities prior to their arrival to class, unless a valid excuse is submitted to the ADSA.

L. Canceling Classes

1. **Background Assumptions:**

   The mission of each of The Claremont Colleges states that education is the primary service which each provides to students; therefore, it is the policy of The Claremont Colleges that classes will not be canceled. Only overriding considerations of the most serious kind (safety, health, etc.) may justify interrupting instruction.

   a. Because the Constitution of The Claremont Colleges provides for free cross-enrollment, each member of The Claremont Colleges has an interest in each other member continuing to provide instruction without interruption. Therefore, a member institution that cancels classes must immediately contact the Chair of the Council of Presidents, the CEO of CUC and Campus Safety to inform them of the cancellation.

   b. The structure of various members of The Claremont Colleges is such that there are special considerations for different institutions. For example:

      - Most instruction at Claremont Graduate University is given in late afternoon or early evening, relatively few students live in Claremont, and many students travel considerable distances to attend classes;
      - Instruction at Keck Graduate Institute is done on a different daily schedule than for the other member colleges;
      - Cross-enrollment among the five undergraduate colleges is so extensive and complex that it is extremely difficult for all of them if even one of the undergraduate colleges cancels class

2. **Procedure for Canceling Classes:**

   a. Only a President or Acting President of a member college may cancel classes on a single campus.

   b. Any President or Acting President shall inform the member Colleges and may initiate a request to cancel classes on the other campuses by contacting the Chair of the Council of Presidents.
c. Upon receiving notice of cancellation or a request to cancel classes, the Chair of the Council shall convene the Council at the earliest possible time – either by personal meeting or by telephone conference – to discuss the scope, duration and nature of the interruption, as well as the process for communicating the resumption of classes.

d. If possible, any announcement canceling classes should include a statement about how or when canceled classes will be made up.

e. The Chair of the Council of Presidents bears responsibility for communicating any such interruption at the earliest possible time (and in any case prior to the first canceled class hour) to the following at each of The Claremont Colleges:
   - The Office of the President;
   - The Office of the Dean of Faculty;
   - The Office of the Registrar; and
   - The CEO of CUC shall also be notified.

f. Notice shall be given by telephone and by email.

g. The Council of Presidents should inform students and faculty both by email and by posting the cancellation notice in prominent places (for off-campus students)

h. The Registrars’ Committee of the Claremont Colleges may be helpful in scheduling makeup times and places, particularly if more than one campus is involved.

This protocol was drafted and adopted by the Council of Presidents of The Claremont Colleges June 9, 2004.

M. CUC Policy on Recording and Taping

1. Purpose

As educational institutions, The Claremont Colleges seek to further their mission of education, the free and open exchange of ideas and beliefs, research and public service and to minimize activities that disrupt or are inconsistent with that mission. This policy requires advance permission for, and in some cases, limits or does not allow, tape recording, photographing, and videotaping and/or otherwise recording.

2. Advance Permission Required

Any individual or organization wanting to engage in recording, photography or video-taping for personal use, broadcast or public dissemination of any type needs advance permission.

All requests should go initially to the department, institute, office, club or organization identified as the sponsor or host. Contact information is typically contained in public announcements and on posters promoting the event. In the event an interested party is unable to contact the sponsoring party, he or she should contact the host college or CUC’s public relations office for assistance. In determining whether permission should be granted, the sponsoring party will review and abide by terms specified in any contract with the speaker(s), performer(s), etc. The sponsoring party may consult with the host institution’s director of public relations, academic or student dean, president, or other appropriate officials.

3. Criteria and Limits –

Generally, recording, photography or videotaping which is carried out by the college and is intended for educational or public affairs use will be permitted (subject to legal, logistical and
security concerns detailed below). Recording, photographing or videotaping is permitted at graduation and graduation events ABSENT restrictions to the contrary. Similarly, recording, photography or videotaping which is carried out by a commercial or entertainment entity designed primarily for entertainment or commercial use, will not be permitted absent appropriate consent from all necessary parties and payment of any required fees.

In reviewing any request for photography or videotaping, the following will be considered:

- Provisions, if any, pertaining to recording, photography, and/or videotaping in any contract or agreement for engagement.
- Whether the purpose of the photography, recording, or videotaping furthers the institution's educational mission, as explained above.
- The level of potential disruption to students, staff and faculty.
- The level of potential chilling effect on freedom of speech and the free exchange of ideas and beliefs of attendees or participants.
- Have all the participants (including students or audience members) been notified of and given permission to the videotaping?
- Are alternative seats available for any audience member who does not wish to be videotaped?
- Have copyright permissions been granted from all potential copyright holders?

4. Individual Faculty and Students –

Individual faculty members with questions should contact the KGI Director of Marketing and Communications. This is not intended to limit current practice of permitting a school to videotape or record educational activities for their own non-commercial use, nor of limiting the Public Relations Office or individual faculty members from permitting limited, non-disruptive videotaping or photography for educational or institutional purposes (such as an interview with a news program or videos and photography for use in college communication) in their offices or other college space.

This protocol was drafted and adopted by The Claremont Colleges in April 2009.

N. Academic Mentoring and Advising Policy

An important factor in a pharmacy student’s success in this program is to provide the student with available advising, counseling, mentoring, to become successful. Mentoring, including academic advisement, will be provided by all faculty members in the SoP. Each student will be assigned a faculty mentor. All Students will meet with their faculty mentor at least twice per semester to discuss program, academic, professional/career issues, and PCOA results. Faculty mentors will be notified regarding a mentee who does not pass a block assessment, a faculty mentor will meet with the student to discuss academic difficulties and recommend strategies for academic success. Student adherence to the faculty mentor meeting policy will be enforced by the ADSA in the SoP. Faculty mentors will also track students’ professionalization requirements, portfolios, and program progression.

O. KGI SoP Elective Policy

A student is required to take a minimum of twelve (12) didactic credits of electives. These electives must be successfully completed by the end of the P-3 year. Previous courses taken as a prerequisite or for fulfillment of another degree cannot be used to fulfill this elective requirement. No student will be allowed to begin P-4 year APPE rotations until didactic electives have been completed.
Didactic electives must be selected from the list of elective courses pertinent for the students’ selected concentration.

Registration for SoP electives will follow the procedures of the KGI SoP. Elective courses will be graded using the approved KGI grading scale. All grades in elective courses will be reflected in the students Grade Point Average (GPA). *Re-assessment and Extended Learning are not available for electives.*

A student may drop an elective before the course starts or during the first 10% of the course. After 10% of the course has been completed the student may receive a “withdrawal” (W) from the course if they are unable to complete the course due to personal circumstances, otherwise they will receive an “I” for the course. The student must fill out the appropriate paperwork to receive a withdrawal. The “W” or “I” will remain on their transcript and another elective must be taken to fulfill progression requirements.

**P. Academic Progression**

For a student to successfully progress through the program the student must maintain good academic standing (> 70% or passing in all courses) and complete required coursework in the appropriate sequence. Failure to successfully progress through the program will result in action by the Student Pharmacist Progression Committee regarding a student’s standing in the program. The following policies will be used to evaluate a student’s standing.

**Q. Curricular Design**

KGI SoP does not limit the organization of its curriculum to traditional semesters. We utilize the “modular system” of curricular design, which provides students with the opportunity to study one content intensely and master it without distractions from other subjects. These modules are divided into blocks that will be assessed on a regularly scheduled basis, usually biweekly, to determine whether or not a student has passed a particular set of competencies. Some courses will extend across the semester and will be assessed accordingly.

**R. Method of Evaluation of Student Progression**

Academic progression will be determined through regular formative assessments which allow students to gauge their progress and identify weakness early. However, it is the regularly scheduled summative assessments (exams) with individual and team components which will demonstrate whether a student has passed a particular set of competencies or not. In addition to the regularly scheduled block assessments within the modules and the longitudinal course assessments, students will also take a progression assessment in each of the P-1 through P-4 years.

Pharmacy practice experiences will be assessed using an online evaluation form. Students will have a formative assessment at the midterm and a summative assessment at the end of each rotation. Students will receive credit for each module, longitudinal course, and pharmacy practice experience. Credit will be assigned based on hours spent in class, in lab, or in the practice experience. Students receive one credit hour for every 15 hours spent in a didactic classroom setting, and one credit hour for every 40 hours spent in an experiential setting. Three laboratory hours are equivalent to one didactic classroom credit.
S. Grading and Transcript Validations

The KGI School of Pharmacy uses the grading system below to determine a student’s level of mastery. Quality points will be used to calculate a grade point average (GPA) for purposes of assigning scholarships, class ranking, and honors at graduation. Introductory Pharmacy Practice Experiences (IPPEs) are not counted in the GPA calculation. The Institute is on a 4 point grading system. The following grade notations are used in calculating the GPA, which is the quotient of the total quality points divided by the total hours attempted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Score</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 to 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70 to 76</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>0</td>
</tr>
</tbody>
</table>

Final percentages ending in the decimal 0.45 or higher will be rounded up. Numbers ending in 0.44 or lower will be rounded down. There will be no exceptions to this policy.

1. **Grades Not Calculated in GPA:**
   - AU = Audit
   - P = Pass
   - NP = No Pass
   - W = Withdrawn (student withdrew after drop deadline)
   - I = Incomplete
   - -- = In Progress

2. **“Incomplete” (I):**

   The grade of “I” (incomplete) is to be given only to students whose work in a block or course has been qualitatively satisfactory, but due to illness or other circumstances beyond their control the student is unable to complete the requirements for the module during the regularly scheduled time period. In no case should the grade of “I” be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases where this grade is given, the student may not progress in the curriculum until the “I” is removed by completing work assigned by the instructor. Work must be completed prior to the end of the next semester otherwise the “I” becomes an “F”.

3. **School Codes of the Claremont Colleges:**

   If a course has a three letter suffix, the course was taken at a different College or School within the Claremont University Consortium:

   - Claremont Graduate University: CGU
   - Claremont McKenna College: CMC
   - Harvey Mudd College: HMC
   - Pitzer College: PIT
   - Pomona College: POM
   - Scripps College: SCR
4. Official Transcripts:

Official Transcript Fee is: $10.00 per transcript. There are two ways to request a transcript: online or transcript request form.

Benefits of e-transcript Ordering:
- Students and Alumni can request official transcripts at their convenience, 24/7 online
- Secure credit card processing
- FERPA Compliant
- Automatic notifications are sent when the transcripts are processed and received thus reducing the anxiety of "did the transcript actually arrive?"
- Students can place a request during the semester and select the option to send after final grades have been posted, avoiding last minute requests
- Both traditional paper and certified .PDF (a blue ribbon on the notification bar across the top of Adobe reader ensures the recipient the digital signature is authentic and the contents of the eTranscript hasn't been altered) transcripts are available.

Download and print the transcript request form. Deliver the completed and signed form to us via one of these methods:

**Mail:**
Office of the Registrar  
Keck Graduate Institute  
Attn: KGI Transcripts  
535 Watson Drive  
Claremont, CA 91711

**In Person:**
215 York Bldg., Room 100

**Fax:**
(909) 607-0150

**Email:**
registrar@kgi.edu (attach an electronic copy of your signed form)

Official Transcript Fee is: $10.00 per transcript. Payments for fees can be made by cash or check. The Office of the Registrar will take checks payable to KGI or cash payment at the time of request. All fees must be paid prior to processing of transcript request(s).

- Only transcripts printed on KGI transcript paper are considered to be official.
- All transcripts which are pdf transcripts are considered to be unofficial

T. Academic Honors

1. Graduation with Honors

Graduates of the KGI School of Pharmacy who excel academically may be eligible for Latin honors (Summa Cum Laude, Magna Cum Laude and Cum Laude). Latin honors criteria for the School of Pharmacy will be calculated using the official cumulative grade point averages for all students graduating at the end of the spring semester. Graduates who rank in the top 5 percent, 10 percent and 20 percent of graduates and who do not receive the higher level of honor, are eligible to be awarded their degree with Summa Cum Laude, Magna Cum Laude and Cum Laude honors, respectively.
2. **Dean’s List**

Students whose academic performance is within the top ten percent of the class based on their cumulative GPA are placed on the Dean’s List after each semester.

**U. Student Assessment Policy**

KGI School of Pharmacy faculty have identified concrete methods to evaluate student learning through his or her mastery of stated outcomes, execution of clinical rotations, and the ability to pass the State and National boards. (See Assessment Plan, pg. 83) These assessments will be inclusive of formative, summative and progression assessments.

- **Formative Assessment** - Formative assessments will be used on a daily or regular basis to allow faculty and students to follow their progress and make necessary adjustments. This type of assessment will typically contain an active learning component.

- **Summative Assessment** - Summative block (usually bi-weekly) assessments or longitudinal course assessments, and end of rotation evaluations will provide individual feedback as well as overall student performance. These student summative assessments are mapped to the professional outcomes.

- **Progression Exam** - A progression exam will be administered during the P-1, P-2, P-3 and P-4 years. These exams will assess a student’s knowledge and skills, and are mapped to the professional outcomes.

**1. Summative Assessment Policy for Longitudinal (Semester-Long) Courses or Rotations**

Due to the unique nature of longitudinal courses, electives, or experiential rotations, assessment policies may vary from course to course. See individual syllabi or the Preceptor Experiential Education Manual for summative assessment policies and procedures of longitudinal courses, electives, or experiential rotations.

**2. Summative Block Assessment Policy**

Note: All policies set forth for the assessment apply to the re-assessment. Any deviation from the Student Assessment Policy must be approved, in writing, by the Associate Dean for Academic Affairs and clearly articulated to students prior to the assessment.

The sequential modules of subject matter are delivered throughout the semester. The information studied is usually assessed in two week blocks, typically on a Friday. The Friday assessment is made up of several components including the individual assessment, and the team assessment. Students who pass the assessment will move on to the next block or module. The students who does not pass a given assessment will have an opportunity to review the subject matter and take a re-assessment to determine if they have adequately mastered the subject. These re-assessments usually occur on the following Monday after a Friday review session.

<table>
<thead>
<tr>
<th>Friday</th>
<th>Friday</th>
<th>Monday</th>
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</thead>
<tbody>
<tr>
<td>Assessment (Individual and Team)</td>
<td>Review Session (optional)</td>
<td>Re-assessment (Individual)</td>
</tr>
</tbody>
</table>

A student who does not pass the reassessment may be allowed to take extended learning after the semester. The procedures are listed below.
a. Percent of Total Point Score

Generally, assessment items should amount to approximately 2-4 two point questions per hour. Regardless of the point structure, faculty must ensure that points derived from any class session are proportional to the total number of classroom hours included on the assessment (e.g. if an assessment covers 22 hours of class time, the number of points derived from each 3 hour class should be approximately 14% of the points on the assessment).

b. Credit for Team Assessment

Students who participate in the team assessment will receive additional points added to their individual assessment reassessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be awarded. Participation in the team assessment is mandatory. Students who participate in the team assessment must sign the team assessment comment sheet in order to receive additional points. Students who do not participate in the team assessment will not be awarded team points. Any dispute regarding a student’s entitlement to additional points as a result of the team exam should be discussed with the course coordinator and faculty assessment team. If the situation is not satisfactorily resolved, the matter will be referred to and reviewed by the ADAA, whose decision will be final.

c. Extra Credit

Extra Credit points on an assessment are prohibited.

d. Faculty Assessment Leader

For assessments written by more than one faculty member, one faculty member will be designated as the assessment leader.

e. Standard of Performance

An individual score of 70% will constitute a passing score.

f. Time Allotted

The length and complexity of the assessment should be such that students can successfully complete the assessment within a two-hour time frame. Faculty must clearly communicate the time allotted for the assessment to the students prior to the start of the assessment.

A standard schedule for summative assessment would be as follows:

- 8 am assessment begins.
  - Student that arrive late but within 10 minutes of the start time of the assessment will have 5% deducted from their grade
  - Students with documented disabilities will have an early start at 7 am.
  - Questions requiring a written response will be distributed first, collected, and then multiple choice exams can be opened.
  - Students who have concerns regarding a question can document these concerns on the assessment comment sheet. No questions will be answered during the exam.
- 10 am assessment ends.
- 10 minute break.
- 10:10 – 11:30 team assessment.
- Exam results will be evaluated by the faculty from 11:30-1:00.
- 1 pm scores will be posted on Sakai.
• 2:00-4:00 pm Faculty provide a review with students who did not pass the assessment. Use of laptops and/or any multimedia recording device will not be permitted during the review. Students cannot remove written copies of questions/answers. Students may take notes, but these must be approved by the faculty prior to the student leaving.

Any issues students have with questions should be documented on the assessment or team assessment comment sheet which students must turn in as they leave the exam room. Following the posting of grades, students may review the exam with the course coordinator or their designee by appointment only. **Students cannot remove written copies of questions. Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished and the grades have been posted.**

A standard schedule for re-assessment would be as follows:

- 8 am assessment begins.
  - Students with documented disabilities will have an early start at 7 am.
  - Questions requiring a written response will be distributed first, collected, and then multiple choice exams can be opened.
- 9:50 am assessment ends.
- Exam results will be evaluated by the faculty.
- 12:30 p.m. exam graded and student receives results via Sakai.

Faculty must also clearly communicate to students any changes in the standard schedule for the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment;
- The start time for the assessment review;
- The time at which extended learning will begin on the designated extended learning day.

During exams, only exam materials (exam paper, answer sheet, pen, and if necessary an approved calculator) or KGI sanctioned computers are permitted on student desks; scratch paper will be made available during computer based exams. All other items (e.g. cell phones, graphing calculators, other electronic devices, wallets, purses, notebooks, and textbooks) are prohibited. Personal items brought to the exam room must be left in the pharmaceutics lab (e.g. back packs, purses, hats, etc.) Restroom breaks will be permitted at the discretion of the instructor only if an examination exceeds 90 minutes and are permitted only after the first 30 minutes into the time period and are not permitted during the last 30 minutes of the assessment unless an accommodation is granted with proper documentation and process by the Disability Services Coordinator. Only one student will be allowed to use the restroom at a time. Faculty or exam proctor reserves the right to accompany any student who leaves the assessment room for a restroom break.

### g. Punctuality

Students will not be permitted to enter the assessment room any later than 10 minutes (internet time) after an assessment, re-assessment, or extended learning assessment has begun. Students that are more than 10 minutes late will forfeit taking the assessment and will only be eligible to take the reassessment during the regularly schedule time, if applicable. If the tardiness is unexcused, the student is only eligible to receive a maximum of 70% and will be ineligible for team points. If the tardiness is excused by the ADSA, the student will be eligible to receive full points (up to 100%) on the assessment and will be ineligible for team points. Unexcused lateness will be considered an unexcused absence and will result in the student forfeiting participation in that assessment.
team assessment, failure to be present when the assessment is distributed will result in the student forfeiting his/her additional points.

h. **Seating Arrangements**

Faculty reserve the right to designate pre-arranged seating and move students during the assessment. Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.

i. **Student-Initiated Clarifications during Assessments**

Faculty will not answer questions during the assessment. Any clarification or confusion should be documented on the assessment comment sheet. The faculty will take these comments into consideration during the grading process.

j. **Disposition of Completed Assessments**

Students may obtain temporary supervised access to completed assessments through the assessment leader. Students will be notified as to the time when this will be permitted. Assessment materials will be accessible to the student until the student graduates from KGI.

k. **Re-Assessment**

Following each summative assessment, a day and time will be set aside for review and re-assessment to determine mastery of the assessment block competencies. Team points do not apply to reassessments. In the event that the student is not able to achieve the 70% required for passing the reassessment, they may be required to remediate through “extended learning” at the end of the semester. If the re-assessment is passed, the highest grade awarded will be a 70%. A review of the re-assessment will take place after the reassessment is complete. Use of laptops and/or any multimedia recording device will not be permitted during the review. Written materials will be reviewed prior to the student leaving the re-assessment review session.

The Assessment and Reassessment processes are summarized below:

**Assessment:**

a. The students will take the assessments as individuals on Friday morning.

b. Students will then meet in their assigned teams and take the same examination as a team. All students in a team earning a score of 95% or better will receive 5% added to their individual assessment scores. (It is possible to earn greater than 100% on the combined score)

c. If a student’s individual score is 70% or greater, they will have successfully completed the block and will be eligible for team points. Students who receive less than a 70% will have another chance to demonstrate competency through re-assessment.

**Re-assessment:**

a. The student will be able to attend an optional re-assessment review session with faculty on Friday afternoon.

b. The student will have the weekend to study for the re-assessment typically scheduled on the following Monday morning.

c. Students are allowed to keep their team score if they participated in the team assessment.

d. If a student earns a score greater than 70% they pass and the score will be recorded as a 70%.
e. A score of less than 70% is considered a failing grade on this material. The student will have an opportunity to remediate the material during extended learning.

f. Any student having more than 3 collective re-assessment failures (could be 4 scores less than 70% in 4 different courses) during a semester will not have the opportunity to remediate. In this instance, academic progression within the School of Pharmacy will be evaluated.

3. Extended Learning

Extended learning is an abbreviated program of restudy designed to meet the needs of the students who require additional assistance to demonstrate the achievement of block or course competencies. During extended learning, the student will be assessed again on block/course competencies. Extended learning is offered only at the discretion of the SoP.

   a. Policy for the Delivery of Fall or Spring Extended Learning

   Extended learning methods will be determined by the appropriate faculty in conjunction with their Department Chair and will be communicated to the student prior to or at the beginning of the extended learning period. Duration, scheduling, and other requirements for extended learning will be determined by the appropriate faculty in conjunction with the ADAA. Extended learning is considered to be a part of the regular educational process and as such, the School will not charge additional fees or tuition. To pass extended learning a student must achieve 70% on the summative extended learning assessment; the highest grade awarded will be a 70% if the re-assessment is passed. The inability to demonstrate mastery of the skill sets prescribed (pass extended learning) may result in delayed progression. Team points do not apply to extended learning assessment.

   Note: Any deviation from this policy must be approved in writing by the ADAA and articulated to the students at least one week prior to the scheduled extended learning. All matters regarding attendance, dress code, assessment, etc. during extended learning period are covered by the School’s academic policies.

   b. Faculty and Student Participation in Extended Learning

   Students who do not pass re-assessments during the academic semester are required to attend scheduled extended learning. Students may be ineligible for extended learning if they have failed more than three (3) reassessments during the preceding semester. Students must receive extended learning from every faculty member or a designee who submitted material for the associated assessment. If a longitudinal course is failed, this is equivalent to one (1) reassessment failure, unless otherwise specified in the course syllabus.

   c. Scheduling of Extended Learning

   Fall extended learning is held during a predetermined three-week period at the end of the Fall semester or prior to the Spring semester. Spring extended learning is held during a predetermined three-week period in May or June. For each assessment requiring extended learning, the material of that assessment will be reviewed and assessed over the course of a week. Only one extended learning session can be scheduled for an individual student in any particular week. Students are not allowed to participate in electives or experiential rotations during their assigned extended learning session without prior approval by the SoP Student Pharmacist Progression Committee (SPPC). The ADAA is responsible for scheduling which extended learning session will occur during a particular week. Although preliminary information regarding Extended Learning may be available earlier, the final schedule will not be released until finals week has been completed.
Scheduling of extended learning within a specific week will be coordinated by the assessment leader for that assessment in conjunction with the faculty who contributed items to the assessment.

d. Nature of Extended Learning

The extended learning program will not be a complete re-teaching of the course, but rather a focused program that may include readings, review of lecture recordings, assignments, practice problems and discussions with the faculty. The extended learning will be designed by the faculty for self-study/small group learning by the students. At the end of the extended learning, the student must demonstrate to the faculty that the academic deficiency has been removed and that the student is now at the same level of understanding and competency as the rest of the class.

The assessment group leader will submit an extended learning plan to the appropriate Department Chair for approval and must notify all participating students at least one week prior to the scheduled extended learning period. All faculty must submit questions to the assessment leader in advance of the scheduled assessment. The extended learning assessment is typically scheduled for the Friday of the extended learning week and will assess all material covered during the week. Take-home exams, oral assessments, or homework may not be assigned in lieu of the extended learning assessment.

e. Point Allocation for Extended Learning Assessment:

Total points and point distribution among individual faculty for the extended learning assessment will be the same as that used during the regular block assessment. During the Extended Learning Assessment, the maximum final grade a student may achieve is 70%.

V. Progression Examinations

A progression exam will be administered to the P-1, P-2, and P-3, students in the spring semester. A national exam (Pharmacy Curriculum Outcomes Assessment® -PCOA®) will be used for each class.

1. Students Who Have a Satisfactory Performance on the PCOA Exam

No additional Progression Exam-related requirements apply to students that have performed successfully on the Progression Exam. Adjustments to scores for the PCOA exam will be made for the P-1 and P-2 students in areas of the curriculum that have not been covered. Students will meet with their faculty mentor and receive a summary report of their exam so they can identify areas of weakness and/or strength.

2. Students Who Have an Unsatisfactory Performance on the PCOA Exam

Students who score less than two standard deviations (SD) from the class mean in any subject area on the exam will be required to remediate those subject areas as described below. Students who earn less than 50 percentile but have no areas of significant deficiencies (as defined by the score less than the Class Mean ± 2 SD) will meet with their faculty mentor to devise a plan for improving their overall progress through the program.

a. P-3 students who perform unsatisfactorily on the PCOA exam may require remediation, which may include the following:
   i. Student referral to a faculty member to assist the student.
ii. The student will address each area of deficiency from the make-up exam through a written self-reflection framed in terms of the learning objectives from the module/course. (A template will be provided.)

iii. The student will review the self-reflection with the faculty member for approval. (This can be done electronically through the E*Value Portfolio.)

c. All students:

Will place the results from each PCOA Exam in their E*Value Portfolio.

W. Academic Standards of Progress

1. Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at KGI School of Pharmacy if they have successfully achieved at least a level of “70%” or passing grade in all attempted summative block assessments, summative course assessments, progression exam assessments, and experiential assessments.

2. Unsatisfactory Progress Following Reassessment and Extended Learning

If a student receives a “<70% or F” on four (4) re-assessments or courses during a semester, the student will be required to withdraw from the program at the end of the semester. The student’s status in that case will be withdrawal “not in good academic standing” and the student may request re-instatement through the School’s Admissions Committee.

Students, who receive an “F” on three (3) assessments during extended learning, will be required to withdraw from the program. Students who receive an “F” on one (1) or two (2) extended learning assessments who wish to remain enrolled in the program are required to attend the course or module covered by the assessment the next time it is offered. Such students remain on academic probation as a result of receiving an “F” in extended learning. Progression through the curriculum will be determined as part of the terms of probation; terms of probation will be will be decided by the Student Pharmacist Progression Committee and the student will be notified of the terms of probation by official correspondence from the ADAA.

In the event that a module that a student needs to retake has been modified and/or is covered by more than one module in a revised curriculum, the ADAA may require a student to complete and pass more than one module. After receiving an “F” during extended learning, students are only allowed to repeat a course/module once. Students who receive an “F” on a re-assessment that covers the material for the repeated course/module will be required to withdraw from the program.

3. Unsatisfactory Progress During Introductory Pharmacy Practice Experiences (IPPEs)

Students must successfully complete all IPPE requirements during the second academic year of the curriculum in order to advance to P-3 status and all IPPE requirements during the third academic year of the curriculum in order to advance to P-4 status. Consequently, a student may not be enrolled in the P-3 didactic curriculum until he or she achieves all P-2 IPPE ability-based outcomes, nor will he or she be assigned to P-4 pharmacy practice experiences until he or she meets all P-3 IPPE ability-based outcomes.

4. Unsatisfactory Progress During Advanced Pharmacy Practice Experiences (APPEs)

Students must successfully complete all APPEs (7 total) in order to graduate. In most instances, students will be able to use the course-specific syllabus, guidance from experiential personnel, and preceptor feedback to improve and progress throughout each APPE in order to pass at the
conclusion of the six week rotation. If a student does not pass, he/she will be referred to the Experiential Education Committee. The Committee, in consultation with the course coordinator, will consider student and preceptor factors in order to develop a student-specific remediation plan. Remediation will be created to help the student achieve the competencies (address deficiencies) and may involve targeted experiences, repeat of the APPE with a faculty member, or other appropriate action. Students will only be allowed to remediate an APPE once. Students who receive a second “F” in their APPEs are subject to dismissal from the program. Required APPEs must be remediated in a comparable setting/site, but elective APPEs that are not passed may be remediated by substituting a different elective APPE (e.g. if the Elective APPE not passed was Drug Information, a student may select Drug Information for remediation or change to another specialty such as Home Infusion depending upon preceptor availability). Existing school policies and procedures will be followed for appeals for an “F” of an APPE.

5. Progression to P-2, P-3, and P-4 Year
   a. P-2 year requirements
      Prior to starting the P-2 year, all of the following 38.5 credit hours of the P-1 professional curriculum must be completed.

   b. P-3 year requirements
      Prior to starting the P-3 year, all of the following must be completed:
      • 72.5 hours of the didactic curriculum
      • 5 hours of IPPEs

   c. P-4 year requirements
      Prior to starting the P-4 Rotations, all of the following must be completed in addition to all curricular obligations:
      • 117.5 hours of the curriculum
      • Successful Passage of the Progression Exam
      • Completion of HIPAA online refresher module
      • Required annual PPD on file with the Office for Experiential Education
      • Required annual physical examination, on file with the Office for Experiential Education
      • Requisite BLS Training, on file with the Office for Experiential Education
      • Application for Graduation, on file with the Registrar’s Office

X. Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards
   1. Probation
      The ADAA will place a student who exhibits unsatisfactory or deficient academic performance or inappropriate professional conduct on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The ADAA may recommend that the Dean suspend students who have not fulfilled the terms and conditions of their probation.

      a. Academic Probation/Withdrawal “Not in Good Academic Standing”
         If a student’s performance is unsatisfactory on any academic program requirements, the student will be placed on academic probation. The ADAA will acknowledge the student’s placement on
academic probation and will specify the terms of probation in a written document. Included in this document will be:

i. A statement outlining the area of deficiency,

ii. A statement reiterating the School’s Withdrawal Policy, and

iii. The terms and conditions for returning to good academic standards.

This document will be delivered either by certified mail or hand-delivered to the student. The student must sign a copy acknowledging receipt of the letter and return it to the ADAA. A copy of the letter will be submitted to the Dean.

Under normal circumstances, a student will be removed from academic probation once he/she has successfully passed all deficient assessments/objectives. During academic probation a student is required to meet regularly with the ADAA, the ADSA, or the Assistant Dean of Experiential Education (as appropriate) and the faculty mentor.

b. Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by the School or the respective pharmacy practice sites. This also includes online behavior and interactions, including social media. At all times, intentional or otherwise, student pharmacists must be aware that the violation of legal statutes (e.g., HIPAA, etc.), and Institute and School of Pharmacy policies and procedures (e.g., Professionalism Policies, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions up to and including probation or dismissal from the Institute. Please see the section on “STUDENT PROFESSIONALISM AND CONDUCT” in this handbook.

Matters involving a student’s inappropriate professional or personal behavior will be brought to the attention of the ADSA in writing. The student will meet with the ADSA. The issue will be resolved or referred to the Student Conduct Committee, in either case the outcome will be documented using the student intervention form.

The Student Conduct Committee may recommend that the ADAA place the student on Probation for Professional or Personal Misconduct, and will specify the terms of probation. The ADAA will acknowledge the student’s placement on probation as described above.

The ADSA shall be responsible for monitoring the student’s progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the ADSA shall communicate to the ADAA that the student be reinstated to non-probationary status.

2. Suspension

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct. The ADAA or the Student Conduct Committee, after appropriate review, may recommend that the Dean suspend a student from the program.

The Dean will notify the student of his/her suspension, including the terms and conditions of the suspension, as soon as possible but within ten (10) business days. The decision shall be delivered
to the student by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in effect. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any School or Institute events that are not open to the general public.

Following the suspension period, the student may petition the Dean in writing, to allow him/her to return. The Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the student.

3. **Termination**

The Dean of the KGI SoP reserves the right to terminate a student at any time in order to safeguard the School’s standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the School are cause for immediate termination of the student. A student who is terminated may not be reinstated under any circumstances.

   a. **Total Withdrawal**

   Attendance at the School is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The Dean of the KGI SoP reserves the right to require withdrawal at any time they deem necessary to safeguard the school's standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation.

   b. **Voluntary Withdrawal**

   Application for voluntary withdrawal from the School must be made in writing to the ADSA in the SoP. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the SoP’s administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the ADSA will notify the Dean and will provide the student with the forms necessary to process the official withdrawal. A student, who leaves the School without notifying the Office for Student Services and completing the established withdrawal procedures within 30 days, will automatically be terminated from the Institute and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the ADSA, the Dean, the KGI Registrar, and the President of KGI. This form will be available in the Office for Student Services.

   c. **Mandatory Withdrawal**

   As stated in Academic Policies and Procedures above, students who have made unsatisfactory progress may be required to withdraw from the program “not in good academic standing”. Students, who leave the School without completing the established withdrawal procedure within 30 days, will automatically be terminated from KGI and will not be considered for reinstatement at a later date.

   d. **Conditions for Readmission for Students Who Have Withdrawn From the Program**
A student who withdraws “in good academic standing” (i.e., not on academic probation) is not assured readmission unless it is a part of the final written decision and/or agreement made between the Dean and the student. Students who have withdrawn voluntarily or been required to withdraw for academic or conduct reasons may request readmission. Requests for readmission should be submitted to the ADSA in the Office for Student Services by June for the fall semester and November for the spring semester. All petitioners are required to fill out the Application for Readmission for the KGI Registrar and provide requested documentation.

If the petitioner was temporarily withdrawn under defined terms, the ADSA will forward the Application for Readmission to the KGI Registrar, and notify the Dean and the ADAA.

If the petitioner withdrew with no written terms for return or was withdrawn from the program, the ADSA will forward the Application for Readmission to the SoP Admissions Committee for review. The Committee will then send their recommendation to the Dean, who will make a final decision on readmission. The decision will be communicated to the petitioner, ADSA, and the ADAA. If readmission is granted, the ADSA will forward the Application for Readmission and supporting documentation to the KGI Registrar, and the ADAA will send the student an academic plan along with any other stipulations of readmission.

Unless circumstances determined by the Dean warrant, a student who is granted re-admission must re-enter at the beginning of the next academic year and register for the entire academic year.

e. Conditions for Reinstatement for Students Who Have Temporarily Left the Program

A student who is delayed for academic reasons, has been suspended, or taken a leave of absence is required to fill out the Application for Reinstatement for the KGI Registrar and provide requested documentation. Requests for reinstatement should be submitted to the ADSA in the Office for Student Services by June for the fall semester and November for the spring semester. The ADSA will forward the Application for Reinstatement to the Dean and the ADAA.

If reinstatement is granted by the Dean, the ADSA will forward the Application for Reinstatement and supporting documentation to the KGI Registrar, and the ADAA will send the student an academic plan along with any other stipulations of reinstatement.

Y. Leave of Absence

A student may request a leave of absence due to occurrence of medical problem(s), serious personal problems, pregnancy, or military deployment. Students requesting a leave of absence must apply in writing to the Assistant Dean for Student Services (ADSS) or the Associate Director of Student Affairs for the SoP (ADSA). In the event of a medical problem, the request must be accompanied by a letter from a physician, the Monsour Counseling Center, or a personal psychologist/psychiatrist describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. When a student in the Reserves or in the National Guard is called to active duty, the student must notify the ADSS or the ADSA and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-delivered. It may take the form of general orders cut by the company commander. The ADSS or ADSA shall notify the Dean who shall determine whether or not the leave is to be granted and the conditions under which the student may return to school. It is the student’s responsibility to keep the ADSS or ADSA informed of any change of address or circumstances while on a leave of absence. The terms and conditions of the leave will be determined by the Dean and will be documented prior to the student taking the leave.
1. General Leave of Absence Policy:

The usual limit for a leave of absence is two academic semesters. Leaves of absence may be extended to a maximum of 2 years. A leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program, unless an extension is filed prior to the deadline.
- Students must return to classes, rotation, or internship.
- Students must be currently enrolled in academic courses. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- After the eleventh week of the semester, a student may apply for a leave of absence only for medical reasons or due to military deployment.
- Students who take leaves should be aware that more than six months on leave will cause many student loans to go into repayment. Students should see their financial aid counselor for more information on how their loans may be affected by a leave of absence.
- When a student is activated for military duty during the semester, KGI will:
  - Excuse tuition for that semester. Any payment made will be credited to the student’s account.
  - Expunge the student’s record of registration so that the student is not penalized for being called to active duty.
  - If a student is called to active duty near the end of the semester, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

2. Academic Standing

A leave of absence will not be granted to a student who is currently on academic probation unless it is a leave due to a serious medical issue or condition.

3. Returning From A Leave of Absence:

Students returning from an approved leave of absence must submit an Application for Reinstatement to the Office of Student Services. It should be submitted no later than June 1st for the fall term and November 1st for the spring term. Students are required to pre-register for courses upon returning from a leave of absence, if applicable. Students who are withdrawn and have intent to graduate may be re-entered after a leave of absence pending approval, prior to the semester in which they will graduate.

XIV. School of Pharmacy Curriculum

A. Goal of the Curriculum

The goal of the curriculum in the KGI School of Pharmacy is to prepare post-baccalaureate students to acquire knowledge and develop skills and attitudes to be competent and confident, practice-ready pharmacists. The knowledge, skills, and attitudes that we expect of our graduates set the foundation...
for our Professional Student Outcomes. Graduates will be prepared to lead the profession into the future by receiving an increased emphasis on inter-professional collaborative teams, informatics, pharmacogenomics, pharmacovigilance, diagnostics, biomarkers, entrepreneurship and clinical/regulatory affairs.

**B. Four Year Curriculum Plan**

CSS = clinical skills series - courses will focus on the development of patient interaction skills and are offered as longitudinal courses presented over the semester.

IPPE/APPE = Introductory Pharmacy Practice Education/Advanced Pharmacy Practice Education - courses that are designated experiential and will take place off campus in a variety of pharmacy practice settings.

PDS = professional development series - courses teach students how to be professionals, expose them to career options, and teach them job seeking skills and are offered as longitudinal courses presented over the semester.

SSS = sequential science series - courses will be offered 1 at a time in a block or concentrated fashion. Once completed, the students will move to the next course in the sequence.

PTMM = Pharmacotherapy and Medication Management (Credit hours are assigned with the general rule that 15 class hours are equivalent to one semester hour, 3 laboratory hours are equivalent to one class hour, and 40 experiential hours are equivalent to one semester hour).

* = courses offered in a concentrated modular format.

E=courses that are designated experiential and will take place off campus in a variety of pharmacy practice settings.

### First Professional Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Fall Credit Hours</th>
<th>Spring Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 301*</td>
<td>SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHAR 302*</td>
<td>SSS2: Principles of Pharmacology and Toxicology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHAR 310*</td>
<td>SSS3: Pharmaceutics and Biopharmaceutics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHAR 320*</td>
<td>SSS4: Health Care Delivery</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 311</td>
<td>Pharmaceutical Calculations</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 330</td>
<td>CSS1: Scientific Inquiry-Intro to Drug Information, Biostatistics 1 and IPE/PBL</td>
<td>2</td>
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</tr>
<tr>
<td>PHAR 340</td>
<td>CSS2: Communication, Concepts in Diversity, Immunizations and Self-Care</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 350</td>
<td>PDS1: Professional Development 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 303*</td>
<td>SSS5: Genetic Control of Cell Structure and Function, Genes, and Pharmacogenomics</td>
<td>4.5</td>
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</tr>
<tr>
<td>PHAR 304*</td>
<td>SSS6: Metabolism of Carbohydrates, Lipids and Amino acids</td>
<td>3</td>
<td></td>
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<tr>
<td>PHAR 305*</td>
<td>SSS7: Anti-diabetic, Endocrine, GI and GU Pharmacology and Medicinal Chemistry</td>
<td>3</td>
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<tr>
<td>PHAR 321</td>
<td>Pharmacy Law and Ethics</td>
<td>2</td>
<td></td>
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<tr>
<td>PHAR 370</td>
<td>Introduction to the Industry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 331</td>
<td>CSS3: Scientific Inquiry-Biostatistics, Clinical Trial Design and IPE/PBL</td>
<td>2</td>
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<tr>
<td>PHAR 341</td>
<td>CSS4: Epidemiology, Health Disparity, Patient Advocacy Motivational Interviewing, and Self Care</td>
<td>2</td>
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<tr>
<td>PHAR 351</td>
<td>PDS2: Professional Development 2</td>
<td>1</td>
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<td></td>
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### Second Professional Year

<table>
<thead>
<tr>
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<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 410*</td>
<td>SSS8: Pharmacokinetics</td>
<td>3</td>
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</tr>
<tr>
<td>PHAR 401*</td>
<td>SSS9: Cardiovascular/Renal Pharm. and Med. Chemistry</td>
<td>3</td>
<td></td>
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<tr>
<td>PHAR 402*</td>
<td>SSS10: Neuropharmacology and Medicinal Chemistry</td>
<td>3</td>
<td></td>
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<tr>
<td>PHAR 420*</td>
<td>SSS11: Pharmacy Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 430</td>
<td>Intro to Pharmacy Informatics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 431</td>
<td>CSS5: Advanced Literature Evaluation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PHAR 440</td>
<td>CSS6: IPE PBL, Patient Assessment, and Self-Care I</td>
<td>2</td>
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<tr>
<td>PHAR 450</td>
<td>PDS3: Professional Development 3</td>
<td>1</td>
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<tr>
<td>PHAR 471E</td>
<td>IPPE 1 –Community Pharmacy Practice</td>
<td>3</td>
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<tr>
<td>PHAR 403*</td>
<td>SSS12: Immunology/Oncology Pharm. and Medicinal Chemistry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 404*</td>
<td>SSS13: Anti-Infectives Pharm. and Medicinal Chemistry</td>
<td>1.5</td>
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</tr>
<tr>
<td>PHAR 405*</td>
<td>SSS14: PTMM - Principles of Pharmacotherapy &amp; Fluids, Electrolytes, Nephrology</td>
<td>3</td>
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<tr>
<td>PHAR 406*</td>
<td>SSS15: PTMM – Cardiology</td>
<td>4</td>
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<tr>
<td>PHAR 411</td>
<td>CSS7: Sterile Products</td>
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<tr>
<td>PHAR 421</td>
<td>Pharmacoeconomics and Pharmacovigilance</td>
<td>2</td>
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<tr>
<td>PHAR 441</td>
<td>CSS8: IPE PBL, Patient Assessment, and Self-Care II</td>
<td>2</td>
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<tr>
<td>PHAR 451</td>
<td>PDS4: Professional Development 4</td>
<td>1</td>
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</tr>
<tr>
<td>PHAR 472E</td>
<td>IPPE 2 –Patient Communication in Senior Chronic Care</td>
<td>2</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
<td>208 hrs.</td>
<td>20</td>
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### Third Professional Year

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<thead>
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<th>Course Title</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>PHAR 501*</td>
<td>SSS16: PTMM – Gastroenterology</td>
<td>3</td>
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<tr>
<td>PHAR 502*</td>
<td>SSS17: PTMM - Endocrinology and Urology</td>
<td>3</td>
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</tr>
<tr>
<td>PHAR 503*</td>
<td>SSS18: PTMM –Neurology and Psychiatry</td>
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<tr>
<td>PHAR 550</td>
<td>PDS5: Professional Development 5; IPE Clinic</td>
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<tr>
<td>PHAR 571E</td>
<td>IPPE 3 Health Systems Pharmacy Practice</td>
<td>3</td>
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<tr>
<td></td>
<td>Electives</td>
<td>6</td>
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</tr>
<tr>
<td>PHAR 504*</td>
<td>SSS19: PTMM - Pulmonology and Ophthalmology</td>
<td>1</td>
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<tr>
<td>PHAR 505*</td>
<td>SSS20: PTMM - Immunology and Rheumatology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHAR 506*</td>
<td>SSS21: PTMM - Infectious Disease</td>
<td>4</td>
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</tr>
<tr>
<td>PHAR 507*</td>
<td>SSS22: PTMM - Hematology/Oncology</td>
<td>3</td>
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Total 208 hrs.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHAR 551</td>
<td>PDS6: Professional Development 6: IPE Clinic</td>
<td>1</td>
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<tr>
<td>PHAR 572-SE</td>
<td>IPPE 4 Certificate Program Electives</td>
<td>120 hrs.</td>
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<td></td>
<td>Electives</td>
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**Fourth Professional Year**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHAR 600*E</td>
<td>Advanced Community Practice APPE</td>
<td>240 hrs.</td>
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</tr>
<tr>
<td>PHAR 601*E</td>
<td>Advanced Health-System Practice APPE</td>
<td>240 hrs.</td>
<td>6</td>
</tr>
<tr>
<td>PHAR 602*E</td>
<td>Ambulatory Care APPE</td>
<td>240 hrs.</td>
<td>6</td>
</tr>
<tr>
<td>PHAR 603*E</td>
<td>Acute Care APPE</td>
<td>240 hrs.</td>
<td>6</td>
</tr>
<tr>
<td>PHAR 610*E</td>
<td>Patient Care Elective APPE</td>
<td>240 hrs.</td>
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<tr>
<td>PHAR 672-677*E</td>
<td>Elective APPE</td>
<td>480 hrs.</td>
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<tr>
<td>PHAR 640</td>
<td>Pharmacy Capstone Seminar</td>
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<td></td>
<td>Total</td>
<td>1680 hrs.</td>
<td>24</td>
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**C. Sample Biweekly Class Schedule**

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<table>
<thead>
<tr>
<th>August 29 - September 2</th>
<th>September 5 - September 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>8:00 - 8:30</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>8:30 - 9:00</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>9:00 - 9:30</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>9:30 - 10:00</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>10:00 - 10:30</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>11:00 - 11:30</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>11:30 - 12:00</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>12:00 - 12:30</td>
<td>PHAR 301 SSS1: Fundamentals of Drug Action and Drug Metabolism</td>
</tr>
<tr>
<td>12:30 - 1:00</td>
<td>PHAR 340 CSS2: Communication, Concepts in Diversity, Pharmacology Calculations</td>
</tr>
<tr>
<td>1:00 - 1:30</td>
<td>PHAR 340 CSS2: Communication, Concepts in Diversity, Pharmacology Calculations</td>
</tr>
<tr>
<td>1:30 - 2:00</td>
<td>PHAR 350 Forum</td>
</tr>
<tr>
<td>2:00 - 2:30</td>
<td>PHAR 340 CSS2: Scientific Inquiry</td>
</tr>
<tr>
<td>2:30 - 3:00</td>
<td>PHAR 340 Lab Group 1</td>
</tr>
<tr>
<td>3:00 - 3:30</td>
<td>PHAR 340 Lab Group 2</td>
</tr>
<tr>
<td>3:30 - 4:00</td>
<td>PHAR 340 Lab Group 3</td>
</tr>
<tr>
<td>4:00 - 4:30</td>
<td>PHAR 340 Lab Group 4</td>
</tr>
<tr>
<td>4:30 - 5:00</td>
<td>PHAR 340 Lab Group 5</td>
</tr>
<tr>
<td>5:00 - 5:30</td>
<td>PHAR 340 Lab Group 6</td>
</tr>
<tr>
<td>5:30 - 6:00</td>
<td>PHAR 340 Lab Group 7</td>
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</table>

**Labor Day Holiday**

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**D. Pharm.D. Course Descriptions**

The most recent version of the curriculum and course descriptions are available online at [http://pharmacy.kgi.edu/academics/curriculum-and-course-descriptions.html](http://pharmacy.kgi.edu/academics/curriculum-and-course-descriptions.html)
E. Assessment Plan

A comprehensive curricular assessment plan has been developed to assess two major aspects of the program: student learning and curriculum effectiveness.

A student’s ability to progress through the curriculum will be based on the ability to master the materials presented in each module, longitudinal course, or experiential rotation. The material is mapped to the Professional Student Outcomes for the SoP (Appendix F) which embodies the knowledge, skills and attitudes that we expect of KGI SoP students. Formative assessments will be used frequently to allow faculty and students to follow learning progress and make necessary adjustments on the way to achieving learning goals. Summative assessments will provide feedback on individual as well as overall student performance in the curriculum.

Curricular assessment methods include: examinations, course embedded assessments (CEAs), presentations, cases, written assignments, reflections, and other performance-based rubrics which align with the Professional Student Outcomes. In addition we will be administering progression examinations yearly using the Pharmacy Curricular Outcomes Assessment (PCOA) exam, simulated board exams, and preceptor evaluations of student success performing Ability Based Outcomes in Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) will provide feedback on the KGI student pharmacist’s ability to be practice ready.

Program Assessment

Professional standards, from the Accreditation Council on Pharmacy Education (ACPE), the Center for the Advancement of Pharmaceutical Education (CAPE) Outcomes and the North American Pharmacy Licensure Examination (NAPLEX) Blueprint, are the basis of the School of Pharmacy Program Outcomes. The program's curricular outcomes are defined at a more general level by the Global Program Learning Outcomes, and more specifically as the Professional Student Outcomes.

The Professional Student Outcomes (PSO), which are defined as the academic knowledge, skills and attitudes that a pharmacy graduate should possess, are mapped to the GPLOs. Achievement of PSOs can therefore be used to demonstrate achievement of the GPLOSs. PSOs are mapped to the syllabi to be sure that all outcomes are adequately covered in the professional curriculum. PSOs are assessed through activities in courses and modules.

Ability Based Outcomes (ABO) are based on the performance of specific skills demonstrated in the practice environment. PERFORM-I are ABOs used for the Introductory Professional Practice Experience (IPPE) rotations, and the PERFORM-A are ABOs used for the Advanced Professional Practice Experience (APPE) rotations. ABOs are also mapped to the PSOs. Thus, achievement of the ABOs can be linked directly to the achievement of the PSOs.

The effectiveness of the curriculum is documented through the assessment of the student's ability to successfully demonstrate the PSOs. PSOs are directly assessed in didactic courses. PSOs are indirectly assessed using the ABOs (PERFORM I and PERFORM A) in the experiential courses.

The Program Goals Outcomes Assessment (PGOA) Plan is the method by which the entire program is assessed, as required by ACPE. The thirteen program goals’ outcomes are assessed through benchmarking tools, with analysis and comment by the Program Assessment Committee, Executive Council, and the full faculty in support of a culture of assessment.

Faculty, General Student, and Program Outcomes can be found in Appendix G.
XV. Student Life

A. Student Support Services Information

1. Services and Contacts

As a professional school, KGI is dedicated to providing services to students to help them prepare for careers in the life sciences industry, government and non-profit organizations, medicine, pharmacy and other health-care professions. Both curricular and co-curricular activities are designed to prepare graduates with the skills to network, market themselves, apply, interview, and secure rewarding positions after their studies at KGI. The following individuals provide these services and students are encouraged to avail themselves of these resources.

Academic Standing, Academic Performance, Program Requirements, Advice regarding degree requirements, electives, concentrations, and registration: Associate Dean for Academic Affairs

Student Life, Student Government, Student Support Service and Referrals: Associate Director of Student Affairs for the SoP, Assistant Dean for Student Services, Assistant Director of Student Services/Disability Coordinator or Student Services Specialist

Experiential Education: Assistant Dean for Experiential Education

Transcript requests: Registrar

Scholarships/Fellowships: Admissions Office

Student Loans: Financial Aid

Bills and Payments: Business Office

2. Housing

KGI does not currently offer student housing. Many new students tend to either live with local family members or lease an apartment in the immediate Claremont area. Resources are available to assist with locating a place to live.

- On Campus Housing: Information about on campus housing is available through the Claremont Collegiate Apartments. You may visit the office or request to have a housing package mailed to you. Additionally there is the option of accessing and searching on the Claremont Collegiate Apartments website: http://claremontcollegiateapartments.com/contact/. Hours are Monday-Friday 9 am-6 pm.

- Off Campus Housing: If you prefer living off campus, the Claremont University Consortium has many resources available for current students. Please click on the link for more information: https://www.cuc.claremont.edu/real-estate-and-housing/housing-resources/

3. Family Resources

KGI knows that bringing your family to school can be stressful as you navigate options in a new city. Student Services can help bridge the gap experienced when moving into a new area with your family. There are a number of consortium resources that will benefit both you and your family.
4. **Student Health Services**

Student Health Services (SHS) is committed to promoting the physical health and wellness of all students at the Claremont Colleges. Primary health care, provided by a staff of physicians, nurse-practitioners, and nurses, is available at the Student Health Services located in Tranquada Center at 8th Street and College Way, Claremont, CA. Student Health Services provides medical evaluation, consultation and treatment, health counseling and education, as well as medication and contraceptive information. All medicines, laboratory tests, and special supplies are available at a nominal cost. Students not enrolled in the Student Health Insurance Plan (SHIP) may also utilize SHS. For more information please click on the following link:
https://www.cuc.claremont.edu/student-health-services/

5. **Counseling Services**

Monsour Counseling and Psychological Services (MCAPS) is staffed by a psychiatrist, psychologists, and graduate psychology interns who provide therapeutic and educational services, including individual, couples, and group therapy. Referrals to other counseling resources are made for more extensive or ongoing help. The services of Monsour are available to all registered students free of charge. MCAPS will be available on-call and after hours for students in crisis or distress that need to speak with someone immediately. The MCAPS crisis line is available continuously throughout the year, even during the winter and summer breaks. MCAPS is located in Tranquada Student Services Center, 757 College Way, Claremont, CA. For more information please click on the following link:  https://www.cuc.claremont.edu/mcaps/

6. **Student Disability Resource Center (SDRC)**

The Student Disability Resource Center (SDRC) is the centralized resource center for support for students with disabilities across the 7C campus communities. The SDRC works closely with the Disability Coordinators on all the campuses to ensure that students receive academic support services and accommodations to empower them to achieve their academic goals, while ensuring equitable treatment and access to all programs and activities across all campuses. SDRC is located in the Tranquada Student Services Center 1st floor, 757 College Way, Claremont, CA. For more information please click on the following link: https://www.cuc.claremont.edu/sdrc/

7. **Health Education Outreach**

Health Education Outreach (HEO) assists students in finding the most appropriate health and wellness information and support available. HEO provides educational workshops, services, and resources that enable students to play an active role in achieving, protecting and sustaining health and wellness, including the following: nutrition information and diet analysis, body composition measurement, sexual health information, free and anonymous HIV testing on campus, wellness counseling, referrals to local and national information and help lines, earplugs, and a library of health and wellness books, periodicals, pamphlets, CD-ROMs and videos. HEO is located in the Tranquada Student Services Center 1st floor, 757 College Way, Claremont, CA. For more information please click on the following link: https://www.cuc.claremont.edu/health-education-outreach/
8. **EmPOWER Center**

The EmPOWER Center works collaboratively to support 7C-wide educational programs and provide holistic, confidential support to students impacted by sexual violence, dating/domestic violence, or stalking. Free, confidential counseling services are offered through the Center by collaborating with Project Sister Family Services. The EmPOWER Center is located at 1030 Dartmouth Ave, Claremont, CA. For more information please click on the following link: [http://www.7csupportandprevention.com/empower-center](http://www.7csupportandprevention.com/empower-center)

9. **Bookstore**

The Huntley Bookstore of The Claremont Colleges is the primary bookstore for all of The Claremont Colleges. In addition to selling textbooks and other course material required for classes, the bookstore has a selection of general reading titles in stock as well as a wide variety of student and office supplies, gifts, school merchandise, sundries, and snack foods. Huntley has a computer store; a full-service ATM is located in the front foyer. The bookstore is located at 175 East 8th Street Claremont, CA. For more information please click on the following link: [http://www.bkstr.com/claremontstore/home](http://www.bkstr.com/claremontstore/home)

10. **Library**

The Library is partners with The Claremont Colleges in learning, teaching, and research. They are committed to fostering intellectual discovery, critical thinking, and life-long learning. The library staff partners with faculty, students, and staff to provide a vital physical and digital center for research, teaching, learning and other forms of intellectual engagement at The Claremont Colleges. The library is located in 800 North Dartmouth Avenue Claremont, CA. For more information regarding the library please click on the following link: [http://libraries.claremont.edu/about/libraries/](http://libraries.claremont.edu/about/libraries/)

The services of the Claremont Colleges Library are below:

A. **Honnold Library Café**: The library offers an in service café for visitors. For more information please click on the following link: [http://cuc.cafebonappetit.com/cafe/honnold/](http://cuc.cafebonappetit.com/cafe/honnold/)

B. **Connection**: Providing students, faculty and staff with high-volume digital printing and general office services. Connection is located at the south entrance of the Claremont College Library.

C. **Electronic Resources**: The library's large collection of electronic resources provides ready access to a wide variety of bibliographic, full-text and multimedia information. From the library web site, it is possible to search Library Search, or any of hundreds of databases including services such as Lexis-Nexis Academic and ISI Web of Science. Other resources include electronic books and journals, such as the ACM Digital Library and Congressional Quarterly Library. The Claremont Colleges Digital Library (CCDL) provides access to a growing number of digital collections from The Colleges as well as from library Special Collections. Digital collections such as Early English Books Online and North American Women's Letters & Diaries make available thousands of additional primary source materials. Most electronic resources are accessible to students, faculty and staff of The Claremont Colleges in their dorms, labs, offices and homes, as well as in the library.
D. **Interlibrary Loan**: The library offers Interlibrary Loan service and maintains partnerships which provide access to books, articles, and other materials not held in our collections. These partnerships include the Center for Research Libraries in Chicago.

E. **Collections**: The library’s general collections in the arts, humanities, sciences, and social sciences include nearly 2 million volumes. The library also has extensive holdings of journals, magazines and newspapers, providing access to articles in over 70,000 periodicals. Honnold/Mudd Library is a depository for publications issued by the United States government, and has extensive holdings of publications from the State of California, Great Britain, the United Nations, and other international agencies. The Asian Library Collection at Honnold/Mudd has a large collection of Asian language materials. The library also holds extensive special collections. You can get a copy of A Guide to Special Collections in the Special Collections Reading Room at Honnold/Mudd Library.

11. **International Place (I-Place)**

International Place (I-Place) of The Claremont Colleges seeks to increase international and intercultural understanding and friendship. As a multi-functional inter-college space, International Place is an exciting hub of international activity throughout the year. It is a “home away from home” for students from abroad and from the United States; a lounge for relaxing with a cup of coffee and a newspaper, or just to hang out! International Place of The Claremont Colleges is also a center for cultural exchange as well as a resource for international students and scholars. For more information please click on the following link: [https://iplace.claremont.edu/about/](https://iplace.claremont.edu/about/)

12. **Office of Black Student Affairs (OBSA)**

The Office of Black Student Affairs (OBSA) is a cultural center and service unit within the Claremont University Consortium. On behalf of The Claremont Colleges, OBSA is dedicated to providing support, resources and space for students of African descent to feel safe, valued, informed and connected. OBSA offers a range of programs, services and activities on behalf of enrolled 7C students of African descent, faculty, staff and allies. Our key service areas include identity-based workshops, skill building activities, mentoring, arts engagement activities, student organizational support, professional/career development workshops, the sharing of 7C resources and referrals, heritage-month programming and other monthly celebrations, and collaborative partnerships with 7C colleges, departments and organization. The OBSA is located on 139 E. Seventh Street Claremont, CA. For more information please click on the following link: [https://www.cuc.claremont.edu/obsa/](https://www.cuc.claremont.edu/obsa/)

13. **Chicano Latino Student Services (CLSA)**

Chicano Latino Student Services (CLSA) provides programs and services that enhance the academic success and personal development of Chicano/Latino students at the Claremont Colleges. CLSA offers academic support, personal guidance, cultural development and leadership opportunities designed to promote social awareness. The CLSA is located at the Tranquada Student Services Center, 2nd floor 757 College Way Claremont, CA. For more information please click on the following link: [https://www.cuc.claremont.edu/clsa/](https://www.cuc.claremont.edu/clsa/)
14. Office of the Chaplains

Keck Graduate Institute is served by the Interfaith Chaplaincy of The Claremont Colleges. The chaplains support numerous programs designed to improve the spiritual, ethical and social aspects of life at The Claremont Colleges. From religious worship to secular volunteerism, pastoral care to intellectual panels, the chaplains provide a variety of paths to engage with fellow students, faculty and staff in our community. Please join us for our diverse holiday celebrations throughout the year, our weekly programs that support close to a dozen religious traditions or simply to enjoy a quiet space to meditate and pray. For more information please click on the following link: https://www.cuc.claremont.edu/chaplains

15. Queer Resource Center

The Queer Resource Center of the Claremont Colleges (QRC) provides support, resources, leadership development, and an inclusive and welcoming space for all members of the Claremont Colleges community to explore issues relating to sexual and gender identities. Through collaboration with students, faculty, and staff the QRC creates opportunities for fellowship, thoughtful dialogue, and the pursuit of knowledge. We seek to foster a safer, more diverse, and inclusive campus by educating and engaging the 7C community about the multiplicity of sexual and gender identities. The QRC is located on 395 E 6th Street, Claremont, CA 91711. For more information please click on the following link: http://colleges.claremont.edu/qrc/

16. Parking Information

KGI students may park their vehicles in the spaces that are not labeled for visitors or physically challenged individuals. No automobile shall be left at KGI for more than a 3-day period. During vacations, breaks, and in the summer, students may not leave their vehicles in the KGI lot; arrangements must be made for vehicles to be stored off-campus.

Parking at the Claremont Colleges is regulated and a valid parking permit is required to park on campus property. Vehicles can be registered with Campus Safety. There will be a day in the fall designated for Campus Safety to conduct registrations on campus otherwise students can either register on line or in person by going to the Campus Safety Office.

17. Campus Safety

Campus Safety protects the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium, assisting law enforcement and other emergency service providers as needed, by being the first responder to emergencies of any kind. We also provide around-the-clock escort service on campus to anyone, as needed. The office is located at Pendleton Business Building 150 East 8th Street.

If you have an emergency on campus, call ext. 72000.
If you are off campus call 909-621-8170 or 909-607-2000

18. KGI Safety Policy

In order to ensure a safe environment for study and work, KGI faculty and staff, and particularly all supervisors, carry the basic responsibility to make safety their concern. KGI will:

- Establish and maintain a healthy and safe environment for study and work and for sanctioned activities of students, faculty, staff, and visitors;
- Insist upon safe equipment, methods and practices at all times;
• Address and report unsafe conditions and take actions to ensure safe procedures are known and practiced.
• Protect the environment to the maximum extent feasible;
• Comply with applicable laws, regulations, and relevant published standards and practices for laboratory research and for the workplace;
• Consider the health and safety of students, faculty, staff, and visitors in the design, operation, construction, modification, or renovation of buildings and facilities.
• Provide periodic training and safety exercises for the KGI campus community.
• Appoint a KGI Safety Officer, currently the Director of Human Resources.
• Maintain an Emergency Preparedness Committee.
• Regularly disseminate information about My Safe Campus for anonymous reporting of concerns about safety, and the LiveSafe smart phone app to aid personal safety.

For more information and details about Safety Policy see Appendix H.

19. Reporting When a Stalker is Sighted on Campus
In the event that a KGI student, faculty or staff member has received a court ordered CHO (civil harassment restraining order) against a stalker, KGI will take immediate steps to protect the victim and to report the behavior to Campus Security and police. In order to enforce this policy, the victim must inform KGI (a CSA, Dean, Director of Students Services or HR) of the restraining order, provide the stalker’s name, description and photo and file a report with CUC Campus Safety and with the Claremont Police Department. KGI will disseminate the name, description and photo of the stalker and issue timely warnings to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. In the event that there is a report that the stalker has been seen on the KGI campus, this procedure will be followed.

For more information and details about Reporting When a Stalker is Sighted on Campus Policy see Appendix I.

20. Minor Children on Campus
The KGI Policy on Children on campus defines an acceptable presence of children on campus in order to maintain an appropriate academic environment for teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the institute. To achieve these objectives, KGI expects the full cooperation of all faculty, staff, students and visitors in observing this policy. This policy applies to all members of the KGI community.

For more information and details about Reporting Minor Children on Campus Policy see Appendix J.

21. Presence of Minors on Campus
This policy sets forth KGI’s policy regarding children under the age of 18 (Minors) who participate in activities and programs taking place on KGI property and facilities or under the authority and direction of KGI at other locations. KGI expects all members of the KGI community to adhere to and act in accordance with this policy. Failure to comply may lead to disciplinary action and/or revocation of the opportunity to sponsor programs involving Minors and/or to use KGI facilities.
22. Environmental Health and Safety
Environmental Health and Safety (EHS) provides professional health and safety services to The
Claremont Colleges and provides leadership for the health and safety programs for the Claremont
University Consortium. EHS provides review of the Colleges’ safety and health programs, performs
safety audits and provides recommendations for safety program enhancements. EHS investigates
accidents, reviews the laboratory safety programs for the Colleges and provides a variety of safety
services, policies, procedures and guidance documents. EHS serves as liaison with regulatory and
compliance agencies and is charged with certain health & safety inspections for a safe and healthy
environment for all staff, faculty and students.

23. Smoking and Vape Free Campus

A. Purpose and Scope
KGI is committed to protecting the health of the campus community from negative impacts related
to other persons’ use of smoked and vaporized products. Therefore, KGI has adopted a smoke and
vape-free policy that includes all workplaces, including open and closed offices, classrooms, and
outside areas. This policy applies to students, faculty, staff, volunteers, and visitors.

B. Definitions
*Smoking* means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or
pipe, including a hookah pipe, or any other lighted or heated tobacco, plant or other product,
intended for inhalation, in any manner or in any form.
*Vaping:* The term “Smoking” also includes the use of an e-cigarette that creates a vapor, in any
manner or in any form, or the use of any oral smoking device for the purpose of circumventing the
prohibition of smoking in this policy.

C. Policy
1. Smoking is prohibited in any facility owned or leased for KGI use, regardless of location.
   This includes open and closed offices and classrooms.
2. Smoking is prohibited within the perimeter of the KGI property, including, but not limited
to, parking lots, KGI-maintained streets, drives and sidewalks, recreational fields, patios and
all open common areas, except in an officially designated smoking area. Smoking materials
must be extinguished and disposed of prior to entering KGI property or exiting a vehicle.
   Improper disposal, including spitting smokeless tobacco or discarding cigarette butts on the
   ground is not permitted.
3. Smoking is prohibited in any vehicle owned or leased by KGI.
4. Violations: Any person who repeatedly violates this policy be asked to leave the premises
   and/or may be removed from campus. Employees may be subject to corrective or
disciplinary action and students may be subject to student conduct charges. Students who
violate the policy more than once may be required to appear before the Student Conduct
Committee.
5. The following persons and departments are responsible for ensuring that the KGI policy is
communicated to employees, students, visitors and others in the KGI community:
   - Student Affairs staff regarding students
   - Director of Human Resources regarding employees
   - Director of Facilities, who is authorized to control and regulate facilities and grounds
use as prescribed by this policy.
6. Members of the KGI community may notify the appropriate office of repeat offenders.
7. Related IRB-approved research projects are exempt from this policy.

Approved by the President’s Cabinet August 10, 2016.

B. Student Organizations and Leadership

1. Establishing a Chapter or New Student Organization

Application for a New Student Organization (NSO) is restricted to the Office for Student Services. The Associate Director for Student Affairs in the School of Pharmacy will serve as the liaison between the Student Pharmacists and proposed organizations. The organization seeking registration will abide by the decision of the Dean of the School of Pharmacy.

Procedures for Starting a New Student Organization and Maintaining Active Status

Any students interested in starting a new student interest club and professional organization and seeking recognition from Student Government must fulfill the following requirements:

- An organization must submit copies of its proposed constitution, a list of officers and members (student organization roster), mission statement, and yearly objectives to the ADSA in the School of Pharmacy for review. Additionally, the organization must have a minimum of 5 currently enrolled full-time students as active members and one faculty or appropriate professional staff advisors (both advisors must be a full-time faculty or staff member) at the time registration is sought. NSO’s must maintain a minimum of 5 active student members.
- Organizations seeking registration shall be notified within thirty (30) working days of application of the results of their request.
- Until an organization has been officially registered, it can hold no meetings on Institute property except for organizational purposes. Participation at such meetings is to be limited to interested enrolled students and members of Institute faculty and staff.
- When an NSO changes its constitution and/or by laws, those changes are to be submitted to the Office for Student Services for review and approval.
- Student organization recognition is granted on an annual basis. All student organizations seeking recognition for the subsequent year must file for recognition by the spring semester of the current year. The appropriate form is available in the Office for Student Services. At other times when there is an officer change, it must be reported to the Office for Student Services. Failure to do so may result in the loss of recognition as a sanctioned organization on campus.
- Upon registration, NSO’s will be allocated a mailbox. It is the responsibility of the NSO to check their mailboxes on a consistent basis.

All NSO’s must abide by the most current Office for Student Services Policies and Procedures as deemed appropriate for their organization. Failure to meet these aforementioned guidelines can result in the loss of recognition as a sanctioned campus organization.

2. Procedures for Posting and Distribution of Materials
The building and grounds at KGI are private property and materials may not be posted or distributed without the permission and approval from the Office for Student Services at KGI. Recognized student organizations may seek permission and approval to have event flyers, posters or materials posted by the Office of Student Services on any KGI property. Student organizations in violation of any posting guidelines are subject to sanction by Student Government and/or the Office of Student Services.

XVI. Additional Policies and Procedures

A. KGI Student Drug-Free Campus

The Keck Graduate Institute of Applied Life Sciences (“KGI”) is committed to providing a safe, healthy, and productive learning and working environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy.

Students who are also KGI employees will be subject to this policy and Drug-free Campus and Workplace Policy (Appendix L) KGI students are also subject to KGI’s Student Use of Alcoholic Beverages On and Off Campus Policy (Appendix M).

For more information and details about Drug-free Campus see Appendix K.

B. Drug-Free Campus and Workplace Policy

The Keck Graduate Institute of Applied Life Sciences (“KGI”) is committed to providing a safe, healthy, and productive learning and workplace environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy.

All faculty, staff, and student employees of KGI are subject to this policy. Persons who are not employees of KGI but who perform work at KGI for KGI’s benefit (such as contractors and their employees, temporary workers provided by agencies, visitors engaged in joint projects, volunteers, etc.) are also required to comply with this policy.

For more information and details about Drug-free Campus and Workplace Policy see Appendix L.

C. Student Use of Alcoholic Beverages on and off Campus

This policy is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages by KGI students on campus and at KGI-sponsored/sanctioned off-campus activity or event. This policy should be read in conjunction with KGI’s Drug-free Campus Policy (Appendix K). Students who are KGI employees are also subject to KGI’s Drug-free Campus and Workplace Policy (Appendix L).

For more information and details about the Student Use of Alcoholic Beverages On and Off Campus Policy (Appendix M), including Rules Related to Use of Alcoholic Beverages at KGI-Sponsored Events, see Appendix N.

D. Use of Alcoholic Beverages at KGI-Sponsored Events

This policy applies to all employees of KGI and visitors to campus. It is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages on campus and at KGI
sponsored/sanctioned off-campus activities or events. This policy should be read in conjunction with KGI’s Drug-free Campus and Workplace Policy (Appendix L). Students are also governed by KGI Drug Free Campus Policy (Appendix K), and Student Use of Alcoholic Beverages On and Off Campus Policy (Appendix M).

E. Intellectual Property Rights
This Intellectual Property Rights policy addresses rights to patentable inventions, tangible research property, software, trademarks and copyrightable works, including educational materials and electronic media, collectively termed “technology,” that have been made or created by faculty, students and staff at KGI. It also incorporates directly or by cross-reference related policies regarding trade secrets, consulting, conflicts of interest and research agreements. Student Inventors collaborating with faculty or companies, as in a TMP, should consult with the faculty member/principle investigator or TMP director. The complete policy appears in the KGI Operational policies and KGI Graduate Faculty Handbook, excerpted as follows:

All faculty, staff and students at Keck Graduate Institute including, without limitation, visiting faculty, fellows and students, who participate in research sponsored by governmental or industrial entities or by non-profit foundations or in KGI-funded research or who use significant funds or facilities administered by KGI (“Participants”) must sign an “Invention and Proprietary Information Agreement”. Among other terms and conditions, this agreement requires KGI inventors to assign to KGI or such other appropriate person as provided by law or by a contract binding upon KGI, title to any intellectual property created through the use of such funds or facilities unless otherwise agreed. The form of the Invention and Proprietary Information Agreement shall be established by the President (or designee) with such terms and conditions as may be approved from time to time. An Invention and Proprietary Information Agreement shall be signed upon hire and before any of the above individuals participates in sponsored research, or as soon thereafter as circumstances permit.

F. KGI Copyright Policy (students)
This policy communicates to students KGI’s expectations for protection of intellectual property and the policies and sanctions related to copyright infringement under U.S. Copyright Law. KGI is committed to respecting intellectual property rights, including the rights of copyright holders in compliance with copyright laws. KGI recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

All KGI students are required and expected to obey the laws and KGI policies and legal agreements governing use of software, downloading of copyrighted music and video files, and copying of other copyrighted materials. Unauthorized distribution of copyrighted material using the KGI information technology system, including illegal or unauthorized peer-to-peer file sharing, can lead to monetary damages and/or criminal penalties for the individual violator.

Because such violations are against KGI’s Code of Conduct (Page 40), KGI’s Policy on Appropriate Use of Campus Computing and Network Resources (Appendix C), the Student Honor Codes and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

For more information and details about Reporting KGI Copyright Policy see Appendix O.

G. Policy on Banning Disruptive Persons from Campuses

1. Background
The Claremont Colleges are composed of seven institutions of higher education, including: The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, the KGI, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, the Claremont University Consortium shall also be considered part of The Claremont Colleges, as well as any property owned by The Claremont Colleges which is located away from the home campuses. As institutions of higher education, The Claremont Colleges share a common purpose of providing an educational experience that is, among other things, safe from harm, fosters personal growth, and is intellectually enlightening. The need to protect individual institutions and The Claremont Colleges from harm to its community members and assets is therefore a very high priority. Balanced against this priority is the need to protect free speech and academic freedom. The Claremont Colleges must comply with all legal requirements of the United States and the State of California when taking steps to protect community members and assets.

2. Policy

In the event of a threat to the safety or well-being of an individual, group, or member institution of The Claremont Colleges, each institution reserves the right to prohibit disruptive or potentially dangerous persons from their campuses. The Claremont Colleges further agree to consult with each other about such individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions. The authority for this policy emanates from each institution’s right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges. Under normal circumstances, the Deans of Students, the Director of Campus Safety, or the Chief Administrative Officer of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to the fit the event. The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future. Bans to one or more of The Claremont Colleges may be temporary or permanent, and shall clearly indicate their length and scope to the person who has been banned. This policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals. The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or function of the college or colleges. These procedures do not apply to faculty or staff.

3. Procedures Governing Individuals With or Without a Relationship to The Claremont Colleges

   a. Regarding Individuals with No Direct Connection to The Claremont Colleges:
      • This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents of a current or former student of The Claremont Colleges.
b. **Regarding Individuals with a Connection to One of The Claremont Colleges or the Claremont University Consortium:**

- This set of procedures applies to: alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents of current or former students.
- The designated official initiating the ban shall send a message to all other Deans of Students to determine if there is any objection to banning the individual in question. Any Dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges’ properties.

c. **Regarding Current Students:**

- This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the Colleges are in or out of session.
- It is within the authority of the banning campuses and CUC to make this decision without regard to judicial proceedings at the home campus.

4. **Requests for Review, Modification, or Removal of a Ban**

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus Dean of Students should review the ban policy and appeals process with the student.

Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person’s status on their respective campuses.
5. **Effective Date & Application of this Policy to New Institutions**

Should additional institutions formally join The Claremont Colleges, this policy shall automatically apply to those institutions upon incorporation, including their property in Claremont and elsewhere.

Date of Approval by the Council of the Claremont Colleges: April 5, 2011.

Document Storage Reference: Individual Colleges’ Websites and Student Deans Committee Sakai website.

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**H. Explosives, Firearms, and Other Weapons**

Weapons. The term weapons should be understood to include fireworks, combustibles and explosive devices, dirks, daggers, knives (whether fixed or folding, having a blade length longer than 2 1/2 inches unless the knife is being used lawfully in or around a laboratory, or residential, dining or kitchen facility in connection with food preparation or consumption), firearms of any type (including antique and military "trophy" firearms), air rifles, air pistols, pellet/BB guns, paintball guns, or other devices capable of expelling a projectile with force of air pressure or spring action, any type of non-functional replica weapon, blow guns, spear guns, sling shots, bows and arrows, swords, any other form of weapon, sporting instrument, self-defense instrument, ammunition for any purpose (live or inert) and or any weapon possessed or used in violation of the California Penal Code.

For more information and details about Explosives, Firearms and Other Weapons Policy see Appendix P.

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**I. Demonstrations at the Claremont Colleges**

KGI Follows the CUC Policy on Demonstrations at the Claremont Colleges to maintain campus safety, peacefully resolve differences, and respect the constitutional rights of free speech and assembly. The policy is applicable to all faculty, staff and students at KGI, as well as to the member institutions of the Claremont Colleges.

For more information and details about Demonstrations at the Claremont Colleges Policy see Appendix Q.

Approved by the Council of the Claremont Colleges, November 7, 2001. This policy is not to be amended or changed without approval of the Council. Purpose and Scope addition approved by KGI President Schuster October 28, 2014.

Approved by KGI President June 17, 2014, reformatted and updated November 11, 2014.

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**J. Using Bicycles on Campus**

KGI encourages students, faculty and staff to ride bicycles to campus. The purpose of this policy is to ensure the safe and orderly use of university facilities for using and storing bicycles. This policy applies to all individuals riding, walking, parking or otherwise operating a bicycle on campus, including motorized bicycles or mini-motorcycles.

For more information and details about Reporting Using Bicycles on Campus Policy see Appendix R.

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**K. After Hours Room Access**

This policy applies to faculty, staff, students and their guests entering campus buildings after business hours from 5:30 pm – 8 am and on weekends.

For more information and details about After Hours Room Access Policy see Appendix S.
APPENDIX A
TECHNICAL STANDARDS

Technical Standards for Admission, Continuation, and Graduation
The School of Pharmacy (SoP) is committed to providing a pharmacy degree without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Pharm.D. degree program and meet the professional competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the curriculum in order to pursue any career path in pharmacy practice. Thus, the standards are prerequisites for admission, continuation, and graduation from the SOP. The program faculty will monitor the student’s ability to meet these standards.

The SoP will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The SoP reserves the right not to admit any applicant who cannot meet the Technical Standards set forth below with reasonable accommodations. Applicants are not required to disclose the nature of their disability (ies), if any, to the SoP Admissions Committee. To matriculate into the Program, the applicant must sign the Technical Standards Certification Form documenting their ability to meet the standards. This form is part of the supplemental application. However, if a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Director of Admissions for the SoP prior to the interview process. If appropriate, and upon the request of the applicant/student, the school will consider technological and other facilitating mechanisms needed in order to train and function effectively as a pharmacist.

Candidates for the PharmD degree must be able to perform the essential functions in each of the following categories: observation; communication; sensory and motor coordination and function; conceptualization, integration and quantitative evaluation; and behavioral and social attributes. These are described in detail below:

**Observation** (functional use of vision and other sensory modalities)
- Ability to observe demonstrations and experiments in the sciences, including physiological and pharmacological demonstrations, medical illustrations, microbiological cultures, and microscopic studies of microorganisms and normal or pathological tissues.
- Ability to use visual, somatic, and auditory cues to accurately observe and assess a patient’s physical condition.
- Ability to receive visual information from the treatment environment, discriminate numbers and patterns associated with diagnostic and monitoring instruments, and competently use instruments for monitoring drug response.
- Ability to distinguish shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms).
- Ability to observe activities of technical staff under a pharmacist’s supervision.

**Sensory and Motor Coordination** (tactile and motor abilities):
• Ability to coordinate gross and fine muscular movements and the functional use of the senses of touch and vision reasonably required to perform pharmacy functions. These tasks include but are not limited to: the ability to compound, prepare, and administer prescription medications, run laboratory tests for therapeutic monitoring, use current technology for drug information evaluation, read EKGs, drug blood levels, and other laboratory results, and operate a computer and other electronic devices using the hands and fingers.

• Ability to maneuver in the pharmacy practice setting for general and emergency treatment of patients and not hinder the ability of co-workers to provide prompt care.

• Ability to maneuver in the patient care setting including the ability to maintain balance, orientation, mobility, and stamina while walking with a person in need of support or using a mobility device.

• Ability to use motor function sufficient for using basic patient assessment skills such as palpation, auscultation, percussion, and other diagnostic maneuvers.

• Ability to use motor function sufficient to accurately prepare appropriate emergency medication and sterile intravenous medications.

Conceptual, Integrative, and Quantitative Evaluation:

• Ability to memorize, measure, calculate, reason, analyze, and synthesize pertinent information to solve problems and calculate accurate doses, dilutions, and reconstitution of pharmaceutical products.

• Ability to understand basic scientific principles and methods for the cognitive application of information.

• Ability to comprehend spatial relationships and three-dimensional models.

• Ability to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology.

• Ability to concentrate in the presence of distracting conditions.

• Ability to concentrate for prolonged periods of time.

Communication

• Ability to communicate effectively and sensitively with patients to elicit information from them and to provide information to patients and other health care professionals.

• Ability to comprehend written and oral communication in English to fulfill the routine duties and tasks of an intern/pharmacist.

• Ability to receive and interpret written communications in a timely manner in both the academic and clinical settings, including information presented on computer screens.

• Ability to receive and send verbal communication during life threatening situations within the acceptable norms of clinical settings, including responding to warnings and alarms, interpreting auscultation, and indications of other diagnostic equipment.

• Ability to effectively communicate with and supervise technical staff in accordance with State law.

Behavioral/Social Attributes:

• Ability to understand ethical issues related to the pharmaceutical profession and to adhere to all laws and standards as defined by the California State Board of Pharmacy.

• Ability to exercise sound judgment in an emergency situation.
• Ability to maintain a professional demeanor and to relate in a professional manner to patients and other health care professionals.

• Ability to accept feedback and respond with appropriate behavior or modification of behavior.

• Physical and emotional stamina to function in a competent manner in a setting that may involve heavy workloads and stressful situations.

Individuals who would constitute a direct threat to the health or safety of others or who are currently impaired by alcohol or substance abuse are not considered suitable candidates for admission.
APPENDIX B

Family Educational Rights and Privacy Act FERPA

PRIVACY RIGHTS AND RESPONSIBILITIES
In compliance with the federal Family Educational Rights and Privacy Act (FERPA) and the California Public Information Act, students at KGI are assigned the following four rights in regard to maintained education records:

1. Students have the right to inspect and review education records. Education records are defined as records in any format that directly identify the student and are maintained by the various offices of KGI. Some records may be administered by additional privacy laws and regulations that supersede FERPA, and, therefore, may not be available under this policy. Requests for the inspection and review of education records must be submitted directly to the custodian of the record, following policy and procedure of the office in whose custody the record is maintained.

2. Students have the right to seek to amend education records. In compliance with KGI's policy, individual offices have established procedures for challenging the content of education records. Students may also submit a written request for review of a particular education record to the appropriate office. Under FERPA, grades are exempted from this provision. Students with concerns about individual grades should contact the Director of Student Services.

3. Students have the right to have some control over the disclosure of information from education records. Students may request that KGI restrict the release of directory information by submitting a written request to the Registrar's Office. Such restrictions remain in effect until cancelled in writing by the student. Students may declare themselves to be tax dependents of their parents and authorize KGI to release non-directory information to parents. Such authorizations remain in effect until cancelled in writing by the student.

4. Students have the right to file a complaint with the Federal Policy Compliance Office, a division of the US Department of Education, for any alleged violation of their rights under FERPA. Complaints must be submitted in writing to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920.

In compliance with FERPA, KGI has designated the following items of information as directory information: name and student user name; local and permanent address; local, cellular, and permanent phone number; e-mail address; date and place of birth; major field of study; dates of attendance; enrollment status; degrees and awards received; most recent previous institution attended; photographs; participation in officially recognized activities. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if released. Unless restricted by the written request of a student, KGI may release directory information without the prior consent of a student. Directory information required for course or classroom participation in courses may not be withheld from faculty and students connected with the particular course. Information that is not directory information is non-directory information and, unless accepted by FERPA, requires the prior written consent of the student for release.

As permitted by FERPA, KGI allows access to student directory and non-directory information by education officials when a legitimate educational interest exists for specific education records. A legitimate educational interest exists when an education official demonstrates a need to know specific information to accomplish instructional, advisory, administrative, research, supervisory, or other administrative responsibilities assigned by KGI. Education officials may include employees, faculty, and
staff, designated representatives of KGI, and contracted agents and agencies of KGI. KGI may outsource some operations requiring the disclosure of information from education records. Providers of such services include the National Student Clearinghouse. Education officials, including contracted providers, who receive education records must comply with all FERPA regulations regarding re-disclosure and the privacy of such education records.

Under FERPA, and in compliance with other federal and local regulations, privacy rights in the post-secondary environment are reassigned from parents to students. Nevertheless, FERPA permits institutions to disclose information from education records to parents and to other third party entities in specific situations and under certain conditions. Among these situations are the following: to schools where the student seeks, intends, or has enrolled; in connection with financial aid; to certain government authorities, including US military recruiters; to certain entities conducting studies or audits on behalf of KGI, by federal, state, or local education authorities, or by professional and other educational organizations; in compliance with court orders and subpoena where health and safety are at risk or in the event of student status changes; when violations to federal, state, or local regulations have occurred and violations to institutional policy have been determined in regard to crimes of violence or non-forcible sex acts and, for students under the age of 21, the use or possession of alcohol or other controlled substances; and per additional contingencies set forth in FERPA.

For further information from the United States Department of Education, please visit their website: http://www.ed.gov/

You can find detailed FERPA information at:

You can find information from the Family Policy Compliance Office (FPCO) at:

TRANSCRIPTS
To request a transcript please contact the Registrar’s Office and provide the following:

- Your full legal name (if you attended KGI under a different name, please include both your current and former names)
- Student ID
- Date of birth
- Dates of attendance/intended degree date
- Address to which we should send your transcript
APPENDIX C

Use of Campus Computing and Network Resources

KGI Policy

1. KGI is committed to responsible, considerate and ethical use of computing and networking resources. KGI and the Claremont Colleges make available computing and network facilities (CNF) resources for use by students, faculty and staff, to carry out the educational mission and legitimate business of the Colleges. We expect and require that all KGI users will demonstrate responsible, considerate and ethical behavior in using these resources.

2. KGI follows the Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources. The Claremont Colleges Policy below applies to all institutions comprising The Claremont Colleges, including the Claremont University Consortium.

3. Inappropriate use is subject to disciplinary action. KGI or any Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Claremont Colleges Policy

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges. The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment. Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard. Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.
2. **Ownership of CNF Resources**  
The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

3. **Privacy & Security**

3.1 **FILE CONFIDENTIALITY**  
Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network. You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

3.2 **NETWORK MONITORING**  
Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges’ primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types. From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College’s IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network
privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

3.3 PASSWORDS AND CODES
Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect the Claremont Colleges ownership of electronic information.

3.4 ACCESS TO RESOURCES
Access to CNF resources is a privilege, which is allowed only to the Colleges’ authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

a. You must understand and comply with all applicable federal, state, and local laws.

b. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to “sniff” or eavesdrop on data on the network that are not intended for you.

c. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.

d. Each College’s Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.

e. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.

f. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., “spam”) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.

g. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

h. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by “locking” systems without permission from the appropriate system manager.

i. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

j. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
k. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

l. You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.

m. Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.

n. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

o. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.
APPENDIX D

Discrimination and Harassment Policies and Procedure

Civil Rights-Related Policies

- **Statement on Non-Discrimination, Equal Opportunity, and Related Laws**
  Keck Graduate Institute does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. KGI complies with all applicable state and federal laws, including, but not limited to:
  - Title IX of the Higher Education Amendments of 1972;
  - Title VII of the Civil Rights Act of 1964;
  - California Fair Employment and Housing Act (“FEHA”);
  - California Unruh Civil Rights Act;
  - Family Educational Rights and Privacy Act of 1974;
  - Section 504 of the Rehabilitation Act of 1973;
  - Americans with Disabilities Act (the “ADA”);
  - Age Discrimination in Employment Act of 1967, as amended by the Older Worker’s Benefit Protection Act (“ADEA”);
  - Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Inquiries concerning the application of these laws to this institution should be referred to the Title IX Coordinator or the Director of Human Resources.

For specific inquiries concerning potential accommodations of disabilities, pursuant to the ADA, Section 504 of the Rehabilitation Act of 1973, and/or the FEHA, please contact Cheryl Merritt, KGI’s Director of Human Resources and Disability Coordinator, (215 Building, room 210, 909-607-7853).

**Equal Employment Opportunity**

Keck Graduate Institute prides itself in being an open, competitive, and equal opportunity employer. KGI is committed to a policy of equal employment opportunities for all applicants and employees and complies with all applicable state and federal laws on the matter. KGI does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, sex, age, sexual orientation, gender identity and expression, marital status, pregnancy, physical or mental disability, medical condition, family care leave status, veteran's status, or any other category described in KGI’s Nondiscrimination Policy or protected by law. KGI also prohibits the harassment of any employee on any of these bases. KGI also makes reasonable accommodations for disabled employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to follow this policy conscientiously. Employees with questions regarding this policy should discuss them with the Director of Human Resources or their supervisor.

**Harassment Policy**

It is the policy of KGI to maintain an environment for students, faculty, and staff that is free of sexual, racial and other unlawful harassment. All members of the community should be aware that KGI is concerned about such harassment, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as other unlawful harassment (based on such factors as religion, color, race, national or ethnic origin, ancestry, sexual orientation,
gender identity and expression, physical or mental disability, age, marital status, family care leave status, genetic information, medical condition, political activities or affiliation, military or veteran status, status as a victim of domestic violence, assault, or stalking) will be subject to discipline, up to and including expulsion or termination. Retaliation against a person who reports, complains about, or participates in the investigation of such harassment is likewise prohibited.

**Unlawful Harassment in General Defined**

Unlawful harassment is conduct prohibited by provisions of state or federal law that creates an intimidating, offensive, or hostile working or academic environment, or that interferes with work or academic performance based on a person’s protected status, including race, color, national origin, ancestry, sex (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity and expression, age, religion, physical or mental disability, medical condition, marital status, veteran status, family care leave status, or other status protected by antidiscrimination and anti-harassment statutes, such as Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act. Such harassment can be physical, verbal, or visual. Harassment can be committed by employers, coworkers, fellow students, and third parties. Generally, statements and/or conduct legitimately and reasonably related to the KGI’s mission of education do not constitute harassment.

To be considered harassment under this policy, such conduct must:

- be based upon one or more of the categories mentioned above; and
- be offensive to the individual complaining of harassment and offensive to a reasonable person; and
- be so persistent, repetitive, pervasive, or severe that it has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, abusive or hostile educational, employment or living environment at KGI.

Harassment may also occur when submission to conduct described above is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment at KGI, or participation in a KGI activity.

**Sexual Harassment Defined**

One form of unlawful harassment is sexual harassment. Sexual harassment may be either “quid pro quo” harassment or “environmental harassment”. “Quid pro quo” harassment is sexual advances or requests for sexual favors where submission is made an explicit or implicit term or condition of an individual’s employment or education or where submission or rejection is used as the basis for making employment or educational decisions affecting an individual. “Environmental” harassment is where the individual is subjected to a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere with an individual’s work or education, or to affect adversely an individual’s living conditions. Occasional compliments that are generally accepted as not offensive or other generally accepted social behavior, on the other hand, do not constitute sexual harassment.

Sexual harassment includes harassment of women by men, of men by women, and same gender gender-based harassment. Sexual misconduct offenses are specific forms of sexual harassment and are strictly prohibited by KGI. Due to the unique nature of sexual misconduct, KGI has a separate Sexual Misconduct Policy which is outlined in section III below.

Examples of sexual harassment may include such conduct as:

- Physical assault or other unwelcome touching;
• Direct or implied threats that submission to sexual advances will be a condition of employment;
• Direct propositions of a sexual nature;
• Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic and employment purpose;
• A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person’s body; (2) remarks of a sexual nature about a person’s clothing or body, whether or not intended to be complimentary; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes;
• Certain visual displays of sexually-oriented images outside the educational context;
• Letters, notes or electronic mail containing comments, words or images as described in (e) above.

Gender Based Discrimination and Harassment Policy
Keck Graduate Institute (KGI) is committed to providing a learning and working environment free from gender-based discrimination and harassment. KGI does not tolerate any kind of gender-based discrimination or harassment, which includes, but is not limited to; sexual assault, sexual harassment, and gender-based harassment. The KGI community is committed to fostering a healthy and safe environment in which every member of the community can realize her or his fullest potential.

Gender-based misconduct is a serious concern in the higher education environment. To address this problem, KGI provides educational and preventative programs, services for individuals who have been impacted by gender-based and sexual misconduct, and accessible, prompt, and equitable methods of investigation and resolution. These methods are defined within these policies. Students who believe they have been subjected to gender-based discrimination or harassment are encouraged to report these incidents to the Title IX Coordinator for KGI, TBA, Director of Student Services. Upon receiving a report, KGI will respond promptly, equitably, and thoroughly, as defined below.

In addition, KGI will take steps to prevent the recurrence of the discrimination or harassment and correct its effects, when appropriate. Information concerning an allegation of sexual harassment will be handled in a confidential manner insofar as possible. Any employee or agent of KGI who receives a complaint of sexual harassment, or who otherwise learns of the occurrence of sexual harassment or sexual misconduct, has the responsibility to take prompt steps to ensure that the matter is addressed, even if the complainant refuses to be identified. KGI will provide training on the Title IX policy and procedures to students and employees, as appropriate, during orientations and periodic training sessions on Title IX topics.

Consistent with its commitment to addressing gender-based discrimination and harassment, KGI complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Gender-based misconduct, as defined in this document, constitutes forms of sex discrimination prohibited by Title IX. Gender-Based Misconduct Policies apply regardless of the complainant’s or respondent’s race, color, religion, sex, gender, gender identity, sexual orientation, age (over 40), religious belief, national origin, marital status, physical or mental ability, or any other consideration made unlawful by federal, state, or local law. Retaliation against a person who properly reports, complains about or participates in the investigation of an unlawful harassment or sexual misconduct complaint is likewise prohibited.
Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to classroom subject matter. Nothing in this policy shall abridge academic freedom or KGI’s educational mission.

**Sexual Misconduct Policy**

**Sexual Misconduct Defined**
Sexual misconduct (sexual conduct without consent) is a specific form of sexual harassment and is prohibited by KGI. The expectations of our community regarding sexual consent can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission.

**Non‐Consensual Sexual Contact** (or attempts to commit same) is:
- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.¹

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non‐Consensual Sexual Intercourse** (or attempts to commit same) is:
- any sexual intercourse however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.¹

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Other Conduct when Gender-Based:** The following alleged conduct will be addressed through the Grievance procedures outlined in this Guide when the conduct is gender-based.

- Dating violence (as defined by the Violence Against Women Act²) is violence committed by a person:
  - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship

¹The use of force is not “worse” than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense and in cases involving force the Respondent will face additional charges for the assaultive behavior.
- Domestic violence (as defined by the Violence Against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Stalking is a course of conduct directed at a specific person that would cause a reasonable person to: (1) feel fear for their safety; or (2) the safety of others or suffer substantial emotional distress. Stalking includes behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:
  - Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, texts, letters, notes, gifts, or any other communications that are undesired and place another person in fear
  - Use of online, electronic, or digital technologies, including:
    - Unauthorized posting of pictures, messages, and/or information about the complainant on websites, Internet sites, social networking sites, and/or bulletin boards or in chat rooms
    - Sending unwanted/unsolicited email, texts or talk requests
    - Posting private or public messages on Internet sites, social networking sites, and/or bulletin boards
    - Installing spyware on a victim’s computer
    - Using Global Positioning Systems (GPS) to monitor a victim
    - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
    - Surveillance or other types of observation, including staring or “peeping”
    - Trespassing
    - Vandalism
    - Non-consensual touching
    - Direct verbal or physical threats
    - Gathering information about an individual from friends, family, and/or co-workers
    - Threats to harm self or others
    - Defamation – lying to others about the victim
    - Hazing as defined as any act or the creation of a situation that tends to endanger the mental or physical health or safety of a student; an act or the creation of a situation which tends to humiliate or degrade a student; or an act or creation of a situation which destroys or removes public or private property when these are part of initiation, admission into, affiliation with or continued membership in a group or organization. An act or a situation becomes hazing when an organization creates the dangerous, illegal, or humiliating situation and exposes students to it.
      - A level of coercion is often involved in hazing; an individual being hazed may not feel they can opt out of participation because of peer pressure or a desire to belong or “fit in” to the group. Because of the socially coercive nature of hazing, this definition of hazing applies whether or not the participants consent to such activity or perceive the activity as “voluntary.”
Hazing does not include actions or situations that are part of officially sanctioned and supervised KGI activities.


**Sexual Exploitation:** Sexual Exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly spreading a sexually transmitted infection, a sexually transmitted disease, or HIV to another person³;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking.

³ Knowingly transmitting HIV by engaging in unprotected sexual activity is a felony punishable by imprisonment in the state prison for three, five, or eight years. California Health and Safety Code, Section 120291.

**Sexual Assault:** "Sexual assault" (as defined by the Violence Against Women Act) means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Generally, a sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. This includes coerced touching of the actor by the victim as well as the touching of the victim by the actor, whether directly or through clothing.

**Consent**
Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years of age.

Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
A previous relationship or prior consent does not imply consent to future sexual acts.

**Consent can be withdrawn.** Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.

**Force and Coercion:** Consent obtained through force is not consent. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes the use of
threats, intimidation (implied threats) and/or coercion to produce consent. Coercion is unreasonable pressure for sexual activity (e.g. “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. Please note, when someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.

Capacity/Incapacitation: Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should have known to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy.

- **Incapacitation due to alcohol or other drugs:** Because alcohol or other drug use can place an individual’s capacity to consent in question, sober sex is less likely to raise such questions. Being under the influence of alcohol or other drugs does not in and of itself indicate incapacitation. When alcohol or other drugs, including date rape drugs (such as Rohypnol, Ketamine, GHB, etc.), are involved, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (the who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Administering a date rape drug to another individual is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/).

- **Incapacitation due to other reasons:** This policy also covers a person whose incapacity results from mental or physical disabilities, sleep, unconsciousness, or involuntary physical restraint.

Retaliation Policy

Any attempt by a student, faculty, or staff member to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the KGI’s discrimination, harassment and sexual misconduct policies, is prohibited. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Title IX Coordinator. Any person who retaliates against a person who has cooperated in an investigation and/or hearing is in violation of KGI policy and will be subject to disciplinary action.

False Reporting Policy

It is a violation of KGI policy to file a knowingly false or malicious complaint of alleged discrimination, harassment and/or sexual misconduct. A complaint against such conduct may be pursued using the steps followed for discrimination, harassment, and sexual misconduct related complaints. A complaint filed in good faith under this provision shall not constitute retaliation.

Consenting Relationships Policy

KGI strongly discourages and considers inappropriate consenting sexual relationships between individuals associated with the institute where one exercises institutional authority over the other. Consenting relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the faculty/student relationship. They may be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. Moreover, such
relationships may harm or injure others in the academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when that relationship gives undue access or advantage, restricts opportunities, or creates a hostile environment for others. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset of a romantic relationship, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct. It is for these reasons consensual relationships between faculty members and students, and between supervisors and employees, are strongly discouraged by KGI.

**Disciplinary Action.**
Where such relationships involve the active and immediate exercise of authority, as in the case of a faculty member and a student currently studying under the faculty member or a staff member and an immediate subordinate, the Institute has the right to take disciplinary action.

**Precautions**
In the case of a sexual relationship in which the parties believe that the restrictions of the preceding points do not apply, it is the obligation of the individual in authority to take all necessary steps to remove himself or herself from professional actions affecting the other individual. Failure to do so may result in disciplinary action. These requirements also apply where a sexual relationship occurred in the past.

**Resources**

**Immediate Attention**
If you need immediate assistance, call Campus Safety right away at extension 7-2000, or contact the Director of Student Services (909)607-0389. You also have the option of calling the police directly by dialing 9-9-1-1 from a campus phone. Assistance is also available 24 hours a day by calling the local Project Sister Rape Crisis Hotline at (909) 626-4357.

**Medical Assistance**
GET PROPER MEDICAL ATTENTION for physical injuries and sexually transmitted diseases even though you may not think you need it. Do not shower, bathe, douche or brush your teeth. Medical evidence can be collected. Collecting evidence is the victim's choice and does not mean that he/she must pursue criminal charges, it merely leaves the option open. NOTE: The hospital has an obligation to inform the police and the police will interview the victim at the hospital. It is the victim's choice as to whether or not a police report is taken and criminal charges are pursued against the assailant.

There are several treatment options:
- Pomona Valley Community Hospital Medical Center Emergency Room at 1798 North Garey Avenue in Pomona, (909) 865-9600.
- San Antonio Hospital Emergency Room, 999 San Bernardino Road in Upland, (909) 920-4747.
- Planned Parenthood has a health care provider that can test for pregnancy and sexually transmitted diseases, and is located at 1550 North Garey Avenue in Pomona. The clinic’s telephone is (909) 620-4290; the appointment line is (909) 620-4268.
- The victim can be treated and tested by his/her own health care provider.

Eligible employees may wish to contact the Employee Assistance Plan (EAP) which is available through the benefits program by calling Pacific Care Behavioral Health at 1 (800) 234-5465 (a clinical coordinator will assist you). The Director of Human Resources can also assist with this option. Psychological counseling for students is available at Monsour Counseling & Psychological Services, phone: (909) 621-8202.
Other Available Resources
• Project Sister – local rape crisis center & 24 hour crisis hotlines, (909) 626-4357.
• Student Health Services – on campus, available during academic year, extension 18222.
  Monsour Counseling & Psychological Services – on campus, available during academic year, extension 18202.
• Claremont Police Department – 9-9-1-1 or (909) 399-5411.

Grievance, Investigation and Hearing Procedures for Cases Involving a Student as Complainant or Respondent:
• Upon receipt of a complaint, the Title IX Coordinator or Deputy Coordinator will consult with the Complainant.
• If the Complainant requests confidentiality or requests that the complaint not be pursued, KGI will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit KGI’s ability to respond to the complaint. KGI may also weigh the Complainant’s request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, and other factors otherwise required by applicable law.
• The Title IX Coordinator or Deputy Coordinator may, after speaking with Complainant, determine that the conduct complained about clearly does not constitute harassment, discrimination, or sexual misconduct and so inform the Complainant.
• Subject to the considerations described in subsections 2 and 3 above, every complaint will be investigated, including any alleged instances of retaliation or intentional false claims. The Title IX Coordinator shall appoint two investigators to conduct the investigation. If the matter involves a faculty member as either Complainant or Respondent, at least one of the assigned investigators shall be a faculty member. If the matter involves a staff member as either Complainant or Respondent, at least one of the assigned investigators shall be a staff member. If the Complainant is a faculty or staff member from one of the other Claremont College’s, one of the investigators may be from the Complainant’s home college.
• As part of the investigation process, the investigators may ask, but not require, the Complainant to submit a signed, written statement concerning the allegations. This statement should contain all relevant details, such as the names of the people involved, the names of any witnesses, and the times and locations of the alleged harassing behavior.
• The Investigators will conduct interviews as needed with all appropriate individuals, including the Complainant and Respondent, and will gather any pertinent evidentiary materials. The Investigators will normally complete their investigation within fifteen (15) business days, except in instances where the volume of witnesses, the proximity to a holiday break or the end of an academic term, or other circumstances compel a longer timeframe for the investigation.
• Upon completion of an investigation, the Investigators will prepare an Investigators’ Report including a conclusion as to whether it is more likely than not that the Respondent’s conduct constitutes a policy violation. If the Investigators cannot reach consensus on the issue, the Title IX Coordinator, or designee, shall review the interviews and other evidence marshaled during the investigation and determine whether the Respondent’s conduct constitutes a policy violation.
• To protect the integrity of the investigation, the Investigator’s Report should be kept confidential by the parties involved and not shared with witnesses or persons not involved in the
matter. However, Complainants and Respondents are not prohibited from sharing these
documents with family, counsel, a support person/advisor as defined below.

- In cases where, after investigations, it is determined that the Respondent is responsible for a
violation of this policy, the Title IX Coordinator shall submit the report to the appropriate Vice
President or Dean for further action under section B below.

**Investigation Procedures that Do Not Involve a Student as Complainant or Respondent:**

**Investigation Process**

- Upon receipt of a complaint, the Title IX Coordinator or Deputy Coordinator will consult with
the Complainant.

- If the Complainant requests confidentiality or requests that the complaint not be pursued, KGI
will take all reasonable steps to investigate and respond to the complaint consistent with the
request for confidentiality. However, such a request for confidentiality may limit KGI’s ability
to respond to the complaint. KGI may also weigh the Complainant’s request for confidentiality
against such factors as the seriousness of the alleged conduct, whether there have been other
complaints of a similar nature against the same individual, and other factors otherwise required
by applicable law.

- The Title IX Coordinator or Deputy Coordinator may, after speaking with Complainant,
determine that the conduct complained about clearly does not constitute harassment,
discrimination, or sexual misconduct and so inform the Complainant.

- Subject to the considerations described in subsections 2 and 3 above, every complaint will be
investigated, including any alleged instances of retaliation or intentional false claims. The Title
IX Coordinator shall appoint two investigators to conduct the investigation. If the matter
involves a faculty member as either Complainant or Respondent, at least one of the assigned
investigators shall be a faculty member. If the matter involves a staff member as either
Complainant or Respondent, at least one of the assigned investigators shall be a staff member. If
the Complainant is a faculty or staff member from one of the other Claremont College’s, one of
the investigators may be from the Complainant’s home college.

- As part of the investigation process, the investigators may ask, but not require, the Complainant
to submit a signed, written statement concerning the allegations. This statement should contain
all relevant details, such as the names of the people involved, the names of any witnesses, and
the times and locations of the alleged harassing behavior.

- The Investigators will conduct interviews as needed with all appropriate individuals, including
the Complainant and Respondent, and will gather any pertinent evidentiary materials. The
Investigators will normally complete their investigation within **fifteen (15) business days,**
except in instances where the volume of witnesses, the proximity to a holiday break or the end
of an academic term, or other circumstances compel a longer timeframe for the investigation.
Upon completion of an investigation, the Investigators will prepare an Investigators’ Report
including a conclusion as to whether it is more likely than not that the Respondent’s conduct
constitutes a policy violation. If the Investigators cannot reach consensus on the issue, the Title
IX Coordinator, or designee, shall review the interviews and other evidence marshaled during
the investigation and determine whether the Respondent’s conduct constitutes a policy
violation.

- To protect the integrity of the investigation, the Investigator’s Report should be kept
confidential by the parties involved and not shared with witnesses or persons not involved in the
matter. However, Complainants and Respondents are not prohibited from sharing these
documents with family, counsel, a support person/advisor as defined below.
In cases where, after investigations, it is determined that the Respondent is responsible for a violation of this policy, the Title IX Coordinator shall submit the report to the appropriate Vice President or Dean for further action under section B below.

Sanction.
If the investigation determines that a staff member Respondent is responsible for a violation of this policy, the sanction shall be determined by the Vice President or Dean to whom the Respondent reports, in consultation with the Director of Human Resources. If the investigation determines that a faculty member Respondent is responsible for a violation of this policy, the sanction shall be determined by the Vice President or Dean in consultation with the Director of Human Resources. The Vice President or Dean (i) will have access to the complete record of the case, (ii) will determine any sanctions to be imposed or corrective action to be taken, and (iii) may consider both the gravity of the offense and the Respondent’s prior conduct record in determining sanctions to be imposed on the Respondent. The Vice President or Dean will communicate the decision in writing to the parties within ten (10) business days. The Complainant’s copy of the report of the details of the sanction(s) imposed on Respondent may be limited due to Respondent’s privacy rights. The Director of Human Resources will also enter the decision in the permanent record of an individual found to have violated this policy. The sanction(s) imposed will be implemented following the Vice President or Dean’s decision and will be in effect pending the outcome of any appeal.

Interim Measures
KGI may take whatever measures deemed necessary in response to an allegation in order to protect an individual’s rights and personal safety and the safety of the KGI community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of grievance process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure by the Respondent to adhere to the parameters of any interim measure is a violation of College policy and may lead to additional disciplinary action.

Appeal from Decisions Made by the Vice President or Dean

Appeal to the President.
Either the Complainant or Respondent may appeal an adverse ruling of the Vice President or Dean to the President of KGI. An appeal is not intended to be a new investigation or a full re-hearing of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and/or hearing and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the President to substitute his/her judgment for that of the Investigators, Hearing Panel, or the Vice President or Dean merely because the President disagrees with the finding and/or sanction(s). Appeal decisions are to be deferential to the Investigators, the Board, and Vice President or Dean, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Notice of Appeal
Written notice of intention to appeal and written reasons for the appeal shall be provided within 10 working days of the hearing panel’s decision. The decisions made by the Vice President or Dean and/or the Hearing Panel are final if not appealed within the ten day period.

Grounds for Appeal
Appeal of the decisions may be made on only two grounds. Either or both may be cited in the appeal.
**Improper Judicial Procedure.** The party may appeal if the procedures outlined in the Discrimination and Harassment policies are violated. The President shall consider:

A. Whether provisions of the policies were violated in such a clear manner as to deny the respondent consideration of their position during the hearing.

B. Whether the Hearing Panel, through negligence or lack of impartiality, overlooked or flagrantly ignored information which would have led to a different finding concerning the alleged violation of the Discrimination and Harassment policies.

If the President accepts an appeal made on the grounds of improper judicial procedure, the President shall order the creation of a new Hearing Panel. The President may provide specific directives or explanations for the guidance of the Hearing Panel.

- **New Evidence.** During the standard hearing process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The President must consider:
  - Whether the evidence was genuinely unavailable and could not have been made available through the appellant’s diligent efforts at the time of the original hearing; and
  - Whether the evidence would have led to a different conclusion had it been available.

If the President answers in the affirmative to both of these questions, the President will grant the appeal and send the case to a new Hearing Panel for re-hearing and/or to the Vice President or Dean for reconsideration, and may provide specific directions or explanations for the guidance of the Hearing Panel.

**Extraordinary Circumstances**

In certain extraordinary circumstances and in consultation with the Vice President or Dean, the Title IX Coordinator may request the President to review a case on the grounds of fairness and precedent. If such an appeal is granted, the case shall be heard by a new Hearing Panel.

**Decision**

Written notice of any appeal decision shall be provided to both parties, the Hearing Panel, the Title IX Coordinator, and the Vice President or Dean, normally within 30 days after the appeal request has been submitted by a party, unless unforeseen events or unusual circumstances compel a longer review period.

Any sanctions imposed shall remain in effect while the appeal is being considered. The President’s decisions concerning all appeals are final.

All sanctions imposed will be in effect while an appeal is under review. A request may be made to the President for special consideration in exigent circumstances, but the presumptive stance of KGI is that the sanctions will stand. Graduation, internships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during an appeal. In cases where the appeal results in reinstatement to KGI or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable.

**Record Retention**

**Appeal to the President.**

Either the Complainant or Respondent may appeal an adverse ruling of the Vice President or Dean to the President of KGI. An appeal is not intended to be a new investigation or a full re-hearing of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record
of the investigation and/or hearing and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the President to substitute his/her judgment for that of the Investigators, Hearing Panel, or the Vice President or Dean merely because the President disagrees with the finding and/or sanction(s). Appeal decisions are to be deferential to the Investigators, the Board, and Vice President or Dean, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Notice of Appeal
Written notice of intention to appeal and written reasons for the appeal shall be provided within 10 working days of the hearing panel’s decision. The decisions made by the Vice President or Dean and/or the Hearing Panel are final if not appealed within the ten day period.

Grounds for Appeal
Appeal of the decisions may be made on only two grounds. Either or both may be cited in the appeal.

- **Improper Judicial Procedure.** The party may appeal if the procedures outlined in the Discrimination and Harassment policies are violated. The President shall consider:
  - Whether provisions of the policies were violated in such a clear manner as to deny the respondent consideration of their position during the hearing.
  - Whether the Hearing Panel, through negligence or lack of impartiality, overlooked or flagrantly ignored information which would have led to a different finding concerning the alleged violation of the Discrimination and Harassment policies.
  - If the President accepts an appeal made on the grounds of improper judicial procedure, the President shall order the creation of a new Hearing Panel. The President may provide specific directives or explanations for the guidance of the Hearing Panel.

- **New Evidence.** During the standard hearing process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The President must consider:
  - Whether the evidence was genuinely unavailable and could not have been made available through the appellant’s diligent efforts at the time of the original hearing; and
  - Whether the evidence would have led to a different conclusion had it been available.
  - If the President answers in the affirmative to both of these questions, the President will grant the appeal and send the case to a new Hearing Panel for re-hearing and/or to the Vice President or Dean for reconsideration, and may provide specific directions or explanations for the guidance of the Hearing Panel.

- **Extraordinary Circumstances**
  - In certain extraordinary circumstances and in consultation with the Vice President or Dean, the Title IX Coordinator may request the President to review a case on the grounds of fairness and precedent. If such an appeal is granted, the case shall be heard by a new Hearing Panel.

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Written notice of any appeal decision shall be provided to both parties, the Hearing Panel, the Title IX Coordinator, and the Vice President or Dean, normally within 30 days after the appeal request has been submitted by a party, unless unforeseen events or unusual circumstances compel a longer review period.

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**Special Provisions**

**College as Complainant:**
As necessary, KGI reserves the right to initiate a complaint, to serve as Complainant, and to initiate grievance proceedings without a formal complaint by the subject of the misconduct.

**Alcohol and substance use**
The use of alcohol or other drugs will never function as a defense for any behavior that violates College policy.

**Past Sexual History**
The past sexual history of a party will not be admissible by the other party in an investigation or hearing. The past sexual interactions of the parties to the complaint will generally not be admissible by the other party in an investigation or hearing unless such information is determined to be highly relevant by the Title IX Coordinator. If the party believes the past sexual interaction of the parties to the complaint is relevant to the investigation and/or hearing they must submit a written request to the Title IX Coordinator explaining the nature of the information and why the information is relevant to the investigation and/or hearing. The Title IX Coordinator will review the request and render a decision within two (2) business days.

**Respondent’s Prior Conduct History**
Generally, any previous College policy violation(s) by the Respondent are not admissible as information about the present allegation. However, the Title IX Coordinator may supply information about previous behavior and/or complaints to the Investigator(s) or a Title IX Panel if:

- The Respondent was previously found to be responsible for a similar violation; and
- The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.

A Respondent’s prior conduct will be taken into consideration by the Administrative Panel or appropriate Vice President or Dean when determining what sanction to impose.

**XIV. KGI’s External Reporting Obligations**

**Statistical Reporting:** Certain College officials have a duty to report certain misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location coordinates if available), the nature of the incident, and any other information as required by federal law.
categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

**Timely Warning**: Complainants should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a continuing threat of bodily harm or danger to members of the campus community. For purposes of the Timely Warning requirement, KGI will not disclose a Complaint’s name. However, KGI will provide enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the paragraph above.

**Family Educational Rights and Privacy Act (FERPA)**
The outcome of a campus hearing is part of the educational record of the Respondent, if they are a student, and the employee record if they are a faculty or staff member. The educational records of students are protected from release under a federal law, FERPA. KGI complies with FERPA regulations regarding the privacy of student records and observes the following exceptions to FERPA as mandated by the Clery Act:
The Complainant in a non-consensual sexual contact/intercourse incident has the right to be informed of the finding, and sanction(s) of the investigation or hearing, in writing, without condition or limitation.

The Complainant(s) in sexual exploitation, sexual harassment, relationship violence and any other gender-based offense have the right to be informed of the finding, in writing, and to be informed of any sanction(s) that directly relate to them, and to essential facts supporting the outcome when the outcome is a finding of responsibility for a violation.

The Clery Act permits KGI to release publicly the name, nature of the violation and the sanction(s) for any student who is found in violation of a College policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. KGI will release this information to the Complainant in any of these offenses regardless of the outcome.
APPENDIX E

Credit Hour Policy

KGI is on the semester system. Each semester (Fall/Spring) is approximately 15 weeks.

Definitions

Credit hour: Except as specified in 34 CFR 668.8(k) or (l) a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, clerkships, rotations, and other academic work leading to the award of credit hours.

Classroom hours: class or supervised meeting times for lecture, exams, or classroom discussion.

Non-classroom hours: supervised or non-supervised student work out of class.

Total work hours: Combined classroom and non-classroom hours. Instructors may reasonably adjust the classroom and non-classroom work hours, but the total work hours must remain consistent.

Credit Hours Policy

All full-time students at KGI are required to be enrolled in a minimum of 12 credits semester. In order to be considered full-time for purposes of federal financial aid, graduate students must be enrolled in at least 12 credits per semester. (The one exception is the PhD program: to be considered full-time, PhD students must be enrolled in 10.5 semester credits per term). In order to be considered half-time, graduate students must be enrolled in at least six credits per semester.

KGI awards credits in accord with the following criteria: for each 1 credit, a course meets for 1 hour per week in a 15 week semester, as further defined in Section III below. For example, a three credit course is expected to have a total of 45 classroom hours and 90 hours of student work outside of class per semester. KGI offers 1.5, 3 and 6 credit courses as outlined below.

Course credit hour calculations are based on a 15 week semester.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Semester Hours</th>
<th>Total Classroom</th>
<th>Non-classroom</th>
<th>Expected total work</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>90</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>45</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>1.5</td>
<td>1.5</td>
<td>22.5</td>
<td>45</td>
<td>67.5</td>
</tr>
</tbody>
</table>

Semester Credit Hours are Granted for Various Types of Instruction as Follows:

1. Lecture, Discussion, Recitation Courses

A credit hour is assumed to be a 50-minute (not 60-minute) period. In courses, such as those offered online, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.
2. **Laboratory Courses**
For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time. Forty-five 50-minute sessions of such activity would normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

3. **Experiential Courses**
When learning takes place in a work setting and is to be credited as a portion of an academic program design, as in an internship, clerkship, or rotation, one semester credit hour will be awarded for each 40 to 45 clock-hour week of supervised academic activity that provides the learning considered necessary for the program.

4. **Independent Study**
One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

5. **Short (Intensive) Courses**
Intensive courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling these intensive courses so that there is adequate time for students to complete homework assignments or by arrangement laboratory assignments. Please see the chart above for semester hour and total work hour equivalents for intensive courses.
# APPENDIX F

## PROFESSIONAL STUDENT OUTCOMES

*PSO’s - The academic knowledge, skills, and attitudes that a pharmacy graduate should possess*

<table>
<thead>
<tr>
<th>Number</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SBA</strong></td>
<td>Social/Behavioral/Administrative Pharmacy Sciences</td>
</tr>
<tr>
<td><strong>SBA-1</strong></td>
<td>Pharmacy Professionalism, Interprofessional Collaboration, and Communications</td>
</tr>
</tbody>
</table>

| SBA-1.1 | Describe the evolution of pharmacy as a distinct profession, identify major milestones in and contributors to this evolution, and explain the shift towards expanded patient care roles for pharmacists. |
| SBA-1.2 | Develop professional, ethical, moral, and culturally competent behavior to optimize patient care in collaboration with other health care providers. |
| SBA-1.3 | Apply ethical and legal decision making to the development, promotion, distribution, and utilization of medications. |
| SBA-1.4 | Apply ethical, moral, legal and pharmacoeconomic principles to quality of life issues. |
| SBA-1.5 | Demonstrate effective communicate (oral, written, non-verbal, and visual) with prescribers, patients, caregivers, and other health care providers to engender a team approach to patient care and to improve the clinical, economic, and humanistic outcomes of patients. |
| SBA-1.6 | Demonstrate sensitivity to and adjustment of communication based on contextual or cultural factors, including socio-economic status, ethnicity, health literacy, literacy, and cognitive impairment. |
| SBA-1.7 | Identify social and behavioral factors that contribute to medication non-compliance and develop strategies for improving adherence. |

| **SBA-2** | U.S. Health Care Delivery System and Pharmacy Operations |

| SBA-2.1 | Describe the health care delivery system in the United States and the influence of government, insurers, pharmaceutical industry and managed care in the distribution of pharmaceutical products and services and the role pharmacists play in these areas. |
| SBA-2.2 | Discuss the role that pharmacists play in providing access to medications for all patients (e.g. indigent care programs); demonstrate an awareness of health disparities and means for addressing them. |
| SBA-2.3 | Explain the processes involved in transitioning a drug from bench to bedside, including the phases of clinical trials, regulatory restrictions, adverse event reporting, and sales and marketing. |
| SBA-2.4 | List the steps and describe the process required to purchase, design (physical and technological resources), market, and operate a pharmacy practice. |
| SBA-2.5 | Develop a plan for personnel management within a pharmacy, including organizational structure, job descriptions, and recruitment and retention policies. |
### SBA-2.6
Describe the role and functions of informatics in workflow, prescribing, prescription review, compounding and dispensing, medication administration, medication therapy management, drug information and drug and device development.

### SBA-3
**Public Health and Epidemiology**

**SBA-3.1** Communicate and collaborate with prescribers, policy makers, members of the community and others involved in the provision of health care regarding rational drug therapy and health and wellness promotion to identify and resolve public health problems and policy.

**SBA-3.2** Assess the health needs of a specific patient population by analyzing epidemiologic data and identifying risk factors that would adversely affect patient health.

**SBA-3.3** Develop and implement population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmacoeconomic data, medication use evaluation and risk reduction strategies.

**SBA-3.4** Analyze access to and formulate a plan for providing effective quality healthcare and disease prevention services, and promoting medication adherence and safe use of medications.

<table>
<thead>
<tr>
<th>BPS</th>
<th>Biomedical and Pharmaceutical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BPS-1</strong></td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td><strong>BPS-1.1</strong></td>
<td>Describe structural components, functions, and mechanisms of interactions, regulation, and dynamic relationships at the molecular, cellular, and organ system levels.</td>
</tr>
<tr>
<td><strong>BPS-1.2</strong></td>
<td>List the major diseases, describing deviations from normal anatomy, physiology and biochemistry, and predicting typical pathological consequences.</td>
</tr>
<tr>
<td><strong>BPS-1.3</strong></td>
<td>Describe the scientific principles that explain how non-pharmacologic interventions (e.g., diet, exercise, and other life-style modifications) can prevent disease and promote patient health.</td>
</tr>
<tr>
<td><strong>BPS-1.4</strong></td>
<td>Explain the principles of microbial concepts and infectious disease, host-organism interactions, host-organism differences, organism pathogenicity, clinical aspects of infection, and epidemiology.</td>
</tr>
<tr>
<td><strong>BPS-1.5</strong></td>
<td>Explain fundamentals of immune response, antigen-antibody relationships and genetic basis of antibody synthesis, development and function.</td>
</tr>
<tr>
<td><strong>BPS-1.6</strong></td>
<td>Describe the chemistry and metabolism of biomacromolecules and fundamentals of enzymology, replication, transcription and translation.</td>
</tr>
<tr>
<td><strong>BPS-1.7</strong></td>
<td>Explain fundamentals of recombinant DNA technology and its applications to produce therapeutic agents, biomarkers, and diagnostic agents.</td>
</tr>
</tbody>
</table>

| **BPS-2** | Pharmacology and Medicinal Chemistry |
| **BPS-2.1** | Classify and describe therapeutic agents (to include natural products and dietary supplements) based on chemical structure and mechanism of action; describe and apply structure activity relationships to drug-receptor interactions. |
BPS-2.2 Describe the biological, chemical and physical factors that affect stability, absorption, distribution, metabolism and elimination of traditional, alternative and complementary medications.

BPS-2.3 Recognize and explain the pharmacodynamic, pharmacokinetic and chemical interactions associated with a drug product’s active and inactive ingredients, including interactions with other drugs, food, herbal products, diagnostic tests, and monitoring procedures.

BPS-2.4 Define basic terminology and tools used in pharmacogenomics/genetics and explain the genetic basis of variation to drug response and its role in individualizing therapeutic choices and dosage regimens.

BPS-2.5 Identify and describe the mechanisms and treatments for adverse reactions, allergies, side effects and iatrogenic or drug-induced illnesses.

BPS-2.6 Discuss the fundamentals of toxicology, the prevention of toxic exposure and teratogenicity, the function of poison control centers, bioterrorism and the principles of bioterrorism and emergency preparedness.

BPS-2.7 Explain the use of drug screens and antidotes, and the application of toxicology to drugs of abuse and drug overdose.

BPS-3 Pharmaceutics

BPS-3.1 Identify and explain the pharmaceutical characteristics of drug dosage forms and delivery systems, to assure bioavailability and enhance patient compliance.

BPS-3.2 Prepare, store, and dispense medications, compounded products, and sterile dosage forms in a manner that assures safety and efficacy, using appropriate information regarding packaging, labeling, storage, handling and administration.

BPS-3.3 Evaluate the basic pharmacokinetic properties of a drug to determine the appropriate dose, dosage form, delivery system, and route of drug administration.

BPS-3.6 Use calculations to evaluate clinical parameters, to perform pharmacokinetic analyses, and to safely and accurately prepare, dispense and administer medications.

CPP Clinical Pharmacy Practice

CPP-1 General Practice

CPP-1.1 Demonstrate skills needed to maintain professional competency in providing public health services, medication management, and patient-centered care.

CPP-1.2 Identify and analyze emerging issues, products, and services that may impact patient-specific outcomes, disease prevention services, public health policy, and medication use systems.

CPP-1.3 Identify drug products by their generic, brand, and common names; discuss uses, indications, contraindications, warnings and precautions, adverse reactions, allergies, or drug-induced illnesses.

CPP-1.4 Develop and implement population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmacoeconomic data, medication use criteria, medication use review, and risk reduction strategies.
<table>
<thead>
<tr>
<th>CPP-2</th>
<th>Medication Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPP-2.1</td>
<td>Comply with federal, state, and local statutes and regulations that affect pharmacy practice.</td>
</tr>
<tr>
<td>CPP-2.2</td>
<td>Select, prepare, and dispense medications and/or supervise the preparation of medications in a manner which promotes safe and effective use.</td>
</tr>
<tr>
<td>CPP-2.3</td>
<td>Determine product availability, identify equivalence among drug products, and identify products with documented evidence of inequivalence. Identify and communicate appropriate information regarding packaging, storage, handling, administration, and disposal of medications, and use of devices required to administer medications.</td>
</tr>
<tr>
<td>CPP-2.4</td>
<td>Identify, evaluate, and communicate to the patient or health-care provider, the appropriateness of the patient’s specific pharmacotherapeutic agents, dosing regimens, dosage forms, routes of administration, and delivery systems; recommend appropriate alternatives.</td>
</tr>
<tr>
<td>CPP-2.5</td>
<td>Assess individual patient kinetic parameters, and design or modify the drug dosage regimen to optimize patient outcomes.</td>
</tr>
<tr>
<td>CPP-2.6</td>
<td>Prevent, recognize, and remedy medication non-adherence, misuse or abuse.</td>
</tr>
<tr>
<td>CPP-2.7</td>
<td>Document pharmacy interventions in a patient profile, medical record, and/or electronic databases to facilitate communication and collaboration among healthcare providers. Design evidence-based disease management programs that incorporate outcome indicators, drug treatment protocols, risk reduction strategies, and education programs for health care providers and patients.</td>
</tr>
<tr>
<td>CPP-2.8</td>
<td>Communicate and collaborate with prescribers, patients, caregivers, other involved health care providers, and administrative and supportive personnel to identify and resolve medication use problems.</td>
</tr>
<tr>
<td>CPP-2.9</td>
<td>Devise strategies and research processes for medication use systems to minimize drug misadventures and optimize patient outcomes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPP-3</th>
<th>Patient Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPP-3.1</td>
<td>Identify, evaluate, and monitor patient signs and symptoms, and pharmacotherapeutic outcomes and endpoints.</td>
</tr>
<tr>
<td>CPP-3.2</td>
<td>Identify and/or use instruments and techniques related to patient assessment and diagnosis.</td>
</tr>
<tr>
<td>CPP-3.3</td>
<td>Obtain, interpret and evaluate patient information (including medication, laboratory and disease state patient histories) to identify the presence of a disease or medical condition, assess the need for treatment and/or referral, and identify patient-specific factors that affect health, pharmacotherapy, and/or disease management.</td>
</tr>
</tbody>
</table>
CPP-3.4 Gather, organize, and evaluate accurate and comprehensive patient and drug-related information to identify ongoing or potential drug therapy problems (prescription, non-prescription, alternative and complementary medications).

CPP-3.5 Evaluate patient genetic, and biosocial factors, and concurrent drug therapy relevant to the maintenance of wellness and the prevention or treatment of a disease or medical condition.

CPP-4 Patient-Centered Care

CPP-4.1 Design, implement, monitor, evaluate, and adjust patient care plans that are patient-specific and evidence-based.

CPP-4.2 Educate patients or caregivers on the symptoms, significance, frequency, and management of adverse drug reactions.

CPP-4.3 Facilitate patients assuming an active role in their self-care and overall health.

CPP-4.4 Recommend, counsel, and monitor patient use of nonprescription medications, relevant dietary, and non-drug interventions.

CPP-4.5 Demonstrate emergency first care techniques including CPR.

CPP-4.6 Evaluate information about pharmacoeconomic factors, dosing regimen, dosage forms, delivery systems and routes of administration to identify and select optimal pharmacotherapeutic agents for patients.

CPP-5 Drug Information, Evidence-based Medicine, and Literature Evaluation

CPP-5.1 Describe and evaluate the typical content and organization of specific sources of drug and health information for both health-care providers and consumers and determine which resource to use for responding to specific inquiries.

CPP-5.2 Retrieve, analyze, and interpret the scientific, professional, and patient-oriented literature to make informed, rational, and evidence-based decisions and to provide information to patients, the public and health care professionals regarding medications, wellness and safety.

CPP-5.3 Describe and manipulate commonly used statistical tests, demonstrate the management of data sets, and explain the fundamentals of research design and methodology.

CPP-5.4 Evaluate and explain the suitability, accuracy, and reliability of scientific literature references by examining experimental design, statistical tests and results.

CPP-5.5 Access and utilize current therapeutic guidelines.

CPP-5.6 Evaluate and apply information to promote optimal health care.

CPP-5.7 Recommend and provide health care information regarding the prevention and treatment of diseases and medical conditions, including emergency patient care and vaccinations.
**APPENDIX G**

**Program Outcomes, Faculty Outcomes, General Student Outcomes**

**PROGRAM OUTCOMES (POs)**

These POs describe the environment and services that the KGI School of Pharmacy program should provide for the student, faculty, and community.

| PO 1.1 | Have a quality pool of motivated candidates for student pharmacist positions |
| PO 1.2 | Have a diverse, competent, and engaged cohort of student pharmacists |
| PO 1.3 | Graduate highly qualified pharmacists |
| PO 2.1 | Hire sufficient faculty |
| PO 2.2 | Develop and retain highly qualified faculty |
| PO 2.3 | Faculty are leaders in education |
| PO 3.1 | Employment of active learning that meets curricular expectation |
| PO 4.1 | Interaction with bioscience industry to inform curriculum |
| PO 5.1 | Student pharmacists sign up for concentration areas of curriculum |
| PO 5.2 | Graduates select opportunities in wide variety of roles |
| PO 6.1 | Student pharmacists communicate effectively in professional activities |
| PO 7.1 | School develops suitable academic, research, and other scholarly activity; practice and service relationships; collaborations; and partnerships, within and outside the Institute, to support and advance its mission and goals

School establishes formal signed agreements that codify the nature and intent of the relationship, the legal liability of the parties, and applicable financial arrangements for collaborations and partnerships |
| PO 7.2 | School developing and evaluating interprofessional education and practice opportunities |
| PO 7.3 | Facilities encourage interprofessional interactions (e.g., simulation laboratories) |
| PO 7.4 | Experiential sites provide students with positive experiences in interprofessional team-based care |
| PO 8.1 | Environment and culture promotes professional behavior |
| PO 8.2 | Environment and culture promotes harmonious relationships |
| PO 8.3 | School committed to developing professionalism and fostering leadership in student pharmacists |
| PO 8.4 | Activities undertaken to promote participation, where appropriate, in pharmacy, scientific and other professional organizations are effective |
| PO 9.1 | Program outreach embraces the community demonstrating a commitment to minimizing health and educational disparities and awareness of cultural competency |
| PO 10.1 | Promote research and scholarship collaboration, innovation, and discovery |
| PO 10.2 | Research infrastructure supports quality research and scholarship |
| PO 10.3 | Faculty enabled to produce quality research and scholarship |
| PO 10.4 | Promotion of the scholarship of teaching and learning |
| PO 11.1 | High quality graduate education level programs run |
| PO 11.2 | Have a quality pool of motivated candidates for graduate education level program positions |
| PO 11.3 | Have a diverse, competent, and engaged cohort of graduate education level students |
| PO 11.4 | Graduate highly qualified individuals |
| PO 13.1 | Assessment plan includes continuous quality improvement processes |
| PO 13.2 | Continuous quality improvement informs assessment processes |

**FACULTY OUTCOMES (FOs)**

These outcomes describe the knowledge, skills, and attitudes that the faculty should demonstrate.

| FO 2.1 | Faculty seek and receive promotion to next level |
| FO 2.2 | Faculty are leaders in scholarship |
| FO 2.3 | Faculty are leaders in patient care |
| FO 2.4 | Faculty are leaders in professional service |

**GENERAL STUDENT OUTCOMES (GSOs)**

These outcomes describe the non-academic knowledge, skills, and attitudes that a new pharmacy graduate should possess.

| GSO 3.1 | Student pharmacists demonstrate critical thinking skills |
| GSO 3.2 | Student pharmacists demonstrate problem-solving skills |
| GSO 12.1 | Participation in professional development |
| GSO 12.2 | Participation in professional organizations and scholarship |
APPENDIX H

Safety Policy

I. Purpose and Scope
This fundamental safety policy applies to all employees, students and visitors to KGI. It is supplemented by the more specific policies and procedures in this series.

II. Policy
In order to ensure a safe environment for study and work, KGI faculty and staff, and particularly all supervisors, carry the basic responsibility to make safety their concern. KGI will:
1. Establish and maintain a healthy and safe environment for study and work and for sanctioned activities of students, faculty, staff, and visitors;
2. Insist upon safe equipment, methods and practices at all times;
3. Address and report unsafe conditions and take actions to ensure safe procedures are known and practiced;
4. Protect the environment to the maximum extent feasible;
5. Comply with applicable laws, regulations, and relevant published standards and practices for laboratory research and for the workplace;
6. Consider the health and safety of students, faculty, staff, and visitors in the design, operation, construction, modification, or renovation of buildings and facilities;
7. Provide periodic training and safety exercises for the KGI campus community.
8. Appoint a KGI Safety Officer, currently the Director of Human Resources.
10. Regularly disseminate information about My Safe Campus for anonymous reporting of concerns about safety, and the LiveSafe smart phone app to aid personal safety.

III. Information about the Department of Campus Safety
KGI is served by the Claremont University Consortium Department of Campus Safety, located at 251 E. 11th Street in Claremont, and by a locally assigned security officer in the 517 building, room B122 (phone extensions 18170 and 72677).

The function of Department of Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the colleges, to enforce vehicle and parking regulations and to perform other related duties. Safety personnel are on duty 24 hours a day to handle calls for service: off-campus (909) 621-8170; on-campus, extensions 18170 and 72677. FOR EMERGENCIES, CALL EXT. 72000.
APPENDIX I

Reporting when a Stalker is on Campus Policy

I. Purpose and Scope
In the event that a KGI student, faculty or staff member has received a court ordered CHO (civil harassment restraining order) against a stalker, KGI will take immediate steps to protect the victim and to report the behavior to Campus Security and police. In order to enforce this policy, the victim must inform KGI (a CSA, Dean, Director of Students Services or HR) of the restraining order, provide the stalkers name, description and photo and file a report with CUC Campus Safety and with the Claremont Police Department. KGI will disseminate the name, description and photo of the stalker and issue timely warnings to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. In the event that there is a report that the stalker has been seen on the KGI campus, procedure 107 will be followed.

II. Definitions
Stalking: Stalking is defined as "the willful, malicious, and repeated following and harassing" (Kilmartin & Allison, 2007) of an individual in a course of conduct "that would cause a reasonable person fear" (Tjaden & Thoennes, 1998). Additionally, stalking involves persistent harassment over time and often more than one type of activity (Sheridan, Davies, & Boon, 2001). Examples of stalking behaviors include but are not limited to non-consensual communication (such as by unwanted phone calls, mail/email, texting, social networking sites), and physical stalking (such as following, appearing at one’s home or business or school, vandalizing property). Stalking is unlike many other crimes because it involves a series or a pattern of behaviors. Individual events may appear benign, but in the context of the whole are troubling.
Campus Security Officer (CSA): A CSA is defined under the Clery Act as any official of an institution who has significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings. At KGI, individuals designated as CSA’s to receive reports about crimes include Student Affairs/Services Directors, HR Director, and the Secretary to the Board of Trustees.
Civil Harassment Restraining Order (CHO) A civil harassment restraining order is a court order that helps protect people from violence, stalking, serious harassment, or threats of violence. You can ask for a civil harassment restraining order if a person has abused (or threatened to abuse), sexually assaulted, stalked, or seriously harassed you, and you are scared or seriously annoyed or harassed.

Procedure for Reporting When a Stalker is Sighted on Campus

If there is a report that an alleged stalker is seen on the KGI campus, the following procedure will be followed.

<table>
<thead>
<tr>
<th>Action By:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One who notices stalker on campus</td>
<td>1. Calls 911 immediately, and then notifies HR, the Dean's Office, Director of Student Services or other CSA.</td>
</tr>
<tr>
<td>Campus Security Authority (CSA)</td>
<td>2. Notifies the victim, collects his/her contact information and instructs the victim to immediately proceed to a safe place until further notice from KGI. IF the victim does not have a vehicle on campus, will arrange for a ride to a safe place.</td>
</tr>
<tr>
<td></td>
<td>3. Ensures that Claremont PD (911) has been called.</td>
</tr>
<tr>
<td></td>
<td>4. Notifies Campus Safety that Claremont PD has been alerted via a 911 call.</td>
</tr>
</tbody>
</table>
| Campus Safety/Police | 5. **Places** the 215 York, 517NW, 535SE and 535SW doors in controlled mode which will require an active KGI ID card for entry.  
6. **Considers adding** the KGI campus and possibly The Claremont Colleges campus to the CHO, using the Campus Safety report and Claremont PD report.  
   |  
| Director of IT | 7. **Deactivates** stalker’s KGI ID card IF the stalker is a current KGI student, faculty or staff member.  
   |  
| Campus Security Authority | 8. **Disseminates** the name, description and photo of the stalker to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. **Sends** a timely notice to their community via email alerting and advising the campus:  
• About the possible presence of a stalker on campus, including any relevant information available about the stalker such as name, physical description, current clothing, personal articles such as bicycle, car, purse, backpack, etc. A current photo of the stalker will be included if available  
• That the 517NW, 535SE and 535SW doors have been put in controlled mode until further notice.  
• That a current KGI ID card is required to enter either building.  
• No one should open doors for any unknown person during the locked period.  
• That anyone who sees the stalker will **immediately call 911** to give the time, location, description of the alleged stalker, and **notify** a CSA and/or Campus Safety or other available authority.  
   |  
| Title IX Coordinator | 9. **Works** with KGI safety/security personnel, student affairs (as appropriate), HR, CUC Campus Safety and law enforcement personnel to develop next steps.  
10. **Relocates** the victim's work/study space to a safe location on campus; **makes arrangements**, as appropriate, to provide the victim with work/class assignments that can be completed off campus.  
   |  
| Campus Safety/Police | 11. After deliberation with the victim, **establishes** a date and time to allow the victim to return to her/his relocated work/study space.  
12. **Establishes** a date and time to unlock the 215, 517NW, 535SE and 535SW doors.  
   |  
| Title IX Coordinator | 13. **Sends** email notice to the KGI community stating that the doors have been unlocked but to remain alert for the stalker, **provides** additional information about the stalker if available, and **repeats** the procedure to report a sighting of the stalker on campus.  

APPENDIX J

Minor Children on Campus

I. Purpose and Scope
The KGI Policy on Children on campus defines an acceptable presence of children on campus in order to maintain an appropriate academic environment for teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the institute. To achieve these objectives, KGI expects the full cooperation of all faculty, staff, students and visitors in observing this policy. This policy applies to all members of the KGI community.

The Participation of Minors in KGI Programs is governed by Policy 150.

II. POLICY
A. Minor Children on Campus
1. KGI may regulate the presence of minors on campus.
   KGI reserves the right to condition, restrict, or deny access by persons under the age of 18 (minors) to Institute facilities at KGI’s discretion. All persons under the age of 18, including but not limited to minors participating in KGI programs, shall be subject to all KGI regulations while on campus and may be asked to leave the campus if not in compliance.

2. Parents and legal guardians are responsible for making arrangements for child care during school breaks and for emergencies.
   While KGI understands that childcare emergencies happen, KGI cannot provide emergency child care on campus. Students, faculty and staff who have child care emergencies may need to remain at home rather than bring the minor to class or other events on campus, particularly if the minor is ill. Supervisors and faculty members are urged to be lenient in excusing absences that result from child care emergencies.

3. Minors should not be brought to classes nor routinely to offices during the work day.
   As a general rule, KGI’s campus is not an appropriate environment for minors unless they are specifically invited to campus events or enrolled in a program specifically designed for minors and appropriately supervised by adults with the proper training and credentials, subject to required criminal background check clearances. (See Pol 150) Students and faculty expect to be able to conduct their teaching and research in an adult academic environment; KGI does not have the capacity to provide appropriate places for minors who are not enrolled in specific programs nor formally invited to participate in activities. As a result, parents or legal guardians who find it necessary to bring a minor child to campus on an exceptional or emergency basis must adhere strictly to these rules:
   Minors may not accompany KGI students, faculty or staff to class;

   Minors under the age of sixteen must not be left unattended at any time on campus, including in campus buildings, on campus grounds, other public spaces, parking lots, or in a vehicle, and must be under the direct supervision of a responsible adult at all times;

   Unless they are enrolled in a specific supervised program or activity approved by KGI, minors may only be in private offices, in classrooms while class is not in session and in student lounges, and only with appropriate adult supervision. Parents or legal guardians of minors considered disruptive or unsupervised will be asked to remove the minors from the campus immediately.
4. **Incidents involving minors should be reported.**

If you see any instance in which a minor is experiencing inappropriate treatment while on KGI’s campus, as defined in this policy or according to common sense and basic moral standards, please intervene as possible or summon immediate professional assistance to intervene in the situation. KGI personnel have authority to intervene to protect minors, and all members of the community share the responsibility to ensure the highest standards for protection of children on KGI’s campus.

**For an emergency involving a minor on campus call Campus Safety at 909-607-2000 immediately.**

5. **Enforcement of this policy is necessary for safety of minors.** We ask individuals who care for minors as parents, guardians, relatives or friends to understand that this policy is necessary because of the grave legal liabilities that exist for protection of the safety and well-being of minors. KGI cannot provide casual babysitting services; child care is a heavily regulated activity that only properly trained and licensed specialists should provide. If you need assistance in finding appropriate child care, please let your dean or advisor know, and we will make every effort to put you in touch with credentialed child care providers in the area. To discuss a childcare concern, you may contact:

- (students) Student Affairs staff in SALS (909-607-0389) or SoP (909-607-0101)
- (employees) Director of Human Resources (909-607-7853)

B. **Enforcement**

1. KGI will call the police if any minor under the age of 16 is found in a closed car or wandering alone around the campus.

2. Failure to comply with this policy may be grounds for appropriate disciplinary action.

3. Supervisors have the responsibility to inform employees and students of this policy.
APPENDIX K

KGI Student Drug-Free Campus

I. Purpose and Scope of Policy
The Keck Graduate Institute of Applied Life Sciences (“KGI”) is committed to providing a safe, healthy, and productive learning and working environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy. Students who are also KGI employees will be subject to this policy and Drug-free Campus and Workplace Policy (POL 140). KGI students are also subject to KGI’s Student Use of Alcoholic Beverages On and Off Campus Policy (POL 341).

II. Prohibitions
KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana1) and alcohol on KGI-owned or controlled property (“KGI property”); at KGI-sponsored/sanctioned activities and events; and while conducting or performing KGI-related business, regardless of location.
Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.
Students shall not report for class, lab, clinic, or experiential sites under the influence of any drug, alcohol, or substance that will impair their performance, alertness, coordination, or response, or affect the safety of others.
Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one’s performance or affect the safety of others.
This policy does not prohibit the responsible consumption of alcohol by students over 21 at KGI-sponsored/sanctioned activities and events where alcohol is served, or at social, business, or professional events that KGI students attend in their capacity as such or to perform work for KGI. The consumption of alcohol by students at KGI-sponsored/sanctioned activities or events is governed by KGI’s Policy on Student Use of Alcoholic Beverages On and Off Campus (POL 341).
The consumption of alcohol by KGI students under twenty-one (21) years old on KGI’s campus or at KGI-sponsored/sanctioned activities or events is strictly prohibited.

III. Legal Sanctions
Federal, California and local 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 recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1,000,000. Some examples of these laws include:

- Unlawful possession of any controlled substance 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 unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
• Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
• Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
• Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
• Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

IV. KGI Sanctions
Students who are found to be in violation of KGI’s alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

V. Financial Aid
A student will be ineligible for financial aid (e.g., federal grants, loans, work-study, fellowships, and/or scholarships) if the student is convicted of an offense under federal or state law involving possession or sale of a controlled substance, provided the conduct occurred while the student was enrolled and receiving financial aid. Ineligibility will run from the date of conviction for the following periods of time:
• For possession of illegal drugs: a first offense carries a one-year disqualification, a second offense carries a two-year disqualification, and a third offense makes the student ineligible indefinitely.
• For sale of illegal drugs: a first offense carries a two-year disqualification, and a second offense makes the student ineligible indefinitely.
• A student can regain eligibility by successfully completing an approved drug rehabilitation program.

VI. Licensure
A federal or state drug conviction can also disqualify a student from obtaining an intern or pharmacist license. A student’s inability to obtain an intern license will result in termination from the Pharm.D. program.

VII. Available Resources, Education, and Assistance with Respect to Substance Abuse
KGI is committed to education and counseling as the primary focus of its substance abuse program and will provide confidential, professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referral are available at the following offices as a part of the overall Claremont Colleges’ program.
• Health Education Outreach Office - McAlister Center, ext. 3602 or 3465
• Monsour Counseling Center, 735 N. Dartmouth, ext. 8202
• Baxter Student Health Services, 175 E. 6th Street, ext. 8222
• KGI Student Services, Building 517, Room 111, ext. 0389

In particular, the Health Education Outreach Program will provide ongoing, student-centered education and prevention programs including a peer education and training program, health promotional materials, and activities throughout the academic year. For more information, contact Student Services at extension 0389.
To protect students’ privacy, information regarding a student during participation in any related program will be treated confidentially.

VIII. Ineligibility for Title IV Financial Aid After Drug Conviction
The below table shows the period of ineligibility for Title IV aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes a conviction for conspiring to sell drugs.

<table>
<thead>
<tr>
<th>Period of Ineligibility for Title IV Aid After Conviction of Possession of Illegal Drugs</th>
<th>Period of Ineligibility for Title IV Aid After Conviction of Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ offense</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

IX. Regaining Title IV eligibility after a conviction for possession or sale of drugs
Students who are convicted of possession or sale of drugs may regain eligibility for Title IV funds in a number of ways.

- A student automatically regains eligibility the day after the period of ineligibility ends. Use the Student Aid Eligibility Worksheet for FAFSA Question 23 to determine when your period of ineligibility will end. Contact the Office of Student Services for a copy of this worksheet.

- A student may also regain eligibility for Title IV funds when they successfully complete a qualified drug rehabilitation program. An acceptable drug rehabilitation program must include at least two unannounced drug tests, and:
  - Be qualified to receive funds from a federal, state or local government or from a federally or state-licensed insurance company; or
  - Be administered or recognized by a federal, state or local government agency or court, or a federally or state-licensed hospital, health clinic or medical doctor.

- Students denied eligibility for an indefinite period can regain eligibility for Title IV funds only after successfully completing a rehabilitation program. It is the student's responsibility to certify they have successfully completed an acceptable rehabilitation program.
APPENDIX L

Drug-Free Campus and Workplace

I. Purpose and Scope of Policy
The Keck Graduate Institute of Applied Life Sciences (“KGI”) is committed to providing a safe, healthy, and productive learning and workplace environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy.
All faculty, staff, and student employees of KGI are subject to this policy. Persons who are not employees of KGI but who perform work at KGI for KGI’s benefit (such as contractors and their employees, temporary workers provided by agencies, visitors engaged in joint projects, volunteers, etc.) are also required to comply with this policy.

II. Prohibitions
KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana) and alcohol on KGI-owned or controlled property (“KGI property”); at KGI-sponsored/sanctioned activities and events; and while conducting or performing KGI-related business, regardless of location.
Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.
Employees shall not report for work or work under the influence of any drug, alcohol, or other substance that will impair work performance, alertness, coordination, or response, or affect the safety of others.
Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one’s performance or affect the safety of others.
This policy does not prohibit the responsible consumption of alcohol by employees at KGI-sponsored/sanctioned activities and events where alcohol is served, or at social, business, or professional events that KGI employees attend in their capacity as such or to perform work for KGI.
The consumption of alcohol at KGI-sponsored/sanctioned activities or events involving students is governed by KGI’s Policy 341: Student Use of Alcoholic Beverages at On and Off Campus Events.
The consumption of alcohol by anyone under twenty-one (21) years old on KGI’s campus or at KGI-sponsored/sanctioned activities or events is strictly prohibited.

III. Legal Sanctions
Federal, California and local 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 recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1,000,000.
Some examples of these laws include:
• Unlawful possession of any controlled substance 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 unlawful to provide alcohol to a person under the age of 21.
• Selling or serving alcohol to an intoxicated person is prohibited.
• Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
• Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
• Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
• Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful

IV. KGI Sanctions
Employees who are found to be in violation of KGI’s alcohol and/or drug policies will face disciplinary action up to and including termination and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions for employees may also include completion of an appropriate rehabilitation program. Student employees may also be subject to discipline under KGI Policy 340 or 341.

V. Reporting Obligations
Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify KGI of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Notice must be provided to the Director of Human Resources, a school Dean, or President. Failure to report a conviction is grounds for dismissal. KGI must notify the contracting party or granting agency within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction. Federal law also requires that, within 30 days of receiving notice of a conviction, KGI impose a sanction on the convicted employee or require satisfactory participation in an approved drug treatment program, or both.

VI. Available Resources, Education, and Assistance
A. Employees
KGI recognizes drug and alcohol dependency as treatable conditions. Programs for substance and alcohol abuse are available to eligible employees and their dependents through the health insurance plans, and the Employee Assistance Program of the Claremont Colleges. Employees who are concerned about problems related to substance use, abuse and rehabilitation should be aware that The Claremont Colleges sponsor and present seminars and workshops on these topics, from time-to-time, for all members of the college community. Employees desiring assistance are encouraged to seek assistance for drug and alcohol related problems through community organizations. The benefits section of the Personnel Services office offers confidential, professional counseling and referral service, providing a constructive way for employees to deal voluntarily with drug or alcohol related and other problems.

B. Student employees
Resources available to students are detailed in Policy 341.
APPENDIX M

Student Use of Alcoholic Beverages on and off Campus

Purpose and Scope
This policy is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages by KGI students on campus and at KGI-sponsored/sanctioned off-campus activity or event. This policy should be read in conjunction with KGI’s Drug-free Campus Policy 340. Students who are KGI employees are also subject to KGI’s Drug-free Campus and Workplace Policy 140.

Policy
I. Students’ Possession or Consumption of Alcohol on Campus or at Off-Campus KGI Sponsored Programs Must Be Approved in Advance
No student under the age of twenty-one may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI-owned or controlled property (“KGI property”) or at a KGI-sponsored/sanctioned off-campus activity or event at any time. Students twenty-one years of age and older may not possess or consume alcoholic beverages on KGI property or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advanced by the President or Deans.

II. Rules Related to Students’ Approved Possession or Consumption of Alcohol
A. Possession or Consumption by Individual Students
1. At events where students’ possession and consumption of alcohol has been approved by KGI in advance, only students twenty-one years of age and older may possess and consume alcohol.
2. Students violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol.
3. For purposes of this policy, whether a KGI student is intoxicated is a determination that may be made based on the student’s behavior and observations by third parties (and without any requirement that a student submit to a breathalyzer, blood alcohol, or other tests).
4. Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action as outlined in the KGI Honor Code and the School of Pharmacy (SoP) Student Clinical Code of Conduct.
B. Student Organizations’ Sponsorship of Events Serving Alcohol
1. All official student organizations are governed by this policy. A student organization’s violation of this policy and/or of related federal or state law may result in the suspension or revocation of the organization’s official recognition by KGI, thus precluding the organization from functioning on campus.
2. Student organizations governed by this policy also may be governed by the policies of national organizations. Where a provision of this policy and a provision of a national organization policy concerning the use or possession of alcoholic beverages are in conflict, the more stringent provision shall apply.
3. Student organizations are expected to supervise and conduct their off-campus activities in a responsible and lawful manner. Students attending off-campus student organization activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.
C. Guidelines for Student-Organization-Sponsored Events Serving Alcohol

The following guidelines apply to events sponsored by official student organizations where alcohol is served:

1. The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a KGI-sanctioned student organization shall be in compliance with any and all local, state, and federal laws and statutes.

2. The serving and/or consumption of alcoholic beverages shall be carried out only by individuals at least twenty-one years old. Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.

3. The sale of alcoholic beverages on campus is prohibited.

4. No portion of any charge levied for attendance at an event shall be used to pay for alcoholic beverages unless the event is specifically approved by the President or Dean following review of the purpose of the event and the plans to ensure that the provisions of this policy are followed by participants.

5. Alcohol consumption shall not be promoted as the primary focus of any event.

6. Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.

7. A person’s decision not to use alcohol is to be respected.

8. Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.

9. Student organizers must ensure that an appropriate number of designated drivers and/or additional transportation will be available at any event in which alcoholic beverages are served. Transportation will be coordinated by the student organizations with assistance from the Office of Student Affairs (SoP) and/or the Office of Student Services (SALS).

D. Assistance Available to Students with Difficulties Related to Alcohol Use or Dependency

Every effort will be made to assist students who are experiencing difficulty related to substance use, abuse, or dependency. Detailed information about the support that KGI offers such students can be found in the KGI Drug-free Campus Policy (POL 340).
APPENDIX N

Use of Alcoholic Beverages at KGI Sponsored Events

Purpose and Scope
This policy applies to all employees of KGI and visitors to campus. It is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages on campus and at KGI-sponsored/sanctioned off-campus activities or events. This policy should be read in conjunction with KGI’s Drug-free Campus and Workplace Policy (Policy 140). Students are also governed by KGI Drug Free Campus Policy (Policy 340), and Student Use of Alcoholic Beverages On and Off Campus Policy (Policy 341).

Policy
I. Serving of Alcohol on Campus or at Off-Campus KGI-Sponsored Programs Must Be Approved in Advance
Alcoholic beverages may not be served on KGI-owned or controlled property (“KGI property”) or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advance by the President or Dean.
In the case of spontaneous celebratory toasts, the modest consumption (e.g: a single glass) of alcohol is permitted. If students are involved, a responsible faculty or staff member must be in attendance.

II. Rules Related to Possession or Consumption of Alcohol
A. Possession or Consumption by Individuals
1. No one under the age of twenty-one may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI- property or at a KGI-sponsored/sanctioned off-campus activity or event at any time.
2. Individuals violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol. For purposes of this policy, whether a person is intoxicated is a determination that may be made based on the individual’s behavior and observations by third parties (and without any requirement that an individual submit to a breathalyzer, blood alcohol, or other tests).
3. Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action.
B. Sponsorship of Events Serving Alcohol
1. KGI event sponsors are expected to supervise and conduct their activities in a responsible and lawful manner.
2. Faculty and staff attending KGI activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.
C. Guidelines for KGI-Sponsored Events Serving Alcohol
The following guidelines apply to events sponsored by KGI where alcohol is served:
1. The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a KGI shall be in compliance with any and all local, state, and federal laws and statutes.
2. Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.
3. The sale of alcoholic beverages is prohibited.
4. Sponsors are responsible for ensuring that moderation is encouraged during events with approved, lawful consumption of alcoholic beverages.
5. A person’s decision not to use alcohol is to be respected.
6. Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.
APPENDIX O

Copyright Policy for Students

PURPOSE OF POLICY
This policy communicates to students KGI’s expectations for protection of intellectual property and the policies and sanctions related to copyright infringement under U.S. Copyright Law. KGI is committed to respecting intellectual property rights, including the rights of copyright holders in compliance with copyright laws. KGI recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

All KGI students are required and expected to obey the laws and KGI policies and legal agreements governing use of software, downloading of copyrighted music and video files, and copying of other copyrighted materials. Unauthorized distribution of copyrighted material using the KGI information technology system, including illegal or unauthorized peer-to-peer file sharing, can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are against KGI’s Code of Conduct (POL 001), KGI’s Policy on Appropriate Use of Campus Computing and Network Resources (POL 280), the Student Honor Codes for each School and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

I. KGI PROTECTS COPYRIGHT AS DEFINED BY FEDERAL LAW
   A. KGI Respects Copyright Protection of original works of authorship.
   Keck Graduate Institute (KGI) requires that students follow copyright law as a condition of their relationship with the institute, including student employment.

   B. Copyright provides wide ranging protection.
   The US Copyright law, Title 17 USC, Section 102, protects original works of authorship, such as works can also include visual and/or audio recordings, software coding, digital imagery, websites and writings such as scientific texts, fictional work, instructional narratives, scripts, designs, and combinations of any of these. To use another’s original work protected under the owner’s exclusive rights, an individual must obtain the owner’s permission.

   C. Exceptions are specified by law.
      1. An important exception is works produced by the U.S. Government: works published by the U.S. Government are not subject to copyright law
      2. Use of copyrighted material in the Classroom may be exempted (see section II, below)
      3. Fair use” of copyrighted material may be exempt. (See section II, below)

   D. Original works are copyright protected without formal government recognition.
   Original works are protected automatically, without needing a copyright notice or being registered with the U.S. Copyright Office. Plagiarism can be a form of copyright violation.

   E. Copyright does not apply to:
      1. Procedures, processes, systems, methods of operation
         These qualify for protection and ownership under patent law, and patent and copyright do not usually overlap.
      2. Ideas, concepts, principles, or discoveries of natural phenomena
         Broadly speaking, these cannot be owned under any form of U.S. intellectual property law. This reflects important values about intellectual freedom and encouraging innovation.
3. **Titles, names, short phrases and slogans; familiar symbols or designs, mere variations of typographic ornamentation, lettering, mere listings of ingredients or contents**

These are considered to fail the requirement of originality.

4. Other **unoriginal or unfixed** works

**Resources for more information on copyright can be found on the U.S. Copyright Office website.**

1. U.S. Copyright Code, 17 U.S.C. § 102(b)

F. **Copyright endures minimally for the life of the author.**

Copyright protection lasts many decades: the basic term is the life of the author, plus seventy years, and for “works made for hire”, the copyright endures for the lesser of 95 years from publication or 120 years from the work’s creation.

G. **Employee authorship may be considered “work for hire” for which copyright vests in KGI.**

The original works and materials produced by student employees of KGI for KGI purposes and during work hours are considered “works for hire,” which means unless specifically exempted, the copyright belongs to KGI.

H. **Students own the copyright in their original work.**

Students own copyrights in original work, even class assignments, as well as original scholarship, but do not own a copyright in recordings of class sessions, which are considered derivative works.

I. **Rights of a copyright owner.**

A copyright owner is entitled to do, or authorize others to do, the following things: 17 U.S.C. § 106

- Make copies of the work
- Distribute copies of the work (by selling, renting, lending, or giving it away)
- Perform or display the work publicly
- Make derivative works, like translations, adaptations, and reinterpretations

A copyright owner can give some or all of those rights to other people or entities, by transferring ownership or granting licenses. Ownership or license rights can be shared by any number of people or entities.

J. **Caution should be exercised in downloading, uploading, and using computer technologies.**

Multiple computer technologies (i.e., software and hardware) currently make it easy for copyright infringement to occur, and such infringements may take place unawares through use of file sharing programs and access to the Internet. Applications such as KaZaA, Gnutella, Morpheus, LimeWire, Gnuucleus, Bearshare, Aimster, iMesh, Vuze, and others, make it easy to download music or videos, which are usually protected by U.S. Copyright law. Further, these programs typically operate in two directions, both as download agents, and as upload agents to share resources with other interested individuals. Oftentimes, the uploading takes place simultaneously as the download, as well as continuing as long as the application is running, the computer is on, the connection to the Internet is active, and the files are on the computer. The infringement that takes place in these circumstances is not singular, restricted to the single download; instead, it becomes multiple infringements, due to multiple shares. In a court of law, the individual will have broken the law multiple times, thus becoming a criminal on multiple accounts.
II. COPYRIGHT LAW EXEMPTIONS RELATED TO EDUCATIONAL USES
Using copyright protected materials requires permission from the copyright holder, or the use may qualify as an exemption to the law, or as a fair use. Copyright law places a high value on educational uses.

A. Classroom use exemption for media use.
The Classroom Use Exemption (17 U.S.C. §110) only applies in very limited situations, but where it does apply, it gives clear rights. For the exemption to apply, the user must be in a classroom, in person, engaged in face-to-face teaching, and at a nonprofit educational institution, such as KGI, where the media is played. The exemption authorizes performance or display, not the distribution of copies. This exemption permits instructors or students the right to play movies or music at any length, as long as the media being used is legitimate and not an illegal copy. Classroom use does not extend outside the physical classroom nor to online classes.

B. Fair use Exceptions to use of copyrighted materials.
Potential users of copyright protected materials may be able to make Fair Use of copyrighted materials by reproduction in copies or other means specified by section (17 U.S.C. §106), for “purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research,” which is not considered an infringement of copyright. (17 U.S.C. §107). Through fair use, certain kinds of uses are allowed, without permission or payment, even in the face of an explicit denial of permission, at any point during the copyright term. There are four factors to fair use, and each factor with each possible use of an existing work must be considered individually in detail, along with all other factors: no one factor is decisive in determining whether a use or intended use meets fair use law.

17 U.S.C. §107
1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Resources to guide use of copyright protected materials under fair use law:
- https://www.lib.umn.edu/copyright/fairuse
- https://www.lib.umn.edu/copyright/fairthoughts

III. COPYRIGHT INFRINGEMENT: DISCIPLINE, DAMAGES AND PENALTIES
A. Infringements of copyright in the course of completing KGI academic assignments are subject to academic discipline, as provided in the Student Handbooks regarding violations of the Student Honor Codes.
These provisions are posted on the KGI website (http://www.kgi.edu/current-students/student-services/student-handbook.) Discipline may be imposed irrespective of whether the copyright owner is aware of the infringement.
B. Use of computer networks of KGI or other Claremont Colleges in a way that infringes copyrights, is prohibited and is subject both to federal penalties and to discipline under KGI Policy 280, Appropriate Use of Campus Computing and Network and Student Honor Codes.

If KGI or the Claremont Colleges become aware of inappropriate use of network resources for copyright infringement by a KGI student, KGI will investigate and take appropriate action concerning the alleged violation. When any of the Claremont Colleges receives a formal DMCA complaint from legal authorities who represent copyright holders stating that computers on the college network are involved in unlawful distribution of copyrighted materials, the respective college where the alleged infraction took place is notified and required to take action under the terms of the DMCA. If an individual is suspected of infringement, that person will receive a notice from the college about the matter. These individuals may face consequences related to their student employment, to their continuing use of KGI and CUC computing resources and/or their academic standing and eligibility for student aid, as provided in student handbooks and KGI Policy 280. They also may face civil and criminal penalties, as explained below.

C. Copyright owners may seek monetary damages for copyright infringement.

If a copyright owner discovers that someone has infringed a copyright, the owner can seek monetary damages through legal proceedings. While the copyright owner can provide permission for another person to exercise the owner’s exclusive rights, copyright law limits the owner’s exclusive rights, allowing fair use of any work for educational, scholarly, and informational purposes. This means whenever fair use applies, the law does not require the copyright owner to grant authorization in order for another person to copy or distribute the copyright owner’s work. Explanation of fair use is provided in greater detail in a following section.

D. Civil Penalties are specified by Federal Law.

An individual found liable for copyright infringement under federal law may be ordered to pay either:

- Actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or
- “Statutory” damages between $750 and $30,000 per work infringed.

In the case of a “willful” infringement, a court may award up to $150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys’ fees to the prevailing party. (See 17 U.S.C. §505.)

E. The federal Digital Millenium Copyright Act provides for prosecution of digital infringements.

Under the terms of the Digital Millennium Copyright Act (DMCA), law enforcement agencies, the Recording Association of America (RIAA), and copyright holders of digital media actively monitor the Internet for such infringements, and have taken aggressive action against criminal infringements under 17 U.S.C. §506 and 18 U.S.C. §2319, including actions against students for downloading and peer-to-peer sharing.

F. Criminal penalties are available under Federal Law.

Willful copyright infringement can result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Criminal penalties may vary depending on the nature of the offense and whether the infringer has previously been convicted of criminal copyright infringement under 18 U.S.C. §2319. (See 17 U.S.C. §506 and 18 U.S.C. §2319.)
APPENDIX P

Explosives, Firearms, and other Weapons

This policy and its procedures apply to all KGI faculty, staff, students and visitors to KGI.

DEFINITION

Weapons. The term weapons should be understood to include fireworks, combustibles and explosive devices, dirks, daggers, knives (whether fixed or folding, having a blade length longer than 2 1/2 inches unless the knife is being used lawfully in or around a laboratory, or residential, dining or kitchen facility in connection with food preparation or consumption), firearms of any type (including antique and military "trophy" firearms), air rifles, air pistols, pellet/BB guns, paintball guns, or other devices capable of expelling a projectile with force of air pressure or spring action, any type of non-functional replica weapon, blow guns, spear guns, sling shots, bows and arrows, swords, any other form of weapon, sporting instrument, self-defense instrument, ammunition for any purpose (live or inert) and or any weapon possessed or used in violation of the California Penal Code.

POLICY

The possession of weapons on the premises of KGI or in any building under KGI's control or at any KGI-sponsored event is prohibited and a violation of California law. Violation of this policy will result in confiscation of the weapon and disciplinary action, up to and including termination or expulsion. According to the California State Penal Code, Section 626.9(b), any person who brings or possesses a firearm upon the grounds of, or within, a private institution is guilty of a felony which is punishable by imprisonment in the state prison for one, two or three years. In addition, the use of firearms in Claremont, Los Angeles County or in the western portion of San Bernardino County is prohibited by law.

The state law, as well as KGI, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans.

Illegal knives, switchblades and other blades which violate California state law are prohibited. BB guns, pellet rifles and other weapons which propel projectiles are also prohibited and are not allowed on campus. If necessary, recreational items may be stored at Campus Safety. Violation of this policy by any member of the community will result in confiscation of the weapon and may result in disciplinary action.
APPENDIX Q

Demonstrations on Claremont Colleges

I. Purpose and Scope
KGI follows the CUC Policy on Demonstrations at the Claremont Colleges to maintain campus safety, peacefully resolve differences, and respect the constitutional rights of free speech and assembly. The policy is applicable to all faculty, staff, and students at KGI, as well as to the member institutions of the Claremont Colleges.

II. Policy
The undergraduate Claremont Colleges, Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with the Claremont Graduate University, Keck Graduate Institute and the Claremont University Consortium are all member institutions of the "Claremont Colleges." Each of these member institutions respects the rights of free speech and peaceable assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceable, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or CUC, the individual Colleges and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited. Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below.

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused. Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College’s disciplinary procedures. The presidents and the Chief Executive Officer of CUC may delegate their authority to act.

III. Enforcement
In the event of a non-peaceful or disruptive action on the property of any of the Claremont Colleges, CUC, or any of their affiliated offices or programs, the affected College or Colleges or Claremont University Consortium will act according to the following procedures:
1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges-pending referral to the home campus disciplinary body.

2. The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action - including requests for suspension - and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.

3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.

4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person. California Penal Code Section 834).

5. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.

6. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.
APPENDIX R

Using Bicycles on Campus

I. Purpose and Scope
KGI encourages students, faculty and staff to ride bicycles to campus. The purpose of this policy is to ensure the safe and orderly use of university facilities for using and storing bicycles. This policy applies to all individuals riding, walking, parking or otherwise operating a bicycle on campus, including motorized bicycles or mini-motorcycles.

II. Definitions

**Green Bike Program**: a student-run organization created to promote cycling, bike safety and sustainability at The Claremont Colleges and the surrounding community through the reuse of old bikes and parts along with the organization of cycling events. The Green Bike Program (http://pitweb.pitzer.edu/student-life/gpb/) gives community members free access to bicycles, tools, and repair instruction.

**National Bike Registry (NBR)** is an internet-based database that is affiliated with the National Crime Prevention Council and registers bicycles nationally. Once a bicycle is registered through NBR and the tamper proof label is affixed to a bike, the bicycle information is available to any law enforcement agency across the United States through a pass-word protected website or by calling NBR’s 1-800 848-BIKE (2453) An officer who encounters a possible bike thief in possession of a bicycle can run the bicycle through NBR system. If the bike is registered, the officer will be able to contact the owner of the bicycle while the suspect is still detained to determine if the bicycle was stolen. The bike can then be returned to its owner.

**Pedestrian**: Any person who is afoot or who is using a wheelchair, a powered wheelchair or a powered scooter for persons with disabilities.

III. Policy

A. **Bicycles are a Preferred Form of Transportation.**

Bicycles are an essential component of a sustainable transportation system, providing safe and equitable access to campus by all users.

B. **Bicyclists Must Yield the Right-of-Way to Pedestrians on Campus.**

C. **All Bicycles On Campus Must Be Registered.**

CUC Campus Safety offers free bike registration through the National Bike Registry. Call 909-621-8170. The permit is valid for 10 years, at no charge. (Direct registration through the NBR website (http://nationalbikeregistry.com/register.html) costs $10 for 10-year registration.)

D. **KGI Is Not Responsible for Lost or Stolen Bicycles.**

E. **Bicycles Must Be Parked and Secured in Authorized Areas.**

   1. Bicycles must be stored and secured in a bike rack or other authorized bike storage location. It is recommended that bikes be secured with a “U”-type lock.

   2. Bicycles may not be parked inside KGI buildings.

   3. Bicycles may not be locked to trees, handrails, poles, fences, benches. They also may not be stored in any other areas in which their storage can impede an emergency evacuation, prevent individuals from making use of access ramps and similar structures.

   4. Individuals who find that there is no authorized space for securing their bike should notify the campus security office (517 #B122, 909-607-8736) to avoid removal of the bike by security and to alert KGI to the need for more bike racks.

F. **Bicycles Parked in Unauthorized Areas May Be Confiscated.**

   1. Bicycles stored in unauthorized areas may be removed at the owners’ expense and without notice. The locks will be cut and rendered unusable. To retrieve an impounded bicycle, you must provide ID, a detailed description of the bicycle, and proof of ownership or registration to the Facilities staff at 215 York. Note, confiscated bicycles that have not been registered will not be returned until registration is completed.
2. Bicycles remaining on campus after the end of the academic year and confiscated bicycles that have not been claimed by the end of the year will be donated to the Green Bike program at Pitzer College.

G. Bicyclists Must Comply with Regulations.
1. Bicyclists must comply with KGI regulations to ensure the safe operation, use, and parking of bicycles on the campus.
2. Bicyclists are also responsible for compliance with City of Claremont and State of California bicycle regulations and this KGI policy. (See City of Claremont web site for a list of applicable state laws. http://www.ci.claremont.ca.us/government/departments-divisions/police

APPENDIX S
After Hours Room Access

I. Purpose and Scope
This policy applies to faculty, staff, students and their guests entering campus buildings after business hours from 5:30 pm – 8 am and on weekends.

II. Policy
A. KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, an individual offices in the 517, 535 and 215 buildings in the evening and on weekends. Faculty and staff are reminded to lock their offices when they leave KGI each evening.
B. The entrance of faculty, staff and students using access key cards after hours is recorded by campus safety.
C. The staff lounge, the student lounge, classrooms, student computer labs, conference rooms, the 517 library, the 535 student study room and the autoclave rooms are not locked in the evening or on weekends. Faculty, staff and students are reminded to keep the doors of the autoclave rooms closed at all times.
D. Students may request permission from a faculty member for evening or weekend access to that faculty member’s lab under KGI POL 536 and are responsible for ensuring that the faculty member initiates the request as described.
E. Faculty, staff and students should be prepared to show their KGI ID cards to the security officer on duty.
F. Faculty or staff who require vendors to have evening or weekend access to either building or any rooms within the buildings need to e-mail the Campus Safety officer their authorization, including the vendor name, lab room number, and date.
G. Students have access to the TMP rooms at any time in accord with TMP protocols.
H. KGI discourages student lab work after hours, and standard practice is that no student is permitted to work alone in the labs. If students only have evening or weekend hours available in which to complete student lab assignments, students must follow KGI Policy 536 regarding after hours lab access and will be required to be accompanied by a faculty member, a lab manager or another student.
I. To enforce this KGI after hours room access policy, the Security officer will:
   1. Ask for KGI ID card if the individual is not known by name.
   2. Indicate in the log book or daily report who was granted access, time of access, and to which building and room numbers.
   3. Ensure that Campus Safety Dispatch at ext. 18170 or 72000 is also familiar with the KGI after hours room access policy.