



Student Handbook

2019-2020

Effective July 29, 2019

Message from the President

Welcome to Keck Graduate Institute!



By every measure, Keck Graduate Institute (KGI) is in a league of its own. Our faculty is world-class. Our students are poised to become international leaders in their fields. We remain, 21 years after our founding, dedicated to our mission to provide pathways for students to become leaders in healthcare and the applied life sciences. Yet, what truly distinguishes KGI is a relentless focus on impact: a commitment to scientific innovation capable of strengthening communities and improving lives.

Our unique programs blaze an extraordinary trail. Students in our Master of Business and Science program develop the tools they will need to take discoveries from the laboratory to the marketplace, integrating bioengineering with management, finance, and bioethics. Our innovative School of Pharmacy and Health Sciences gives students a platform for active learning through hands-on, team-based classes and key access to industry stakeholders. KGI PhD candidates hone their expertise in research areas relevant to applied bioscience, empowering them to advance exciting new applications with broad social benefit. Graduates of the MS programs excel in a variety of careers addressing managerial needs in research and development at biotechnology and pharmaceutical companies, as well as clinical and academic laboratories.

Our Postbaccalaureate Premedical Certificate program continues to solidify its exceptional track record for graduate placement. Scientists and engineers in our Postdoctoral Professional Master's program acquire the necessary business and management skills to pursue senior leadership positions within the life sciences industry or to launch entrepreneurial ventures geared toward commercializing new technologies. Through the Master of Engineering in Biopharmaceutical Processing program, students deepen their understanding of molecular biology, biotechnology, and chemistry and how these subjects can be combined with creative, application-centered engineering.

In 2018-2019, we introduced new academic programs that embrace a fuller spectrum of healthcare professions and needs. The Postbaccalaureate Pre-PA Certificate Program prepares students for admission to physician assistant programs. The Master of Science in Translational Medicine program offers in-depth understanding of how scientific research is transformed into commercial products that benefit society. We also welcomed students to our new Master of Science in Human Genetics and Career Counseling and one-of-a-kind Master of Science in Human Genetics and Genomic Data Analytics programs.

Entering 2019-2020, we are thrilled to welcome the first cohort for the Master of Science in Medical Device Engineering program while, at the same time, opening KGI's first housing complex—the Oasis KGI Commons.

To all of our KGI students, we look forward to guiding you on your journeys and witnessing all of the innovations you bring to KGI and your career pathways!

Sheldon M. Schuster, PhD
KGI President

About This Handbook

This Student Handbook is effective as of September 3, 2019 and provides information about Keck Graduate Institute (KGI) policies and procedures, as well as resources available to students. The School, Institute, and The Claremont Colleges Services (TCCS) 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 Colleges Services, 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.



About Keck Graduate Institute

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 TCCS 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.



KGI Mission

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

KGI 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.

KGI President/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 of Finance and Operations, the Academic Deans, the Dean of Research, the Dean of Students, the Dean of Admissions and Financial Aid, the Vice President of Institutional Development and Partnerships, and the Assistant Vice President of Human Resources and Employee Engagement.

Keck Graduate Institute Contact Information

Keck Graduate Institute
535 Watson Drive
Claremont, CA 91711

909.607.7855

kgi.edu





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 Colleges Services (TCCS), 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; 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.



Henry E. Riggs School of Applied Life Sciences

Mission

The KGI Henry E. Riggs School of Applied Life Sciences (Riggs School) is dedicated to education and research aimed at translating into practice the power and potential of the life sciences for the benefit of society.

Culture

KGI seeks to sustain an interdisciplinary and entrepreneurial culture, working in partnership with industry to develop leaders for the biosciences, while promoting academic freedom and the highest ethical standards.

Core Values

We believe in:

- Entrepreneurial and Reflective
- Ethical and Responsible
- Collaborative and Independent
- Interdisciplinary and Applied

Core Values in Detail

ENTREPRENEURIAL AND REFLECTIVE

- Encourages experimentation
- Encourages new ventures, both internal and external, and treats them as learning opportunities
- Tolerates risks and accepts that some experiments fail
- Acknowledges that anxiety and ambiguity often attend risk taking
- Treats each member of KGI as a partner who has a role in making it a success
- Remains small, agile, and un-bureaucratic
- Challenges higher education conventions
- Takes the time and effort to learn lessons from the past and to plan for the future
- Encourages change that arise from self-reflection
- Works actively to foster personal, professional, and intellectual growth for everyone in KGI community



ETHICAL AND RESPONSIBLE

- Is dedicated to the highest ethical standards in all activities: learning, research, business, personal interactions, and external relations
- Recognizes that potential conflicts of interest cannot always be avoided, but they can and must be openly acknowledged and carefully managed
- Pursues open, honest, and frank interactions with each other and without external partners
- Is dedicated to “benefit society”
- Works to raise awareness and develop innovative solutions to ethical issues facing the bioscience industry
- Trusts each member of the KGI community to take responsibility for his/her own actions
- Empowers all KGI members to “own” the process of their learning and professional growth and supports them in these efforts

COLLABORATIVE AND INDEPENDENT

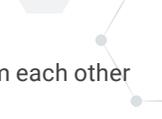
- Promotes collaboration among the KGI staff, students, and faculty
- Actively partners with industry, non-profits, educational, and government institutions
- Preserves vigorously the highest standards of academic freedom
- Cooperates with other Claremont Colleges to leverage strengths of these diverse institutions and the consortium
- Sees team-based activities as central to learning, research, and administration
- Acknowledges that true collaboration requires flexibility, information sharing, frequent communication, and mutual respect

INTERDISCIPLINARY AND APPLIED

- Pursues integrated, cross-disciplinary research and teaching as central to KGI’s mission
- Avoids creation of separate academic departments that might foster isolation and discourage interdisciplinary work
- Works closely with industry in all aspects of the KGI curriculum—technical, management and ethics—and through the summer internships and Team Master’s Projects
- Involves individuals from industry as full-time, adjunct, and guest faculty members
- Seeks input from industry members on the KGI Board of Trustees and Advisory Council to ensure the ongoing relevance of KGI’s curriculum and research directions

IN AN INTERACTIVE LEARNING ENVIRONMENT

- Encourages all members of the KGI community to continue to develop their capabilities
- Fosters discussion and debate within the classroom
- Actively involves students in the design of course offerings and seeks their feedback to foster improvements
- Dedicates itself to action learning through projects
- Seeks a multi-talented and diverse student body whose members can learn from each other



Diversity at KGI

KGI is committed to enriching society with breakthrough approaches to education and translational research. Diversity of backgrounds, cultures, disciplines, identities, and thought within our community serves as a catalyst for collaboration and excellence in all of our pursuits. KGI's welcoming, diverse environment provides the opportunity for our students to think creatively and critically, communicate and interact effectively, and act ethically and respectfully. The active and open-minded engagement of every member of our community is vital to achieving the goals of the institution.

Advisory Council

The Advisory Council, comprised of executives from applied life science companies, provides counsel for the administration and faculty of the Henry E. Riggs School of Applied Life Sciences on such matters as curriculum scope, admissions policies, policies with respect to research, and interactions with industry. It also provides feedback to help evaluate the effectiveness and efficiency of KGI's curriculum, teaching, research, and academic support services. It also facilitates the development of internship opportunities for students, jobs for graduates, and the identification of potential collaborative projects with industry. What's more, the Advisory Council is an important networking resource for the entire KGI community. The Advisory Council meets about twice per year. One of these meetings is a joint session with the Board of Trustees. Members are formally nominated by the President, the Advisory Council Chair, and approved by the Board of Trustees to serve a renewable two-year term.

Faculty

To view a complete directory of the Riggs School faculty, please [click here](#).



School of Pharmacy and Health Sciences

Mission

The School of Pharmacy and Health Sciences (SPHS) is dedicated to the education of innovative genetic counselors, genomic data analysts, and pharmacists who will serve the needs of individual patients, the healthcare system, and the bioscience industry. Our programs emphasize inter-professional collaboration, systematic problem solving, the safe, efficient, and ethical use of technology and biotechnology, and personalized patient care.

Vision

The School of Pharmacy and Health Sciences 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 human genetics and pharmacy for the benefit of society through the development of innovative, collaborative, culturally-competent, articulate, and caring genetic counselors, genomic data analysts, and pharmacists.

Four Pillars of the Programs

Our programs are founded on the principle that we will focus on:

- Teamwork
- Assessment
- Professionalism
- Strategic planning

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

Goals

The goals of the KGI School of Pharmacy and Health Sciences 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 backgrounds, who are forward thinking and leaders in education, professionalism, and clinical industry settings
- 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 health care and bioscience industries 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
- Prepare graduates with the added ability to practice effectively in a wide variety of currently existing and potential future roles in hospitals and medical centers, community settings, academia, and the biotechnology industry
- Produce graduates who can communicate effectively with patients, caregivers, and healthcare, 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 healthcare
- 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

Advisory Board

The KGI School of Pharmacy and Health Sciences Board of Advisors represents pharmacy educators and the healthcare 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.

To view a list of the School of Pharmacy and Health Sciences Advisory Board, please [click here](#).

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 SPHS 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 SPHS 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.

To view a list of the School of Pharmacy and Health Sciences Practitioner Network Council, please [click here](#).

Faculty

To view a complete directory of the School of Pharmacy and Health Sciences faculty, please [click here](#).

Disclosures

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.

Western Association of Schools and Colleges

985 Atlantic Avenue, #100
Alameda, CA 94501

510.748.9001

Complaints Related to WASC Standards

KGI has an obligation to respond to any written complaints by students lodged against the Institute that are related to the standards of the accrediting body. At any time, a student or prospective student can contact WASC directly through the website 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.

State of California Complaint Process

An individual may contact the Bureau for Postsecondary Education for review of a complaint.

Bureau for Postsecondary Education

2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

916.431.6924 | FAX 916.263.1897

bppe.ca.gov

ACPE Accreditation Disclosure Statement

Keck Graduate Institute's School of Pharmacy and Health Sciences Doctor of Pharmacy (PharmD) program is accredited by the Accreditation Council for Pharmacy Education.

190 South LaSalle Street, Suite 2850
Chicago, IL 60603

312.664.3575 | FAX 866.228.2631

acpe-accredit.org

Complaints Related to ACPE Standards

At any time, the student pharmacist or prospective student pharmacist can contact ACPE directly through the website 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.

ACGC Accreditation Statement

The Master of Science in Human Genetics and Genetic Counseling program at Keck Graduate Institute is accredited by the Accreditation Council for Genetic Counseling (ACGC).

Accreditation Council for Genetic Counseling

4400 College Blvd., Ste. 220
Overland Park, KS 66211
913.222.8668

gceducation.org

Complaints Related to ACGC Standards

Any person concerned about the quality of a Genetic Counseling Program accredited by the Accreditation Council for Genetic Counseling (ACGC) may contact the ACGC Executive Office. Complaints regarding a program should be made in writing to the ACGC Executive Office. The ACGC Board will consider and investigate those complaints containing allegations which, if substantiated, may indicate noncompliance with accreditation standards. For more specific information on these policies and procedures for filing a complaint, please [click here](#).

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, (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.

Privacy Rights and Responsibilities

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and the California Public Information Act, students at KGI are assigned the following four rights in regard to maintained education records:

- 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.
- 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 Dean of Students.

- 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.
- 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

Annual Notice

Keck Graduate Institute will notify all registered students annually of their FERPA rights through the publication of the student handbook which is available online at the KGI website and in this handbook.

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; and 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, supervisorial, 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 U.S. 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 [click here](#).

To find detailed FERPA information, please [click here](#).

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 healthcare 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 healthcare, 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?

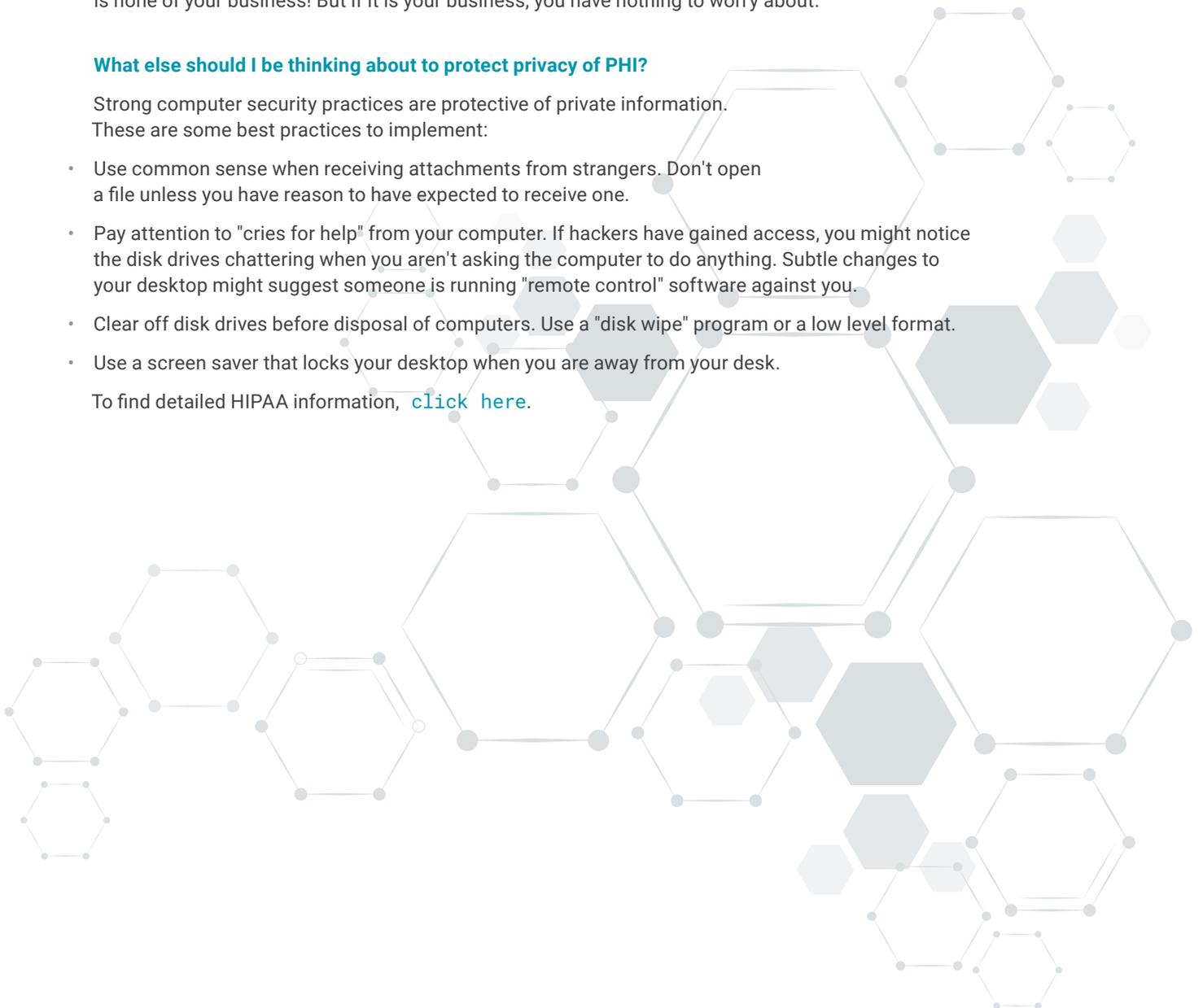
Use common sense in making decisions about whether you need to see or share PHI to perform your task. Ask yourself, "Do I need to know this to be effective in the pharmacy practice experience, volunteer experience, or research I am doing?" If you do not, do not access the information. It is none of your 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 disposal 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.

To find detailed HIPAA information, [click here](#).



Admissions

Admissions Requirements

Henry E. Riggs School of Applied Life Sciences

To learn more about Riggs School admissions requirements, [click here](#) and choose the appropriate program.

School of Pharmacy and Health Sciences

Proof of the following credentials are required of admitted students prior to entrance into the program:

- Master of Science in Human Genetics and Genetic Counseling, [click here](#).
- Master of Science in Human Genetics and Genomic Data Analytics, [click here](#).
- Doctor of Pharmacy, [click here](#).

Admissions-related Grievances for The School of Pharmacy and Health Sciences

Consulting with the Associate Director of Admissions

The prospective student shall first discuss the grievance with the Associate Director of Admissions for The School of Pharmacy and Health Sciences. If the grievance cannot be resolved through discussion, the student must submit a written signed statement to the Associate 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 Associate 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.

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.

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.

QUICK REFERENCE ADMISSIONS RELATED GRIEVANCES

1. Meet with Associate Director of Admissions for SPHS; if not resolved →
2. Submit a written signed statement to the Associate Director of Admissions for SPHS →
3. Associate Director of Admissions provides a written response; if not resolved →
4. Student appeals to the Dean in writing →

5. Dean renders a decision; if not resolved →
6. Student appeals to the President in writing →
7. President makes final decision

Pre-Orientation Requirements

Accepted students will be required to complete and furnish information prior to orientation. To view a complete list of requirements by program, please [click here](#).

Additional requirements for SPHS students, unless otherwise noted:

Basic Life Support (BLS) Certification | PharmD

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. SPHS will cover recertification at the beginning of the third year, and students who do not participate in the school sponsored sessions will need to cover their own cost.

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 SPHS students 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 rotation for pharmacy students. 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.

Intern Licensing Requirements | PharmD

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 SPHS.

Laptop Program | PharmD

The SPHS 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 SPHS designated laptops will be supported and serviced by the KGI IT department for the duration of the student's enrollment in the SPHS. The cost for the laptop computer is included in the tuition. Students should not purchase or use their own computers for official SPHS 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.

Liability/Malpractice Insurance | PharmD

The SPHS 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.

Universal Precautions Training | PharmD

All PharmD 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.

Immunization Titers and Documentation Requirements | PharmD

All PharmD students are required to submit immunization titers and required documentation in Complio to participate in IPPE and APPE rotations. It is the sole responsibility of the student to submit ALL the correct requirements/documentation before the due date(s) and to NEVER let any of those requirements/documentation expire.

Complio Account | PharmD

All incoming PharmD students are required to create a Complio account with American DataBank at the beginning of their P-1 year.

To create a Complio account, please [click here](#).

Students MUST submit all the requirements in Complio to participate in the optimization process for their IPPE 3, Certificate Experience Elective, and APPEs. If a student fails to become compliant with his or her onboarding requirements, the student CANNOT participate in the optimization process for his or her rotation placements until compliance is achieved.



Financial Aid

Consumer Information and Loan Disclosures

For KGI Consumer Information and Loan Disclosures, please [click here](#).

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.

Financial Aid Process

For step-by-step instructions and links, please [click here](#).

Financial Literacy

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

- American Association of Colleges of Pharmacy [➔](#) Financial Literacy Guide
- Bank of America and Khan Academy [➔](#) Better Money Habits
- Federal Student Aid [➔](#) Financial Awareness

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 and Health Sciences 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)

Satisfactory Academic Progress and Financial Aid Eligibility

Students must be enrolled full-time at KGI in order to be eligible for financial aid.

Students on academic probation will be issued a Financial Aid Warning, which stipulates that failure to make Satisfactory Academic Progress (SAP) 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 director stipulating that they can finish their degree requirements within the allowed time-frame for their program.

Total Withdrawal Refund Policy and Return of Title IV Funds | SPHS

If a student withdraws, is administratively withdrawn, or is expelled from the School of Pharmacy and Health Sciences, 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."

Types of Financial Aid

- The following types of financial aid are available to incoming students:
 - Federal Loans
 - Unsubsidized and Subsidized

- Need-Based Aid
- KGI International Student Loan
- Private Student Loans

For more information, please [click here](#).

Below are some resources to help PharmD Students find available scholarships

- 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

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

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 Business and Science, Master of Engineering in Biopharmaceutical Processing, Master of Science in Applied Life Sciences, Master of Science in Translational Medicine, Postbaccalaureate Premedical Certificate, Postbaccalaureate Premedical Certificate, the Postdoctoral Professional Masters (PPM), Master of Science in Human Genetics and Genetic Counseling, Master of Science in Human Genetics and Genomic Data Analytics, and Doctor of Pharmacy. KGI will provide funds toward tuition and fees and Veterans' Affairs 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)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at benefits.va.gov/gibill. The term GI Bill® refers to any Department of Veterans Affairs education benefit earned by members of Active Duty, Selected Reserve and National Guard Armed Forces and their families. The benefit is designed to help service-members and eligible veterans cover the costs associated with getting an education or training. The GI Bill® has several programs, and each is administrated differently depending on a person's eligibility and duty status.

Financial Obligations

Explanation of Basic Tuition and Fees

For the current tuition, fees, and cost-of-attendance, please [click here](#). Students in the PharmD Program who must repeat any Advanced Pharmacy Practice Experience (APPE) rotation will be required to pay an additional per credit tuition cost. **Tuition is billed and payable as follows:**

	Billing Date	Due Date
Fall Term	July 5	September 3
Spring Term	December 1	January 21

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. For more details, please review the student accounts website. [Click here](#).

The following KGI offices can answer questions for students about scholarships, student loans, and bills and payments:

SCHOLARSHIPS

Admissions Office: admissions@kgi.edu

STUDENT LOANS

Financial Aid Office: financial_aid@kgi.edu

BILLS AND PAYMENTS

Student Accounts Office: student_accounts@kgi.edu

Other Fees

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
Official Transcript Fee	\$12.50 per transcript

Enrollment Verifications	\$5.00 per verification for current students
	\$10.00 per verification for former/alumni
Replacement Diploma	\$50.00 for replacement diploma/certificate

*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 COLLEGE SERVICES (TCCS), 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 BALANCE MAY RESULT IN REMOVAL FROM REGISTERED CLASSES AND STUDENT SYSTEMS/PROGRAMS SUCH AS SAKAI AND STUDENT GOVERNMENT ACTIVITIES.

Lastly, a hold will be placed on diplomas, transcripts, and registration until the balance is paid in full.

Tuition Refunds

Withdrawal and Refunds

School of Pharmacy and Health Sciences

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: 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.

Henry E. Riggs School of Applied Life Sciences

In cases of withdrawal, KGI reduces tuition, fees, fellowship awards, and eligibility for student loans according to the schedule below. Date of withdrawal is defined as the date that the KGI Academic Affairs Office receives a signed statement of withdrawal from the student. Reductions of student loans are returned directly to the lenders of the funds. The following refund schedule complies with U.S. Department of Education requirements for calculating refunds of federal student loans in cases of withdrawal from an academic program.

Note: If students have already received refund checks from KGI for credit balances on student tuition accounts before withdrawal, the refund calculation may require students to reimburse KGI for all or part of the original credit balances.

Date of Withdrawal Refund Percentage

During Orientation	→	Full Refund
Up through 60% based on the completed number of days in the term	→	Prorated by percentage of calendar days in term before withdrawal
Beyond 60% of the calendar days in the term	→	No refund

KGI Academic Policies and Procedures

Academic Calendar

To view KGI's academic calendar, please [click here](#).

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.

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 Dean and/or Assistant Dean, Academic Review Committee (ARC) for Riggs School programs, SPHS Student Pharmacist Progression Committee (SPPC), or the Human Genetics Progressions Committee determine whether the problem lies with administrative matters, such as reporting of grades, or with academic performance.

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 Academic Affairs and the Dean of Students (DOS)/Division of Student Affairs to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester.

Pharmacy 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 DOS will replace students on committees.

Attendance Policy

Students are required to attend class during the first week of classes. Registration may be canceled for non-attendance. Students will only be excused under extreme circumstances and with permission of the instructor and the Dean/Assistant Dean. This includes semester, module, and other format courses.

Students are expected to attend and appear on time and prepared for 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. Each instructor will set specific attendance and participation requirements for courses. Students should make prior arrangements with the instructor in the event that missing classes is unavoidable. Students may be penalized for missing classes if prior arrangements have not been made or if a makeup assignment is not feasible or available for missed sessions. Students should reference the attendance policy outlined in the course syllabus for specific details and grading consequences.

Attendance at Experiential Activities

Attendance is required at all scheduled rotations, internships, fieldwork, and any other experiential activities associated with the academic program. Students are required to abide by the attendance policies outlined by the host site.

Attendance 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.

Tardiness

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 instructor.

Audit Policy

Only KGI courses may be audited for Riggs School students only. Students may audit a course only with the written permission of the instructor. A notation of “AU” appears on the transcript when the course is completed successfully. After a grade has been issued, a course may not be changed from letter grade to audit status, or vice versa. An audited class will not be counted toward degree or certificate credit requirements.

Since SPHS courses are part of professional degree curriculum, these courses will not be available for audit. Upon submission and approval of a Course Audit Request, students in the School of Pharmacy and Health Sciences may be eligible to audit courses to help review coursework when necessary, or for personal or professional development.

Canceling Classes

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.

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 TCCS, and Campus Safety to inform them of the cancellation.

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

Procedure for Canceling Classes

- Only a President or Acting President of a member college may cancel classes on a single campus
- 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
- 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
- If possible, any announcement canceling classes should include a statement about how or when canceled classes will be made up
- 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 TCCS shall also be notified
- Notice shall be given by telephone and by email
- 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)
- 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 on June 9, 2004.

Credit Hour Policy

All full-time students at KGI are required to be enrolled in a minimum of 12 semester credit hours. 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 15 semester credits per term). To maintain full-time status, and to comply with federal guidelines, more than 50% of all earned academic credit must be completed in coursework

where “seat-time” does apply. In order to be considered half-time, graduate students must be enrolled in at least six credits per semester and obtain permission prior to the start of the semester from the Dean.

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 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 is on the semester system. Each semester (Fall/Spring) is approximately 15 weeks. Course credit hour calculations are based on a 15 week semester.

For all KGI courses bearing academic credit, the “semester credit hour” is defined using the Carnegie Definition as “the 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:

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.

THE FOLLOWING REPRESENT KGI COURSE CREDIT HOUR CALCULATIONS:

Credits	Classroom Hours	Non-classroom Hours	Expected Total Work Hours
6	90	180	270
3	45	90	135
1.5	22.5	45	67.5

Semester Credit Hours are Granted for Various Types of Instruction

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.

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.

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.

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.

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 course.

Cross registration

Cross-Registration for Summer Courses

KGI 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 six students. If the minimum is not met, the class may be cancelled.

Intercampus Exchange (CGU/Drucker)

Please note that entrance into Claremont Graduate University courses is not guaranteed. For all course areas (except Management-MGT*) please contact and obtain permission directly from the instructor or school. Once permission has been obtained, please request a form from the Office of the Registrar by emailing registrar@kgi.edu.

*FOR MANAGEMENT (MGT) COURSES AT THE DRUCKER SCHOOL OF MANAGEMENT, PLEASE SUBMIT YOUR REQUEST TO THE OFFICE OF THE REGISTRAR AT KGI. THE OFFICE OF THE REGISTRAR WILL FORWARD ALL REQUESTS TO CGU FOR CONSIDERATION. ON THE FORM, PLEASE INCLUDE AS MUCH INFORMATION AS POSSIBLE (I.E. COURSE NAME, COURSE NUMBER, DAY, TIME, INSTRUCTOR, ETC.). FOR QUESTIONS, PLEASE CONTACT THE KGI REGISTRAR. DO NOT CONTACT THE CGU OFFICE OF THE REGISTRAR OR THE DRUCKER SCHOOL OF MANAGEMENT.

Students should always consult with their program director before enrolling in any courses outside of their program requirements.

Curriculum and Course Descriptions

To view the curriculum goals and course descriptions for each program, please visit our website:

- Henry E. Riggs School of Applied Life Sciences, [click here](#).
- School of Pharmacy and Health Sciences, [click here](#).

Grading

The grading and assessment of student performance is a critical part of the educational process and is taken very seriously at KGI. There is a wide range of course formats, project requirements, and presentation requirements that require different means of assessment. While the form may vary, the faculty are responsible for reporting on the performance of each student enrolled in a course. Only courses in which A, B, C, or Pass are earned may be counted in satisfaction of degree or certificate requirements. A course in which you receive an F grade does not count towards meeting the unit requirement for a degree or certificate, but does count in computing the grade point average. The GPA listed on a student's transcript will include all courses taken. However, only KGI courses will be considered in determination of the student's academic standing.

Standard Grading Basis

A			B			C			F		
A+	➔	4.0	B+	➔	3.3	C+	➔	2.3	F	➔	0.0
A	➔	4.0	B	➔	3.0	C	➔	2.0			
A-	➔	3.7	B-	➔	2.7	C-	➔	1.7			

P/NP =Pass/No Pass. Selected courses only, not included in the GPA calculation.

Additional note for pharmacy students: Grades of A+ and C- are not applicable.

Other Notations

- I** ➔ Incomplete (Note: requires an Incomplete Contract that must be filed with the Office of the Registrar)
- AU** ➔ Audit
- W** ➔ Withdrawal (Excused or voluntary withdrawal from a course)

- WF** → Withdrawal—Fail (Unexcused failure to complete other course requirements including attendance, papers, etc. or resolve an Incomplete during the allotted time).
- GP** → Grade Pending CE = Currently Enrolled

Grades Not Calculated in GPA

- AU** → Audit
- P** → Pass
- NP** → No Pass
- W** → Withdrawn (student withdrew after drop deadline)
- I** → Incomplete
- → In Progress

Additional note for PharmD students: The Introductory Pharmacy Practice Experiences (IPPEs) are not counted in the GPA calculation.

Incompletes

A grade of Incomplete (“I”) is assigned when work in a block or course is of passing quality but the student is unable to complete the course or block due to a hardship. Before students request an Incomplete, they should consider all the factors involved. If a student is doing well in a course or block but is unable to complete the work because of illness, personal emergency, or other factor beyond the student’s control after the drop or withdrawal deadline, an Incomplete is appropriate. Please check the academic calendar for drop and withdrawal dates in order to understand these deadlines. If a student is not doing well, an incomplete grade is inappropriate and will not be assigned. In this case a student should consider dropping the course and/or petitioning for withdrawal. Students must submit a completed Incomplete Contract to the Office of the Registrar.

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 Colleges:

- Claremont Graduate University → CGU
- Claremont McKenna College → CMC
- Harvey Mudd College → HMC
- Pitzer College → PIT
- Pomona College → POM
- Scripps College → SCR

Holds

KGI will not release grades, transcripts, or diplomas for students with financial obligations to the Institute.

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 submit the request in writing to the Dean of Students in the Division of Student Affairs and request a withdrawal form from the Division of Student Affairs. 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 Dean of Students 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. International students must meet with the International Student Advisor to understand how taking a leave of absence will affect their immigration status.

The Dean of Students shall notify the Dean of the respective school 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 Dean of Students 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.

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 two 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.

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. And only with the permission of the Dean.

Returning From A Leave of Absence

Students returning from an approved leave of absence must submit an Application for Reinstatement to the Division of Student Affairs and to the Office of Academic Affairs. It should be submitted no later than June 1 for the fall term and November 1 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.

Non-Degree/Non-Certificate Seeking Students

Non-degree and non-certificate seeking students must obtain instructor approval and are required to pay KGI's per-course tuition. Non-degree and non-certificate seeking students who wish to audit courses are also required to obtain instructor approval and pay the full per-course tuition. Students enrolled in KGI short courses and Executive Education courses typically pay tuition that is established specifically for those courses.

Registration and Enrollment

To be considered registered, a student must be enrolled in coursework, pay tuition and fees, and complete 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 Office of the Registrar for assuring that the Registrar is provided with a correct address, and for carefully reviewing the status of registration report on the student portal to make sure that it accurately reflects their registration. Students should take prompt steps to eliminate any discrepancies. Students should keep a copy of any petitions or forms that have been submitted to the Registrar's office.

Students must register every semester if they are regular or part-time.

KGI policy requires continuous registration for students from the first semester of enrollment in a program until completion of the degree or certificate. Non-registered students include those who are on leave from the Institute. This category also includes students who have withdrawn from KGI.

Adding/Dropping

Adding and dropping courses for Riggs School programs prior to the deadlines are accomplished online through the student portal or thru the online add/drop form on the Registrar's webpage [found here](#).

Add/drop dates will be listed on the [academic calendar](#).

Course adds/drops are generally not allowed for required courses in the MSGC, MSGDA, and PharmD programs. They may be considered for elective courses, which will be in the P-3 or P-4 year for PharmD students and second year for MSGDA students. Changes to electives should be discussed and approved by the Academic Affairs office and for PharmD students, the Office of Experiential Education. All changes to the student's registration will be communicated to the registrar by the Program Director or Coordinator or Associate Dean of Academic Affairs.

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 prior semester and are based on a well-publicized billing cycle. Students who are not paid in full will not be admitted to class.

Student Portal

KGI students have access to Empower, their student portal, by [clicking here](#).

If a student has questions about registration, please contact the Office of the Registrar at registrar@kgi.edu.

Satisfactory Academic Progress (SAP)

All students are required to maintain a minimum cumulative GPA each semester, determined from grades received in coursework at KGI. The minimum GPA standard is set by each respective program as outlined below:

- Human Genetics programs: minimum GPA of 2.75
- Henry E. Riggs School of Applied Life Sciences programs: minimum GPA of 3.0
- Doctor of Pharmacy program: minimum GPA of 2.5

Students obtaining a GPA below their program's minimum standards are in jeopardy of not progressing successfully through their program and are expected to work with faculty, teaching assistants, tutors, and the Division of Student Affairs staff to ensure they avail themselves of every opportunity to succeed. Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to meet their program's specific GPA standard. Failure to meet this requirement will result in dismissal from the Institute.

ADDITIONAL NOTES

Riggs School students obtaining a GPA below the minimum standard for their program will be unable to take more than 18.0 credits per semester.

If a Riggs School student is dismissed at the end of spring semester, they may complete an internship at the Dean's discretion, but not as a KGI student. International students should note that terms of their internship are subject to federal regulations and academic probation and dismissal may impact their immigration status and the ability to work in the U.S.; students in this situation must consult with the International Student Advisor and with the Dean or Assistant Dean to understand potential implications.

Students on academic probation will be issued a Financial Aid Warning, which stipulates that failure to make Satisfactory Academic Progress (SAP) 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 director stipulating that they can finish their degree requirements within the allowed timeframe for their program.

Standards for Graduation

Each KGI degree program has specific credit hours and course/curriculum requirements. These are listed on the registrar website. [Click here.](#)

Transcript Validation

An official transcript is printed on secure paper. When photocopied, the word "COPY" appears across the face of the document. KGI assumes no responsibility for a transcript which is not sent directly by the Office of the Registrar.

Official transcript fee is \$12.50 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

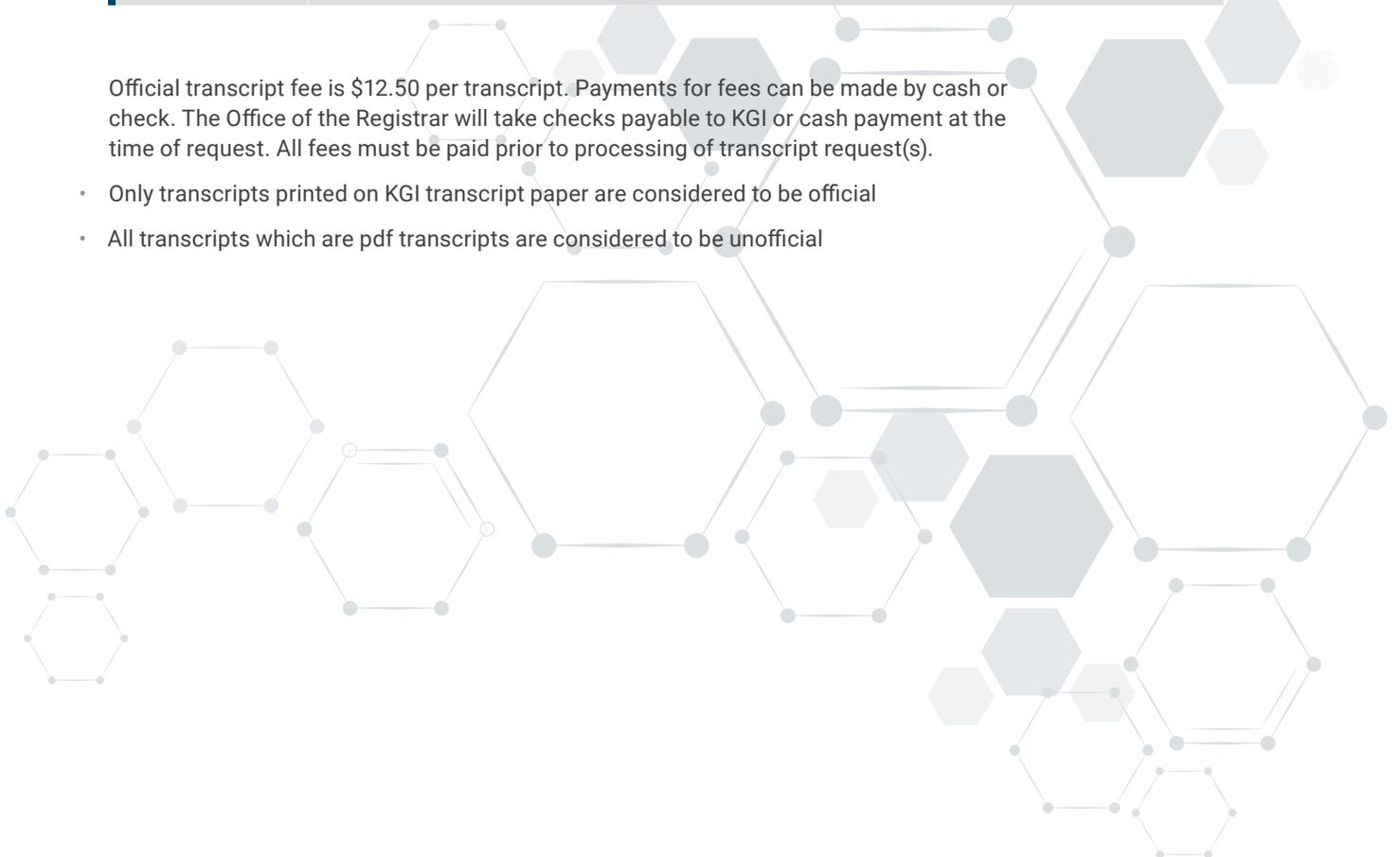
- Secure credit card processing
- FERPA Compliant
- Automatic notifications are sent when the transcripts are processed and received thus reducing the anxiety of “did the transcript actually arrive?”
- Students can place a request during the semester and select the option to send after final grades have 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

[Click here](#) to 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 \$12.50 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



Additional Academic Policies and Procedures by School

Henry E. Riggs School of Applied Life Sciences

Advising Policy

Student Advising

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, and in medicine and other healthcare professions. Both curricular and co-curricular activities are designed to prepare the graduate 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.

Student Affairs

- Academic and Support Services: Disability and testing services, peer mentoring, student health insurance, and the Academic Resource Center.
- Student and Campus Life: Provides support for aspects of student life, student wellness, student government, and clubs.
- Career Services: Advice and support for co-curricular career preparations, including resume-writing, interview skills, networking, internship program, and job opportunities.

Academic Affairs

- Academic standing, academic performance, curricular and academic support, and program requirements. Advice regarding degree requirements, electives, majors, transcript requests, academic petitions, and registration.
- Additional support specific to every program in the Riggs School can be provided by the respective faculty members, Program Director, Assistant Dean, and/or Dean.

Advice regarding Financial Aid and/or International Student Visa matters:

- Financial Aid Specialist
- International Student Advisor

Faculty Advising

Riggs School students are assigned faculty advisors, and can also reach out to any faculty for advice on topics of interest, and should utilize the online faculty directory to identify areas of expertise of faculty for advice in subject areas of interest. Students are encouraged to attend faculty office hours and set up appointments through email requests to meet with faculty. Faculty can provide advice regarding the choice of electives, focus areas, and the relationship of KGI curriculum to careers.

Furthermore, faculty will write letters of recommendation for students as requested. Students should provide ample advance notice for these requests.

Course Section Changes

Riggs School students will require instructor permission to change from one course section to another for 300-level core courses. This permission should be forwarded to the Office of the Registrar at registrar@kgi.edu. Section changes will only be granted until the add deadline.

Dean's List

Students whose academic performance is 3.900 or above based on that semester's GPA are placed on the Riggs School Dean's List after each semester.

Extension of a Grade of Incomplete

Generally, a student must complete the course requirements inside of the second week of the following semester unless otherwise indicated by the instructor. If the "I" is not removed by the end of the time specified in the Incomplete Contract (or one year, whichever is sooner), the grade will revert to "F" on a student's transcript. Riggs School students may request an extension through a petition to the Dean. Under no circumstances should students formally re-enroll in a course in an attempt to make-up an incomplete.

P/NP

With instructor approval, Riggs School students may opt to take a course P/NP; however, unless the course is designated as a P/NP course (i.e. graded on a P/NP basis for all students), the credits in a course with a grade of "P" will not count toward degree/certificate requirements. The Assistant Dean or Program Director can provide specifics for each academic program.

Repeated Courses

Any student may, with the consent of the course instructor and the Dean, repeat a course in which they received a grade of F or No Pass. In addition, only the most recently received grade shall be used in calculating a student's grade point average and total credits required for completion of the degree or certificate. All units attempted and grades received shall remain part of the student's permanent record. Any repeated course, except for one offered only on a P/NP basis, must be taken for a letter grade (A, B, C, and F).

Status and Registration

Full-Time Status

KGI's definition of full-time status may differ from that for federal financial aid eligibility. If a student requires financial aid, they must meet the federal higher education enrollment standards for financial aid eligibility.

A graduate or professional student is considered a full-time student if enrolled in a minimum of 12 credits for the semester. A doctoral student is considered a full-time student if enrolled in a minimum of 15 credits for the semester.

Students will only be considered full time if they are continuously enrolled for at least two consecutive semesters annually. The following considerations also apply:

- Students enrolled in doctoral research are considered full time.

- All graduate students who are in Dissertation Continuation may be considered full time.
- Students who are engaged in an “internship” experience as part of their degree requirements may be considered full time at the discretion of Academic Affairs.
- International students must maintain full-time status to be in compliance with Visa regulations. They should consult with the International Student Advisor if they have questions about their individual status. Note that timely registration for courses is especially important so that they may remain in compliance with Visa regulations.

Part-Time Status

Graduate students may apply for part-time status through the Dean. Doctoral students who have advanced to candidacy are not eligible for part-time status.

Waitlist

On the student portal, students may add their name to a waitlist if a course is full. When on a waitlist, students will be notified when a seat becomes available. Students may inquire with the course instructor. If permission is gained, please notify the Office of the Registrar.

Withdrawals

A Riggs School student who withdraws from a course after the official drop date (and before the final date to drop with a “W”) will receive a notation of “W” on their transcript for the course. Withdrawals must be made through and approved by petition submitted to the Office of the Registrar. The petition must be submitted during the semester during which the course in question occurs, and in accordance with the deadlines posted in the academic calendar and may not be made retroactively. The Dean will approve or deny the petition. Neither a grade nor credit will be given for a withdrawal; if successful completion of the class is required for graduation, the student may attempt the class again.



Additional Academic Policies and Procedures by School

School of Pharmacy and Health Sciences

Academic Honors

Graduation with Honors

Graduates of the KGI School of Pharmacy and Health Sciences 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 and Health Sciences 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 five 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.

Dean's List

Students whose academic performance is within the top 10 percent of the class based on their cumulative GPA are placed on the Dean's List after each semester.

Academic Progression

For a student to successfully progress through the program, the student must maintain good academic standing (> 70% or passing in all courses), maintain the requisite GPA, and complete required coursework in the appropriate sequence. High academic standards are critical to ensuring academic integrity and quality at KGI. A Progression Committee will review student progression and make decisions relative to the promotion, remediation, and dismissal of students in the program.

Academic Progression Expectations | Human Genetics Programs

All students in the Genetics programs will be required to maintain a GPA > 2.75 and pass all courses in a given semester to progress to the next semester. Students will have an opportunity to explain any special circumstances to the Progression Committee. Based on the review of the student's performance, the Committee will make a recommendation to the Dean for a remediation plan, placement on probation, or withdrawal from the program. Students who have only failed one course in the semester will have the opportunity to remediate the course prior to the beginning of the next semester by working with the course coordinator. The course coordinator will develop a remediation plan that will be an abbreviated program of re-study designed to meet the needs of the student who is repeating the course. Remediation may include retaking of the examinations, rewriting of papers, or completing special projects to demonstrate proficiency in the course. Students failing two or more courses in a semester will either repeat the courses the next time the courses are available or be withdrawn from the program. A student whose cumulative GPA drops below 2.75 will be placed on probation and will be given one semester to raise their cumulative GPA to 2.75. Failure to meet this requirement will typically result in dismissal from the Institute. Students obtaining a 2.75 or below are in jeopardy of not progressing successfully through the program and are expected to work with program leadership, faculty, teaching assistants, tutors, and Student Affairs staff to ensure they avail themselves of every opportunity to succeed.

Remediation for clinical internships may be required if a student is not performing at the program's expected levels of competence. Student evaluations or verbal and written communications with the clinical supervisors, the program leadership may indicate unsatisfactory performance. The Progression Committee will develop a specific remediation plan that may include repeating the clinical internship. Failure to remediate the clinical requirements can result in the student's withdrawal from the program.

Academic Standards of Progress | PharmD Program

Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at the School of Pharmacy and Health Sciences if they have successfully achieved at least a level of "70%" or passing grade in all courses and summative block assessments, progression exam assessments, and experiential assessments.

In addition, students must maintain a cumulative 2.5 GPA at the end of each semester. If the student is unable to achieve a 2.5GPA, they will be placed on academic probation. Students who are unable to raise their GPA to 2.5 at the end of the next semester will be dismissed from the program.

Unsatisfactory Progress Following Reassessment and Extended Learning

If a student receives a "<70% or F" on three (3) 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 two (2) assessments during extended learning will be required to withdraw from the program. Students who receive an "F" on one (1) 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 decided by the Student Pharmacist Progression Committee and the student will be notified of the terms of probation by official correspondence from the Associate Director of Academic Affairs (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.

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.

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.

Method of Evaluation of Student Progression | PharmD

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.

Progression to P-2, P-3, and P-4 Year

P-2 YEAR REQUIREMENTS

Prior to starting the P-2 year, 38.5 credit hours of the P-1 professional curriculum must be completed.

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

P-4 YEAR REQUIREMENTS

Prior to starting the P-4 Rotations, all of the following must be completed in addition to all curricular obligations:

- 118 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

Advisement | PharmD Program

An important factor in a pharmacy student's success in this program is to provide the student with available advising, counseling, and mentoring to become successful. Mentoring, including academic advisement, will be provided by all faculty members in the SPHS. 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 Assistant Director of Student Affairs (ADSA). Faculty mentors will also track students' professionalization requirements, portfolios, and program progression.

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

A student who exhibits unsatisfactory or deficient academic performance or inappropriate professional conduct will be placed on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The ADAA, Program Director, or Coordinator may recommend that the Dean suspend students who have not fulfilled the terms and conditions of their probation.

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, Program Director, or Coordinator 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:

- A statement outlining the area of deficiency
- A statement reiterating the School's Withdrawal Policy, and
- 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, Program Director, or Coordinator. 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, Program Director, Program Coordinator, the ADSA, Dean of Students, faculty, or the Assistant Dean of Experiential Education (as appropriate) and the faculty mentor.

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 and Health Sciences 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 HONOR CODE” in this handbook.

Matters involving a student’s inappropriate professional or personal behavior will be brought to the attention of the Dean of Students in writing. The student will meet with the Dean of Students. 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, Program Director, or Program Coordinator will acknowledge the student’s placement on probation as described above.

The Dean of Students 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 Dean of Students shall communicate to the ADAA, Program Director, or Program Coordinator that the student be reinstated to non-probationary status.

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, Program Director, Program Coordinator, 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.

Termination

The Dean of the KGI SPHS 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.

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 SPHS 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.

Voluntary Withdrawal

Application for voluntary withdrawal from the School must be made in writing to the Dean of Students. A withdrawal form must be requested from the Division of Student Affairs. This form will be available in the Office of the Registrar. 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, the Dean of Students will notify the Dean. A student who leaves the School without notifying the Division of Student Affairs 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 Dean of Students, the Dean, the KGI Registrar, and the President of KGI.

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 re-instatement at a later date.

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 re-admission 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 re-admission. Requests for re-admission should be submitted to the Dean of Students in the Division of Student Affairs by June for the fall semester and November for the spring semester. All petitioners are required to fill out the Application for Re-admission for the KGI Registrar and provide requested documentation.

If the petitioner was temporarily withdrawn under defined terms, the Dean of Students 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 Dean of Students (DOS) will forward the Application for Readmission to the SPHS 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, DOS, and the ADAA. If readmission is granted, the DOS will forward the Application for Re-admission and supporting documentation to the KGI Registrar, and the ADAA, Program Director, or Program Coordinator will send the student an academic plan along with any other stipulations of re-admission.

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.

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 Dean of Students by June for the fall semester and November for the spring semester. The DOS will forward the Application for Reinstatement to the Dean and the ADAA.

If reinstatement is granted by the Dean, the DOS will forward the Application for Reinstatement and supporting documentation to the KGI Registrar, and the Associate Director of Academic Affairs, Program Director, or Program Coordinator will send the student an academic plan along with any other stipulations of reinstatement

Curricular Design | PharmD Program

The SPHS PharmD program 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.

Elective Policy | PharmD Program

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 SPHS electives will follow the procedures of the KGI SPHS.

- 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.

Enrollment Procedure Electives and Experiential Education Courses | PharmD

Registration and Enrollment Procedure for PharmD Students

- Core courses, labs, and introductory pharmacy practice experiences (IPPE's) will be assigned and students will be enrolled by the School of Pharmacy and Health Sciences:

All student schedules in the SPHS 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 and Health Sciences. 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.

Elective courses begin in the P-3 year and are applicable to the certificate chosen by the student: Medication Therapy Outcomes, Healthcare Management, Health Information Technology, or Medical and Clinical Affairs. Students are required to meet with their faculty mentors to discuss and select electives for their declared 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 SPHS. 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.

General Matriculation Rules and Guidelines

- Student attendance in classes is mandatory.

- Students are required to stay updated on school/class activities by checking their KGI e-mail account and the Learning Management System (Sakai), daily.
- Students are required to follow the Dress Code of the School as an integral part of their training and professionalism.
- Experiential programs, including internships, fieldwork, 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 and supervisors.
- 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 addressing academic or professional issues. Additional counseling services are available through the Dean of Students and the resource services offered by The Claremont Colleges Services (TCCS).
- A student must complete all graduation requirements in order to graduate.
- 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.
- The faculty of the KGI SPHS 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.
- The SPHS will graduate only those students deemed ready to accept the moral, ethical, and professional responsibilities of the practice of genetic counseling, genomic data analytics, and 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 SPHS Academic Progression Policy.

Learning Outcomes

For a list of program outcomes and curriculum, please visit the specific program:

- Master of Science in Human Genetics and Genetic Counseling, [click here](#).
- Master of Science in Human Genetics and Genomic Data Analytics, [click here](#).
- Doctor of Pharmacy, [click here](#).

Standards for Graduation

To qualify for graduation, a student must have achieved:

Genetic Counseling:

- 70.5 Credit Hours completed

- 38.5 Credit Hours didactic curriculum
 - 26 Credit Hours of Fieldwork Experiences
 - 6 Credit Hours of Research Thesis completed
- Other KGI financial requirements and obligations must also be met.

Genomic Data Analytics

- 66 Credit Hours completed
 - 48 Credit Hours didactic curriculum
 - 6 Credit Hours of electives from chosen degree emphasis
 - 400 hours of Summer Internship experience
 - 12 Credit Hours of Capstone completed
- Other KGI financial requirements and obligations must also be met

Pharmacy

- 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)
 - 8 Credit Hours of Introductory Pharmacy Practice Experiences (at least 320 supervised clock hours)
 - 1.5 Credit Hours of Professional Capstone Seminar completed
 - Satisfactory Completion of Student Portfolio
 - KGI SPHS exit survey completed
- Other KGI financial requirements and obligations must also be met.

Student Assessment Policy | PharmD

KGI School of Pharmacy and Health Sciences 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 in this Handbook). 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 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 may be administered during the P-1, P-2, P-3, and P-4 years.

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.

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. For the final assessment in any course, the students who do 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.

Friday	Friday	Monday
Assessment (Individual and Team)	Review Session (optional)	Re-assessment (Individual)

A student who does not pass the reassessment may be allowed to take extended learning after the semester. The procedures are listed below.

Credit for Team Assessment

Students who participate in the team assessment will receive additional points added to their individual assessment score in the amount of 2% of the total, provided that the student earns a passing (70%) score on the individual assessment and 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.

Extra Credit

Extra credit points on an assessment are prohibited.

Faculty Assessment Leader

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

Standard of Performance

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

Time Allotted

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

A SAMPLE SCHEDULE FOR SUMMATIVE ASSESSMENT WOULD BE AS FOLLOWS:

- 8:00 a.m. assessment begins
 - Students 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 accommodated start and end time.
 - 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.
- 10:00 a.m. assessment ends
- 10 minute break
- 10:10 a.m. – 11:30 a.m. team assessment
- Exam results will be evaluated by the faculty from 11:30 a.m. - 1:00 p.m.
- 1:00 p.m. scores will be posted on Sakai
- 2:00 p.m. - 4:00 p.m. 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 SAMPLE SCHEDULE FOR RE-ASSESSMENT WOULD BE AS FOLLOWS:

- 8:00 a.m. assessment begins
 - Students with documented disabilities will have an early start at 7:00 a.m.
 - Questions requiring a written response will be distributed first, collected, and then multiple-choice exams can be opened.
- 9:50 a.m. 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. Students must leave personal items brought to the exam room in the pharmaceuticals lab or the front or rear of the exam classroom (e.g. backpacks, purses, hats, etc.) at least five minutes prior to the official exam start time. Electronics should be powered down. Students are not allowed to access their materials—including phones—until after the team exam is complete. No food, drinks, or other non-exam related materials are allowed on the table during the exam unless a documented medical reason exists that has been cleared by the Disabilities Coordinator. Water is allowed but it must be placed in a clear bottle on the floor next to student. Scratch paper made available to students must be returned back prior to exiting the exam room.

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.

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, 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. For the team assessment, failure to be present when the assessment is distributed will result in the student forfeiting his/her additional points.

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.

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.

Disposition of Completed Assessments

Students may obtain temporary supervised access to completed assessments through the course coordinator. 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.

Re-Assessment

Following the final 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 re-assessments. In the event that the student is not able to achieve the 70% required for passing the re-assessment, 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 re-assessment 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
 - The students will take the assessments as individuals on Friday morning.
 - 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 2% added to their individual assessment scores. (It is possible to earn greater than 100% on the combined score).
 - 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
 - The student will be able to attend an optional re-assessment review session with faculty on Friday afternoon.
 - The student will have the weekend to study for the re-assessment typically scheduled on the following Monday morning.
 - If a student earns a score greater than 70%, they pass and the score will be recorded as a 70%. 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.
 - Any student having more than 2 collective re-assessment failures during a semester will not have the opportunity to remediate. In this instance, academic progression within the School of Pharmacy and Health Sciences will be evaluated.

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 SPHS.

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.

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 two (2) 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.

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 SPHS 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.

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.

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%.

Institutional Policies and Procedures

After-hours Room Access

This policy applies to faculty, staff, students, and their guests entering campus buildings after business hours from 5:30 p.m. – 8:00 a.m. and on weekends.

- KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, and 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.
- All key card access is logged.
- The staff lounge, the student lounge, classrooms, student computer labs, conference rooms, 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.
- Students requiring after-hours access to a lab may request permission from a faculty member associated with the lab under KGI Policy 536. After-hours lab access requests must be initiated by the faculty member.
- Faculty, staff, and students must carry their KGI ID when on campus and should be prepared to show their KGI ID to Campus Safety, if requested.
- Faculty or staff who require after-hours access for vendors need to e-mail the Campus Safety office their authorization, including the vendor name, room number, date, and time of access.
- Students have access to the Team Master's Program (TMP) rooms at any time in accordance with TMP protocols.
- 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.

To enforce this KGI after-hours room access policy, the Security officer will:

- Ask for KGI ID card.
- Indicate in the log book or daily report who was granted access, time of access, and to which building and room numbers.

Alcohol Policy

A Student Event refers to any event sponsored by any student organization or club. Keck Graduate Institute is committed to upholding local, state, and federal law; requiring proper management of Student Events where alcoholic beverages will be served; and minimizing the misuse of alcoholic beverages.

Applicability of this Policy

This policy applies to all registered Keck Graduate Institute students seeking to serve or consume alcohol at a Student Sponsored Event.

Persons under the age of 21 years are prohibited from possessing or consuming any alcoholic beverage on University premises or at a Student Event (whether or not on University premises). No member of the University community may serve or furnish any alcoholic beverages to persons under the age of 21 years or who cannot establish that they are 21 years of age or older.

Request for On-Campus Event with Alcohol

Students are required to complete the "On-Campus Event with Alcohol Request Form" to request any alcohol consumption at any school event. Student clubs or organizations who plan to host an event on-campus with alcohol will require the approval of the Division of Student Affairs by completing [this form](#) at least two weeks in advance of the planned event. On campus is defined as any of The Claremont Colleges.

There shall be at least two Event Hosts who shall act as non-alcohol consuming monitors by submitting the Event Serving Alcohol-Registration Form to the Division of Student Affairs at least four weeks before the event. If there is any reason that a designated representative cannot be present and act as the Event Host, an alternate must be appointed, and a revised registration form with their name and contact information (and acknowledgment of responsibility) must be submitted immediately to the Student Affairs office.

These hosts will be responsible for ensuring that all parties involved adhere to the following guidelines:

- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Hosts serving alcohol at an event must not consume alcohol prior to or during the event.
- Only beer and wine may be served at student group-sponsored event.
- The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol.
- Proof of age should be checked by the Event Host or Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport).
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- All events with an attendance exceeding 50 may only serve alcoholic beverages by using a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.
- A Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment, and must register the event through the Division of Student Affairs.
- Advertising for a Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Student Event must only be placed on designated bulletin boards. KGI reserves the right to remove any advertising (or refuse to send any email) it determines in its discretion not to be in compliance with these requirements (or otherwise).
- In no event should anyone under the influence of alcohol operate a motor vehicle.

The following actions are prohibited at all Student Events:

- Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
- Serving or furnishing alcoholic beverages to someone who appears to have exceeded his/her limit.
- Forcing the consumption of alcoholic beverages for any reason.
- Students will be held directly responsible for the destruction of personal or public property; the violation of the safety or rights of others; the violation of any federal, state, or local law; or the violation of any other KGI policy which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action against the student by KGI or by federal, state, or local law enforcement. In addition, KGI may take disciplinary action against the student organization or club sponsoring the event (up to and including loss of official status and termination of funding). If the identity of perpetrators cannot be

determined, the student organization or club sponsoring the event during which property damage occurred will be required to assume financial responsibility and may also lose their official status and funding.

- KGI assumes no responsibility for any liability incurred as a result of any violation of this policy or other KGI policies, or any violation of applicable laws governing the use and consumption of alcoholic beverages.
- Failure to comply with this policy will result in disciplinary action by KGI (up to and including, in the case of a student, suspension and expulsion and, in the case of a student organization or club, up to and including loss of official status and termination of funding).

Type of Alcohol Served

- A server may not serve more than one drink to one person at any one time.
- Alcohol may not be served to any individual who is perceived to be intoxicated.
- Non-alcoholic beverages and food must be available.
- Only wine and beer may be served or consumed. Kegs are permitted at certain registered events when provided and served by an insured, third-party vendor.
- Two drinks per person maximum may be served.
- A drink is defined as follows: 5 ounces of wine, or 12 ounces of beer (NIAAA, CDC). The amount of drinks approved for an event will be based on the attendance and the two drink policy.
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- Non-alcoholic beverages must be prominently available in the same general location as the alcoholic beverages, food must also be available (the food items must be substantial; a full dinner is not required). Non-alcoholic beverages and food items must be available in sufficient amounts for the number of people attending.
- Students may not appropriate, store, or transport opened bottles or containers containing alcohol for later use.

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

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 (eg: a single glass) of alcohol is permitted. If students are involved, a responsible faculty or staff member must be in attendance.

Rules Related to Possession or Consumption of Alcohol

POSSESSION OR CONSUMPTION BY INDIVIDUALS

- No one under the age of 21 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.
- 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).
- Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action.

SPONSORSHIP OF EVENTS SERVING ALCOHOL

- KGI event sponsors are expected to supervise and conduct their activities in a responsible and lawful manner.
- 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.

GUIDELINES FOR KGI-SPONSORED EVENTS SERVING ALCOHOL

The following guidelines apply to events sponsored by KGI where alcohol is served:

- 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.
- 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.
- The sale of alcoholic beverages is prohibited.
- Sponsors are responsible for ensuring that moderation is encouraged during events with approved, lawful consumption of alcoholic beverages.
- A person's decision not to use alcohol is to be respected.
- Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.

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 (Policy 340). Students who are KGI employees are also subject to KGI's Drug-free Campus and Workplace Policy (Policy 140).

Policy

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 21 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 21 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.

Rules Related to Students' Approved Possession or Consumption of Alcohol

POSSESSION OR CONSUMPTION BY INDIVIDUAL STUDENTS

- At events where students' possession and consumption of alcohol has been approved by KGI in advance, only students 21 years of age and older may possess and consume alcohol.
- 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.
- 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).
- 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 and Health Sciences Student Clinical Code of Conduct.

STUDENT ORGANIZATIONS' SPONSORSHIP OF EVENTS SERVING ALCOHOL

- 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.
- 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.
- 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.

GUIDELINES FOR STUDENT-ORGANIZATION-SPONSORED EVENTS SERVING ALCOHOL

The following guidelines apply to events sponsored by official student organizations where alcohol is served:

- 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.
- The serving and/or consumption of alcoholic beverages shall be carried out only by individuals at least 21 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.
- The sale of alcoholic beverages on campus is prohibited.
- 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.
- Alcohol consumption shall not be promoted as the primary focus of any event.
- Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
- A person's decision not to use alcohol is to be respected.
- Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.

- 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 Division of Student Affairs.

Assistance is 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.

Banning Disruptive Persons from Campus

Background

The Claremont Colleges (TCC) are composed of seven institutions of higher education, including: The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, KGI, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, The Claremont Colleges Services (TCCS) 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.

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 Colleges Services 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 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.

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

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.
- Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Director of Campus Safety.

REGARDING INDIVIDUALS WITH A CONNECTION TO ONE OF THE CLAREMONT COLLEGES OR THE CLAREMONT COLLEGES SERVICES

- 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.

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 TCCS to make this decision without regard to judicial proceedings at the home campus.

How the Ban of a Current Student Applies to Colleges

Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.

How the Ban of a Current Student Applies to The Claremont Colleges Services

Depending upon the circumstances of the individual student, the CAO shall determine, in consultation with individual TCCS and the Dean of Students at the college at which the student is enrolled, the scope and extent of the ban from TCCS and property. The student shall normally be permitted to make appointments at TCCS offices and services as needed. For “drop in services” that a student might utilize (i.e. OBSA, CLSA, Chaplains, etc.), the CAO shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

Generally, banned students shall be permitted to use Honnold Library and the Huntley Bookstore, although TCCS reserves the right to limit and/or suspend privileges where circumstances warrant such action. Circumstances under which a student might be restricted from bookstore and/or library usage include, but are not limited to, students who appear to pose a threat to the health, safety, or welfare of other patrons and/or theft from the facility.

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.

Effective Date and 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.

Bias-related Incidents—Protocol for Bias Related Incidents

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 The Claremont Colleges Services (TCCS) premises, this Protocol shall govern communication among The Claremont Colleges' chief student-affairs and administrative officers.

California Law Regarding Hate Crimes

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

"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:

- Disability
- Gender
- Nationality
- Race or ethnicity
- Religion
- Sexual orientation
- 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.

California Penal Code § 422.6:

- 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.
- 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.
- 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.
- 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.

Responding to Incidents

- 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.).
- 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.
- 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.
- 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.
- The Dean of Students shall preserve the copies of evidence. 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 TCCS. 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.
- Each school and TCCS 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:
 - Notification procedures for personnel responsible for the handling the incident are in place, including communications officers
 - Email/and or web dissemination of the notification to all faculty, staff, and students;
 - Paper mail dissemination of the notification to all faculty, staff, and students;
 - Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
 - Utilizing RAs, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
 - 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.
 - Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident.
- Each institution will ensure that residence life staff members are instructed about response protocols for such incidents.
- Each institution will provide information to its community about reporting protocols.
- TCCS will insure that campus safety officers and dispatchers are instructed about response protocols for such incidents.
- The chief student affairs and administrative officer will keep a log of incident communications originating from his/her institution. The log shall include a description of each incident, and the institutional and/or police response to the incident. This log may be 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, and Pitzer Black Student Union (BSU) in spring 2005.

Bicycle Use Policy

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.

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 gives community members free access to bicycles, tools, and repair instruction. For information on the Green Bike Program, please [click here](#).

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 at 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.

Policy

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.

Bicyclists Must Yield the Right-of-Way to Pedestrians on Campus

All Bicycles On Campus Must Be Registered

TCCS Campus Safety offers free bike registration through the National Bike Registry. Call 909.621.8170. Direct registration through the NBR website costs \$10 for 10-year registration. [Click here](#).

KGI Is Not Responsible for Lost or Stolen Bicycles

Bicycles Must Be Parked and Secured in Authorized Areas

- 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.
- Bicycles may not be parked inside KGI buildings.
- Bicycles may not be locked to trees, handrails, poles, fences, or 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.
- Individuals who find that there is no authorized space for securing their bike should notify the campus security office (KGI Building 517 room 122, or call 909.607.8736) to avoid removal of the bike by security and to alert KGI to the need for more bike racks.

Bicycles Parked in Unauthorized Areas May Be Confiscated

- 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 KGI Facilities staff at Building 215. Note, confiscated bicycles that have not been registered will not be returned until registration is completed.

- 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.

Bicyclists Must Comply with Regulations.

- Bicyclists must comply with KGI regulations to ensure the safe operation, use, and parking of bicycles on the campus.
- Bicyclists are also responsible for compliance with City of Claremont and State of California bicycle regulations and this KGI policy. For a list of applicable state laws, [click here](#).

Campus Computing and Network Resources

KGI Policy

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 Colleges Services.

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

General Provisions

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

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.

Privacy and Security

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.

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.

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.

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:

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Copyright Policy

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 (Policy 001), KGI's Policy on Appropriate Use of Campus Computing and Network Resources (Policy 280), the Student Honor Codes for each School and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

KGI Protects Copyright As Defined By Federal Law

KGI RESPECTS COPYRIGHT PROTECTION OF ORIGINAL WORKS OF AUTHORSHIP

Keck Graduate Institute requires that students follow copyright law as a condition of their relationship with the Institute, including student employment.

COPYRIGHT PROVIDES WIDE RANGING PROTECTION

The U.S. Copyright law, Title 17 USC, Section 102, protects original works of authorship sculpture, visual art, etc., such 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.

EXCEPTIONS ARE SPECIFIED BY LAW

- An important exception is works produced by the U.S. Government: works published by the U.S. Government are not subject to copyright law
- Use of copyrighted material in the classroom may be exempted
- "Fair use" of copyrighted material may be exempt

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.

COPYRIGHT DOES NOT APPLY TO:

- Procedures, processes, systems, methods of operation.
- These qualify for protection and ownership under patent law, and patent and copyright do not usually overlap.
- 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.
- 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.
- Other unoriginal or unfixed works.

Resources for more information on copyright can be found on the U.S. Copyright Office website. U.S. Copyright Code, 17 U.S.C. § 102(b)

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.

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.

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.

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.

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, Gnucleus, 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.

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.

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.

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. §107) 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

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work

- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

[Click here](#) for resources to guide use of copyright protected materials under fair use law.

Copyright Infringement: Discipline, Damages, and Penalties

INFRINGEMENTS OF COPYRIGHT IN THE COURSE OF COMPLETING KGI ACADEMIC ASSIGNMENTS ARE SUBJECT TO ACADEMIC DISCIPLINE, AS PROVIDED IN THE STUDENT HANDBOOK REGARDING VIOLATIONS OF THE STUDENT HONOR CODES

These provisions are posted on the KGI Student Handbook webpage. Discipline may be imposed irrespective of whether the copyright owner is aware of the infringement.

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 Digital Millennium Copyright Act (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 TCCS 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.

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.

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.)

THE FEDERAL DIGITAL MILLENNIUM 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.

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.)

Acknowledgements: this policy makes use of several institution's resources on copyright for which KGI gives thanks: University of Minnesota, California State University Northridge, Purdue University, and The Claremont Colleges Services.

Demonstrations

Purpose and Scope

KGI follows the TCCS 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.

Policy

The undergraduate Claremont Colleges—Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College—together with Claremont Graduate University, Keck Graduate Institute, and the Claremont Colleges Services, 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 TCCS, the individual Colleges and TCCS 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 TCCS 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 The Claremont Colleges Services 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 TCCS

If an officer or designee of an affected College or TCCS 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 TCCS 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 TCCS, or designee, on the property of TCCS, 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 TCCS may delegate their authority to act.

Enforcement

In the event of a non-peaceful or disruptive action on the property of any of The Claremont Colleges, TCCS, or any of their affiliated offices or programs, the affected College or Colleges or The Claremont Colleges Services 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 TCCS, in the case of the property of TCCS, 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 TCCS 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 TCCS 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 TCCS.
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 TCCS may bill students or file civil suits to recover damages and costs.
6. While officials at affected colleges or TCCS 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.

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, special in-class guests, and presentations). Professional judgement should always be used. Students should consult with their course instructor if they have any questions regarding a special class circumstance.

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.
- Clinging fabrics and tight outfits are not appropriate. Provocative clothing styles are not appropriate.
- *Hats will not permitted during an exam.
*This does not apply to headgear considered a part of religious or cultural dress.
- Clean, professional, and comfortable shoes should be worn (flip-flops not permitted).

- Clothing with profane or offensive language are not permitted.
- Each student's school identification must be with them at all times.

General requirements that apply to all laboratory and clinical settings are as follows:

It is important for students to dress appropriately at all times in the clinical and community settings, even if there to observe, or to work on case prep or follow-up. Be mindful of your professional appearance as supervisors and patients pay attention to how you carry yourself. In addition to the requirements listed above, 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), and 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.
- Nails should be well manicured and of a length which does not interfere with clinical activities.
- 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. The school will not be responsible for lost or stolen jewelry.*
- A clean white waist-length laboratory coat is to be worn at all times on lab days.
- Clean KGI approved scrubs may be worn under a lab coat during lab days.

In addition to the minimum dress code standards listed above, PharmD students must also adhere to the following:

- 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).
- There may be rare occasions when a change in the code is authorized (e.g., jean days). These will be formally communicated in writing.

Specific settings

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.

LABORATORIES

- 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.

CLINICAL ROTATIONS

Please refer to the Preceptor Experiential Education Manual.

AFTER HOURS (AFTER 6 P.M. MONDAY THROUGH FRIDAY)/WEEKENDS

After hours and weekend dress is permitted after 6 p.m. 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.

Drug-Free Campus

Purpose and Scope of Policy

Keck Graduate Institute (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 (POLICY 140). KGI students are also subject to KGI's Student Use of Alcoholic Beverages On and Off Campus Policy (POLICY 341).

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 (POLICY 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.

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.
- 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.

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.

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.

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 PharmD program. This is not applicable to Genetics students.

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—Tranquada Student Services Center, 757 College Way, 909.607.3602
- Monsour Counseling Center— Tranquada Student Services Center, 757 College Way, 909.621.8202
- Student Health Services—Tranquada Student Services Center, 757 College Way, 909.621.8222 and after-hours, 909.607.2000
- KGI Division of Student Affairs—Building 517, by KGI Café

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 the Division of Student Affairs at 909.607.0435. To protect students' privacy, information regarding a student during participation in any related program will be treated confidentially.

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.

	Period of Ineligibility for Title IV Aid After Conviction of Possession of Illegal Drugs	Period of Ineligibility for Title IV Aid After Conviction of Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offense	Indefinite period	Indefinite period

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 Division of Student Affairs 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.

Drug Free Campus and Workplace

Purpose and Scope of Policy

Keck Graduate Institute ("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.

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.

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.

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.

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.

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.

Available Resources, Education, and Assistance

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.

Student employees

Resources available to students are detailed in Policy 341.

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.

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 create 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.

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 Dean of Students.

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.

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

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.

Purpose

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:

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

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).

General Policy

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.

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.

Prohibited Uses

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).

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.

- 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.
- You may not disclose any financial, proprietary, or other confidential information of KGI.
- You may not present yourself as an official representative of, or spokesperson for, KGI.
- You may not utilize KGI's trademarks or logos without permission of the Marketing Department of KGI.
- 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.
- 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.
- Faculty shall employ the highest professional and ethical standards in any social media interactions with students enrolled at KGI.

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.

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.

Guidelines For Ethical And Professional Behavior

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.

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 undesigned 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.

Suggested Best Practices for e-Professionalism

- Deletion 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

Minor Children on Campus

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.

Policy

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.

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.

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 Policy 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 16 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.

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.

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 the Student Affairs staff at 909.607.0435.

Enforcement

- 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.
- Failure to comply with this policy may be grounds for appropriate disciplinary action.
- Supervisors have the responsibility to inform employees and students of this policy.

Non-Discrimination 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 Students. 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

Recording and Taping Policy

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.

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 TCCS'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.

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?

Individual Faculty and Students

Individual faculty members with questions should contact the KGI Senior 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.

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.

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.

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

Information about the Department of Campus Safety

KGI is served by the Claremont Colleges Services Department of Campus Safety, 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:

Claremont Colleges Services Department of Campus Safety

251 E. 11th St.
Claremont, CA 91711

Off-campus 909.621.8170
On-campus, extensions 18170 and 72677

For emergencies, call ext. 72000.

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 appropriate school Dean, who will initiate the appropriate procedures.

Sexual Discrimination, Harassment and Misconduct Policy

What is Title IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. --Title IX of the Education Amendments of 1972

Educational institutions that receive federal financial assistance are covered by Title IX. In compliance with Title IX, KGI prohibits discrimination in employment as well as in all educational programs and activities on the basis of sex.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106), KGI's Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination. For KGI's full Sexual Discrimination, Harassment, and Misconduct Policy, please [click here](#).

Scope of Sexual Discrimination, Harassment and Misconduct Policy

This Policy Applies to all KGI community members, including students, student organizations, faculty, teaching/research assistants, lecturers, administrators, staff, volunteers, vendors, contractors, visitors (including visiting scientists) and individuals regularly employed or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the Institute or on its property.

The Policy applies to conduct occurring on Institute-controlled property, at Institute-sponsored events, Institute programs or activities, and off-campus where the conduct has continuing adverse effects on any member of the KGI community in any KGI program or activity.

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

To view the entire policy, [click here](#).

For questions or more information please contact the Title IX Coordinator. 909.607.9649

Smoking Policy

Purpose and Scope Of Policy

Keck Graduate Institute ("KGI" or "Institute") is committed to providing a safe, healthy and productive work environment for all students, faculty, staff and visitors. Consistent with this commitment, and in compliance with federal regulations KGI remains smoke and drug free. Smoking and/or the use of all illegal drugs, including cannabis (marijuana) is prohibited in all indoor and outdoor facilities on Institute owned and leased property with no exception, including within vehicles parked on those properties. This includes all Institute owned and leased housing, dining, facilities and all teaching, research, clinical and office space. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit, and to all Institute owned or leased facilities and vehicles.

KGI does not permit the use of marijuana for any purpose on Institute property or at Institute sponsored activities or events, even if the use is otherwise permissible under the California Compassionate Use Act, Proposition 215 or the Adult Use of Marijuana Act, Proposition 64.

- Smoking is prohibited in any facility owned or leased by Keck Graduate Institute, regardless of location.

- Smoking is prohibited within 25 feet of an area that surrounds Keck Graduate Institute owned or leased facilities, including entrances, exits, mechanical system air intake structures, public and common areas for such facilities.
- Smoking is prohibited in any College owned or leased vehicle, including electric carts.

Definitions

Smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette which creates a vapor, hookah or other lit product and including the use of any substance, including but not limited to tobacco, cloves or marijuana. Illegal drugs include all forms of cannabis, including in amounts and forms otherwise permitted by California law in non-campus locations.

Exceptions

Smoking may be permitted:

- In connection with research with prior approval of the sponsoring department and the Office of the President.
- For ceremonial use on KGI property with prior approval of the sponsoring department and the Office of the President.

Available Resource, Education and Assistance

The Los Angeles County Department of Public Health's Tobacco Control and Prevention Program—Project TRUST (Tobacco Reduction Using Effective Strategies and Teamwork)—aims to further reduce smoking prevalence and decrease exposure to secondhand smoke, especially in disadvantaged communities, by implementing evidence-based policies and environmental change strategies that promote tobacco cessation and smoke-free environments. For more information regarding their programs you can reach them by phone at 1-800-NO-BUTTS or [click here](#).

Additional information regarding programs available through KGI and Claremont Consortium for students, faculty and staff are identified below:

- Students are encouraged to contact The Claremont Colleges Services, Student Health Services for programs or opportunities that may be available. For more information contact Student Health Services by phone at 909-621-8222 or [click here](#).
- Faculty and Staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information contact Human Resources by phone at 909.621.8222 or hr@kgi.edu

Accountability

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of all members of the KGI community. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Refusal by students, faculty, or staff to comply with this policy may result in appropriate disciplinary action. Visitors who refuse to comply will be asked to leave and could be subject to arrest for trespassing should they persist.

Reviewed and reaffirmed by KGI President's Cabinet: [January 25, 2018]

Smoking and Vape Free Campus

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.

Definitions

Smoking: The term "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.

Policy

- Smoking is prohibited in any facility owned or leased for KGI use, regardless of location. This includes open and closed offices and classrooms.
- 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.
- Smoking is prohibited in any vehicle owned or leased by KGI.

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.

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.
- Members of the KGI community may notify the appropriate office of repeat offenders.

Related IRB-approved research projects are exempt from this policy.

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

Student Conduct | Honor Code

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.

General Principles

Principles inherent in this Code include:

- Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
- Students shall conduct themselves in a manner that upholds their reputation of honesty and integrity in order to promote an environment of trust.
- It is the obligation of the students to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.
- KGI students shall report to the Dean of Students (DOS) any firsthand knowledge of any violation to any of the provisions of this Honor Code.

Prohibited Activities with Respect to 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.

In addition, KGI students shall not:

- 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.
- Use of materials in any research or assignment that are not authorized by the instructor. This includes reuse of the student's own work or the work of others.
- 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.
- 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.
- Give, solicit, or receive information or assistance to or from any person or source in regards to an examination, group examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.

- Submit modified or changed completed tests, answer sheets, or assignments for re-grading.
- 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.
- Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination.
- 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 Dean of Students, Student Conduct Committee (SCC), faculty, Dean, or the Dean's designee.

Prohibited Activities with Respect to 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.

In addition, the KGI student shall not:

- 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.
- Purposely furnish false information.
- Perpetrate any form of theft, forgery, falsification, or fraudulent use of the Institute or work-site property.
- 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 DOS, SCC, faculty, Dean, or the Dean's designee.
- Use or remove unauthorized prescription or nonprescription medications and/or appliances from the site of any clinical experience or rotation.

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.

Penalties

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 which 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 DOS. 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.

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.

Probation

There are three levels of probation. Recommended level of probation will be determined by the level of seriousness and history. While typical penalties are described below, additional penalties may be assessed.

LEVEL ONE

This level of probation is intended for minor violation(s) of the honor code. Penalties for Level One infraction include probation for a stated period, along with:

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

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 Level Two infractions will have a Level Two Probation for a period of time that will include:

Loss of eligibility for one or more of the following:

- Holding or running for elected office in student professional organizations;
- Representing the Institute in any capacity both on campus and away from campus;
- Competing for honors and distinctions;
- 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, additional level-two penalties, 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 Level Three infractions will have a Level Three Probation for a period of time that will include one or more of the following:

- Loss of eligibility for attendance at all KGI and/or non-class-related sponsored activities for a stated probationary period,
- Community service for a stated number of hours that will require a student to perform tasks that will benefit the community, the School or the Institute. Tasks will be assigned and administered by the DOS. Note: These community service hours do not count towards any academic or course requirement(s).
- Course failure.
- Suspension or separation from the program and the Institute.

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

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.

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.

Honor Code Procedures

General Statement

- The process of adjudicating alleged violations involves several KGI offices and committees, as follows:
- The Dean of Students is responsible for the overall administration of all honor code procedures.
- The Dean of Students also coordinates an initial investigation of all alleged violations, are responsible for scheduling the SCC meetings and hearings, and overseeing penalties.
- The SCC serves as a hearing board for incidents of misconduct involving violations of the KGI Honor Code and SPHS 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.
- 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.
- The Dean will address appeals regarding recommendations made by the SCC.
- 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.

Organization of Student Conduct Committee

Each School will have their own SCC appointed on the basis of school bylaws. . A minimum of one faculty member and one student from each school will serve on the committee. Each member of the committee has one vote. An ad-hoc member 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 the Dean of Students in the appropriate school.

Process

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 SPHS Student Clinical Code of Conduct against a KGI student must report violations to the Dean of Students. It is the responsibility of students, staff, or faculty who suspect such a violation to make a charge in writing, using either the Honor Code Charge Form or SPHS Student Clinical Code of Conduct Charge Form (see link to forms), to one of these individuals. Charges must be filed within Ten (10) business days of the alleged misconduct or discovery of alleged misconduct by an institutional representative.

Upon receipt of an Honor Code Intake Form, the Dean of Students 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. 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 the document to the Dean of Students within two (2) business days from the date of the written correspondence, whether they agree with them 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 Dean of Students (DOS) 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 DOS will conduct a preliminary investigation. This investigation will normally entail meeting with the accuser(s), witness(es), obtaining and discussing existing evidence of the alleged misconduct, and a meeting with 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 DOS to describe these discussions. Every effort should be made by all parties involved to maintain confidentiality in these discussions.

Process following preliminary investigation

FOR CASES WHERE DISMISSED BY DOS

Following the preliminary investigation, the DOS may drop the charge and dismiss the case (e.g., unable to substantiate based on current evidence, convinced a violation has not occurred). 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 DOS’s office until the student graduates or leaves KGI. Should additional information become available, the DOS can re-open the case.

FOR CASES WHERE THERE IS ADMISSION OF CULPABILITY: RESOLUTION OF COMPLAINT THROUGH ADMISSION OF RESPONSIBILITY

If the accused student admits responsibility for a violation of the KGI Honor Code or SPSHS 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 DOS until the student graduates or leaves the Institution. Students may examine the contents of their file by appointment with the DOS.

FOR CASES WHERE THERE IS NO ADMISSION OF CULPABILITY

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 referral memo created by the DOS 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 DOS 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 when regular classes are not in session.

The Chair of the SCC will present evidence at the SCC meeting. The accused student(s) shall meet with the Committee and be 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. Scheduling of all witnesses must be cleared with the chair of the SCC beforehand. 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.

Appeals

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

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, Dean of Students (DOS), 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

Rights of the Student

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

- The right to a reasonable amount of time to prepare for his/her hearing;
- The right to a prompt hearing;
- The right of being presumed innocent until proven guilty;
- The right to solicit advice;
- The right to appeal;
- The right to know his/her accuser;
- The right to expect that the SCC will deal with his/her case in a confidential manner.

NOTES AND DEFINITION

- The word student in this manual refers to any person who is enrolled in any course offered by the KGI.
- 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.
- The words institute and school refer to KGI and Riggs School, KGI SPHS or KGI MSGC or MSGDA, respectively.
- 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.
- The word handbook in this document refers to the edition of KGI's Student Handbook in effect at the time of the offense.
- 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.

Student Clinical Code of Conduct | School of Pharmacy and Health Sciences

The KGI School of Pharmacy and Health Sciences 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 and Health Sciences Clinical Code of Conduct prior to enrollment in the KGI School of Pharmacy and Health Sciences.

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

Respect and Concern for the Welfare of Patients

The human genetics and pharmacy program student 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.

Trustworthiness

The human genetics and 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 genetic counselor, 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.

Responsibility and Sense of Duty

The human genetics and 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.

Professional Demeanor

The human genetics and 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.

The human genetics and 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 education take priority over routine menial tasks.
- Should report committed infractions against the above standards to his/her preceptor or program director as soon as possible so that appropriate actions take place to resolve the matter.

If a student feels that a preceptor, other professional or program leadership has committed infractions against the above standards, he/she has the responsibility of informing that preceptor, professional or program leadership whether by direct contact or by way of an honest evaluation at the end of a rotation, internship or field work of such feelings so that the preceptor, professional or program leadership 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 and Health Sciences.

Student Grievances

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, based on school:

Grade-Related Grievances | Riggs School of Applied Life Sciences

All students shall be treated fairly with respect to evaluations made of their academic performance, standing, and progress. KGI presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives. Nonetheless, KGI believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in

an academic or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the Student Handbook or Faculty Handbook. Issues concerning admission or readmission into a program cannot be appealed beyond the actual Enrollment process.

In most cases, students should first discuss their concerns with the course instructor to determine the possibility of reaching an agreement concerning the issue. If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue with the instructor, the student should request a meeting with the Program Director to attempt to resolve the issue at the informal level. If these informal attempts to resolve the issue fail, the student can enter a formal procedure by following these steps: A student may appeal an academic determination by submitting a written statement to the Assistant Dean and Dean of Faculty which specifies the details of the action or judgment. The statement should include a description of the issue, when the problem occurred, who was involved, the basis of the appeal and the resolution sought. Documentation, including submitted assignments and communications, should be attached to the letter or forwarded to the Assistant Dean or Dean at the same time the grievance is submitted. All appeals of grades need to be initiated and resolved within one month of the end of the course or assignment of the grade and before the student graduates.

Grade grievances for courses taken outside of the KGI SALS are bound by the produces and processes of that school or institution. Students can seek the advice of KGI deans or faculty to navigate this process, but the ultimate decision rests with the home institution for the grade.

Final Grades

All students will be treated fairly in evaluations made of their academic performance, standing, and progress. KGI presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives. Nonetheless, the Institute believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperation-education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the KGI's Curriculum Catalog, Student Handbook, or Faculty Handbook.

In most cases, students should first discuss their concerns with the course instructor to determine the possibility of reaching an agreement concerning the issue. If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue with the instructor, the student should request a meeting with the Program Director to attempt to resolve the issue at the informal level. If these informal attempts to resolve the issue fail, the student can enter a formal procedure by following these steps: A student may appeal an academic determination by submitting a written statement to the Assistant Dean and Dean of Faculty which specifies the details of the action or judgment. The statement should include when the problem occurred, who was involved, the basis of the appeal and the resolution sought. All appeals of grades need to be initiated and resolved before the student graduates.

Grade-Related Grievances | School of Pharmacy and Health Sciences

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 and Health Sciences 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.

Non-Grade-Related Grievances | Keck Graduate Institute

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. For a complaint towards a school dean, the student should first consult with the Dean of Students, instead of the immediate supervisor.

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 Dean of Students 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.

Consulting with Dean of Students

After receipt of the written complaint, the DOS 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 DOS 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 DOS, they must do so in writing to the Dean within five (5) business days of receipt of the written decision. The DOS 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.

QUICK REFERENCE NON-GRADE-RELATED GRIEVANCES

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

1. Meet with Faculty Member(s)/staff involved; if not resolved
2. Meet with Department Chair/Immediate Supervisor; if not resolved
3. Student makes written statement to DOS
4. DOS meets with the personnel involved, and personnel will respond in writing with a resolution; if not resolved
5. Department Chair/Immediate Supervisor will review materials, meet with student and personnel, and respond in writing with a decision; if not resolved
6. DOS meets with student regarding the grievance and respond in writing with a decision; if not resolved
7. Dean will review materials, meet with student and personnel, and respond in writing with a decision; Dean's decision is final.

Technical Standards for Admission, Continuation and Graduation

KGI is committed to providing degree programs 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 KGI's certificate and degree programs 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 program's curriculum in order to pursue any career path in professional practice.

Thus, the standards are prerequisites for admission, continuation, and graduation from KGI. The program faculty will monitor the student's ability to meet these standards.

KGI will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in the Technical Standards for which the student has applied for. All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. KGI reserves the right not to admit any applicant who cannot meet the Technical Standards set for each program with reasonable accommodations. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. To matriculate into a 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 necessary skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about the technical standards is strongly encouraged to discuss the issue with the Dean of Students 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 professional student.

Candidates for any KGI program must be able to perform the essential functions set by their programs in order to complete graduate training.



Disclosures

ACGC Accreditation Statement

The Master of Science in Human Genetics and Genetic Counseling program at Keck Graduate Institute is accredited by the Accreditation Council for Genetic Counseling (ACGC):

4400 College Blvd., Ste. 220
Overland Park, KS 66211
913.222.8668
gceducation.org

Complaints Related to ACGC Standards

Any person concerned about the quality of a Genetic Counseling Program accredited by the Accreditation Council for Genetic Counseling (ACGC) may contact the ACGC Executive Office. Complaints regarding a program should be made in writing to the ACGC Executive Office. The ACGC Board will consider and investigate those complaints containing allegations which, if substantiated, may indicate noncompliance with accreditation standards. For more specific information on these policies and procedures for filing a complaint, please visit the [website](#).

Accreditation Status

The SPHS Doctor of Pharmacy program is accredited by the Accreditation Council on Pharmacy Education (ACPE).

135 South LaSalle Street, Suite 4100
Chicago, Illinois 60603
312.664.3575 | FAX 312.664.4652
acpe-accredit.org

Complaints Related to ACPE Standards

KGI School of Pharmacy and Health Sciences 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 to access the standards and the procedures for filing a complaint. [Click here](#).

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.

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
510.748.9001
wscuc.org

Complaints Related to WASC Standards

KGI has an obligation to respond to any written complaints by students lodged against the Institute that are related to the standards of the accrediting body. At any time, a student or prospective student can contact WASC directly through the [website](#) 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.

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:

Bureau for Postsecondary Education

2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

916.431.6924 | FAX: 916.263.1897

bppe.ca.gov

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, (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.

Privacy Rights and Responsibilities

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and the California Public Information Act, students at KGI are assigned the following four rights in regard to maintained education records:

- 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.
- 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 Dean of Students.
- 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.

- 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

Annual Notice

Keck Graduate Institute will notify all registered students annually of their FERPA rights through the publication of the student handbook which is available online at the KGI website and in this handbook.

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](#).

You can find detailed FERPA information [here](#).

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 disposal 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.

For more information and resources regarding HIPAA, please [click here](#).



Student Life

Academic Resource Center

The services provided at the Academic Resource Center (ARC) are designed to support your academic growth and success at KGI. Students have access to time management workshops, assistance with test preparation, peer tutoring, academic success seminars, NAPLEX review sources and personalized action plan coaching. For more information, [click here](#) or email student_affairs@kgi.edu.

Alumni Relations

The Office of Alumni Support (OAS) was created to support alumni with the following resources:

- KGI Alumni platform on [LinkedIn](#) is a valuable tool for alumni. It contains contact details and location information about our global alumni network as well as job board postings and events.
- Invitations to regional networking events, conferences, and webinars.

The OAS asks that you remain in touch and let us know when you've moved or changed jobs. We want to be sure we include you on our guest lists and have the opportunity to celebrate your successes with you. Stay in touch!

Campus Safety

Campus Safety protects the persons and property of students, faculty, staff, and visitors to The Claremont Colleges, 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.

- [Download LiveSafe App](#): LiveSafe is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.
- **If you have an emergency on campus, call 909.607.2000.** For more information please visit their [website](#).

Career Services

The goal of the Career Services Office is to provide resources and support to enable KGI students and alumni to secure satisfying internships and careers. Check out the many useful platforms and tools provided by this office to more easily connect with employers and source jobs, internships and event information.

Student Affairs Suite

517 Watson Drive, Claremont, CA 91711
909.607.0102

Chicano Latino Student Affairs

Chicano Latino Student Affairs (CLSA) provides support 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.

Tranquada Student Services Center, 2nd floor
757 College Way, Claremont, CA
909.621.8044

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. MCAPS is located in Tranquada Student Services Center 757 College Way, Claremont, CA and is open 8:30 am to 5:00 pm Monday through Friday during the academic year. Crisis services are available 24/7 by calling the main line 909.621.8202. Some appointments are available after-hours.

Dean of Students & Division of Student Affairs

The Dean of Students serves as the primary student advocate and liaison to the KGI Administration, overseeing the Division of Student Affairs. The Division of Student Affairs provides support, fosters campus leadership, and enhances the co-curricular experience of the student community. The Division of Student Affairs mission is to support, motivate, and enhance the personal and professional growth of the KGI student community.

EmPower Center

The EmPOWER Center formally is the Violence Prevention and Advocacy Center of The Claremont Colleges. The Center works 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.

Family Resources

KGI knows that bringing your family to school can be stressful as you navigate options in a new city. The Division of Student Affairs 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.

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.

Housing

On-campus housing is available through Oasis KGI Commons. Amenities, rates and floorplan information can be found on their [website](#) or by contacting the Housing Office at 213.444.8235. For tour availability, please email oasis@cocm.com.

Huntley 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 here](#).

International Student Support and Services

KGI International Students: International students at KGI will have the support of an international student advisor to assist in navigating important documents and paperwork, as well as transitioning into a new environment. Students should contact the Office of International Students and Scholars for more information.

IPlace 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. All students, faculty, staff members, and townspeople are invited to participate in Thursday lunch programs, discussion groups on global issues, and social events.

The I-Place Lounge, open Monday through Friday from 9:00 am to 5:00 pm, is located at 390 E. Ninth Street on the Claremont McKenna College campus. Just drop by or make an appointment (909- 621-8344 or 909.607.3910).

KGI Café

KGI Café and dining experiences are what bring the KGI community together.

Library

The Claremont Colleges Library is 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.

The services of the Claremont Colleges Library are below:

Honnold Library Café: The library offers an in service café for visitors.

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.

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.

Interlibrary Loan: The Libraries offer Interlibrary Loan service and maintain partnerships that provide access to books, articles, and other materials not held in our collections. These partnerships include the Statewide California Electronic Library Consortium (SCELC), Link+ and the Center for Research Libraries in Chicago. The collections of two affiliated institutions in Claremont, the Claremont School of Theology and Rancho Santa Ana Botanic Garden, are included in Blais and are available to the students, faculty, and staff of The Claremont Colleges.

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.

Reference staff assists with locating and using both traditional and electronic information sources. One of the major activities of the Libraries is teaching students how to find, evaluate, and effectively use information. Tours, workshops, and instruction for classes and other groups, as well as individual appointments for instruction and research assistance, may be scheduled in each of the Libraries. Most of the Libraries' classes and workshops are held in the Keck Learning Room, the Libraries' state-of-the-art, hands-on teaching facility, located in Honnold/Mudd Library.

Office of Black Student Affairs

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.

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.

On-Campus Employment

On-Campus Employment opportunities are available to students. Job descriptions and applications are available to students through the online portal, Handshake. [Click here](#)

Parking

Parking at the Claremont Colleges is regulated and a valid parking permit is required to park on campus property. All vehicles must be registered with Campus Safety and display a permit issued by Campus Safety. Vehicles parked improperly or without a permit are subject to citation.

KGI charges students a parking registration fee of \$50 per semester. This fee covers the cost of parking enforcement, which is required by the City of Claremont.

How to register your vehicle

- Online [Click here](#)
- In-person by going to
 - **Campus Safety Office**
150 East 8th Street
Claremont, CA 91711
- In-person on campus

Campus Safety will host an on campus registration day at KGI at the beginning of each academic year

KGI students may not park in spaces reserved for visitors or otherwise marked as reserved. With the exception of Oasis residents with a proper permit, no automobile shall be left at KGI for more than a 24-hour period. Off-campus students may not leave their vehicles at KGI during vacations, breaks, or in the summer; arrangements must be made for vehicles to be stored off-campus. Oasis Residents with a current rental agreement are allowed to leave their vehicles parked in the residential parking lot for holidays and breaks.

Further information regarding vehicle registration, visitor parking, and parking regulations and fines can be found on the TCCS Campus Safety Website. [Click here.](#)

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.

Queer Resource Center
395 E 6th Street
Claremont, CA 91711

Student Disability Resources

Student Disability Resource Center

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.

Tranquada Student Services Center, 1st floor
757 College Way
Claremont, CA
909.607.7419

KGI Student Disability Services

Students with disabilities are an integral part of KGI's rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

Disability Coordinator, Student Affairs Suite
517 Watson Drive, room 116
Claremont, CA 91711
909.607.0896.

Introduction

Mission of Disability Services:

Students with disabilities are an integral part of KGI's rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

American with Disabilities Act of 1990:

Prohibits discrimination against individuals with physical and mental disabilities in all areas of public life, including jobs, schools, transportation, and access to all public and private places that are open to the general public. Institutes of higher education must provide reasonable accommodations to qualified students. Enforced by U.S. Civil Rights Division, Department of Justice (DOJ) and the Equal Employment Opportunity Commission (EEOC).

Section 504 Rehabilitation Act of 1973

Prohibits discrimination against an otherwise qualified individual with a disability, solely on the basis of the disability, in any program or activity that receives federal financial assistance. Enforced by Office of Civil Rights, U.S. Department of Education.

Housing Accommodations:

Keck Graduate Institute complies with the Fair Housing Act (Title VII of the Civil Right Act of 1968). If a student requires housing accommodations for the Oasis KGI Commons, please email Oasis@cocm.com.

Confidentiality:

Keck Graduate Institute complies with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities. Under these laws, students have the privilege to confidentiality. Keck Graduate

Institute recognizes that student health information is confidential information as per state and federal laws. It is the responsibility of the student alone to communicate disability accommodations with their faculty.

Students with Disabilities

What is a Disability?

The Americans with Disabilities Act defines disability as “with respect to an individual: (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.” Disabilities may include, but are not limited to, learning differences or disabilities, physical and mobility impairments, sensory impairments, psychological disorders, and/or chronic health impairments.

Note: Having received accommodations in high school through an Individualized Education Program (IEP) or a 504 plan does not automatically make a student eligible for services in college. The student must register for services and provide supporting documentation for review; IEPs are not acceptable forms of documentation. If it is determined that a student is eligible to receive accommodations, the recommended accommodations may be different from those the student received in high school.

Eligibility and Documentation

In order to establish eligibility for accommodations the student must provide documentation which identifies that the condition substantially limits performance in one or more major life activities. It is the responsibility of the student or guardian to submit the documentation to the KGI Disability Coordinator. In the event that a parent or family member is serving in such capacity consistent with the ethical guidelines of mental or medical health care professionals the documentation should state as such. Appropriate documentation must be provided by the treating health care professional on letterhead and should address the following guidelines:

- Licensure and experience of health care professional
- A specific diagnosis of limitations
- A description of how the diagnosis was reached methods and procedures, test results and evaluation of test results
- A description of the specific changes that have occurred since the original report and recommendations were made that indicate a need to adjust accommodations as originally made
- What and how any major life activities are limited by the impairment
- How the disability causes any academic difficulties
- A list of any and all accommodations, which might be needed to facilitate the student's participation in the academic program

The student must complete the following intake process:

1. Please contact amozqueda@kgi.edu to schedule an in person intake appointment.
2. Student must complete the AIM student application form before scheduled meeting.
3. Student must submit the following forms:
 - FERPA Student Release Form
 - Information Release Form
 - MCAPS Referral Information Form
 - Physician Verification Form

- Student Release Form from KGI to SDRC
4. KGI Disability Coordinator will approve or decline student application form. If application is denied the coordinator will schedule a follow up meeting to discuss.
 5. If KGI Disability Coordinator approves, they will send a Letter of Accommodation to student.
 6. It is the responsibility of the student to submit their Letter of Accommodation to the faculty member/course coordinator they need accommodations for.
 7. Approved accommodations will be provided to student.

Accommodations

Accommodations make it possible for a student with a disability to learn the material presented and for an instructor to fairly evaluate the student's understanding of the material without interference because of the disability. A student needs official authorization from Disability Services before receiving accommodations. The student is responsible for providing the Disability Coordinator with current documentation from qualified professionals regarding the nature of the disability. After meeting with the student, the Disability Coordinator determines appropriate accommodations based on the nature and extent of the disability described in the documentation.

Letter of Accommodation:

The Disability Coordinator creates a Letter of Accommodation specifying authorized accommodations. The student is responsible for delivering the letters to the instructors and discussing accommodations based on the contents of the letter. The process of requesting and receiving accommodations is interactive; all people involved—the student, the instructor and the Disability Coordinator—have a responsibility to make sure the process is easily communicated and transparent. Students who receive initial approval are encouraged to send their Letter of Accommodation directly to the professor in which they chose to have course accommodations in. The Disability Coordinator is not responsible for communicating accommodations with the faculty member, however recognizing under extreme circumstances that a disability may inhibit this interaction the coordinator will connect with the faculty member. Any disability-related issues that may arise should be communicated to the Disability Coordinator immediately.

Examples of Reasonable Accommodations, which students with disabilities may require:

- Use of interpreters, scribes, readers, and/or note takers
- Taped classes and/or texts
- Enlarged copies of notes, required readings, handouts and exam questions
- Extended time on exams
- Quiet, distraction-free environment for taking exams
- Use of aids, such as calculators during exams
- Use of computers in class or access to computers for writing assignments and exams
- Taped or oral versions of exams
- Preferential seating in the classroom
- An accessible website

Exam Accommodations:

If students are approved of exam accommodations, the student will need to schedule the exam with the Disability Coordinator at least 10 business days prior to the exam. Students can opt-out of using their exam accommodations by submitting a written request at least five (5) business days prior to the exam. Once their written request has been acknowledged, the student will be expected to sit in the main classroom for the exam.

Students who are approved of exam accommodations must sign the Testing Guidelines and Procedures for the Accommodated Exams. All students are required to abide by the Testing Guidelines and Procedures. Violation of any of these guidelines may subject the student in question to the Student Conduct Committee in violation of the Honor Code.

Experiential Internship Accommodations:

In accordance with the section 504 of Rehabilitation Act of 1973, KGI will assist in providing reasonable accommodations for students during internships, experiential education rotations, and other educational activities on and off campus. Students seeking accommodations must:

- Inform the KGI Disability Coordinator at least 45 business days before their internship submission to provide a reasonable amount of time to organize accommodations. Students should be prepared to provide appropriate physician documentation for the requested accommodation(s) to the KGI Disability Coordinator. If accommodations are approved the student will receive a letter of accommodation.
- Communicate and provide their letter of accommodation to the Office of Experiential Education (SPHS), Team Master's Project Director (Riggs), Program Director (MSGC) and Program Coordinator (MSGDA) at least 30 business days in advance before their internship submission.
- Communicate with their internship supervisor their letter of accommodation and requested accommodations once they are placed.

Animal Policies

In compliance with Section 504 of the Rehabilitation Act of 1973, Keck Graduate Institute does not discriminate on the basis of a disability and is committed to providing equal and reasonable accommodations to students who may need an animal present with them.

Pet Animal

A 'pet' is a dog, cat or fish animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal. Pets are not covered by this section 504 of the Rehabilitation Act of 1973. No pets are allowed on campus unless it is in the housing commons of Oasis. The pet weight limit at Oasis Housing is under 35 pounds for cats and dogs. The owner of the pet should register their animal with Oasis Housing. A \$300 pet deposit and \$30 monthly pet fee will apply. Contact the Oasis Housing office for breed restrictions.

DISRUPTIVE BEHAVIOR

If the animal is disruptive or poses a threat to the safety and health of others Oasis Housing does not have to accept the animal if it has demonstrated disruptive and harmful behavior to the community. The owner of the animal is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to replacement of furniture, carpet, window, and wall covering. The owner is expected to cover these costs at the time of the repair.

WASTE

The owner is responsible for ensuring the cleanup of the animal's waste and disposing it in the identified outside waste disposal containers. Owner, where appropriate, must toilet the animal in areas designated by the institution. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic

bag and securely tied up before being disposed of in outside identified waste disposal containers. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

Service Animal

A dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. A Service animal can also be a miniature horse that weighs between 70 to 100 pounds and is approximately 24 to 34 inches in height as measured to the shoulder of the horse. The need for service animals can be the following: guide dog or seeing eye dog, hearing or signal dog, sensory or social signals supports, seizure response, psychiatric service. Service animals cannot be allowed in sterile labs due to safety and health concerns.

ACCOMMODATION

Students who use service animals are not required to register through Disability Services. However, they must confirm with the Disability Coordinator if their service animal has been trained to respond to their disability and show appropriate documentation.

DISRUPTIVE BEHAVIOR

If the animal is disruptive or poses a threat to the safety and health of others KGI does not have to accept the animal if it has demonstrated disruptive and harmful behavior to the community. The owner of the animal is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to replacement of furniture, carpet, window, and wall covering. The owner is expected to cover these costs at the time of the repair.

COMPLIANCE

Service animals must be under the control of their owner at all times and cannot be left alone on KGI property. If the owner designates another student to care of their animal, the owner remains solely responsible for the animal's behavior.

WASTE

The owner is responsible for ensuring the cleanup of the animal's waste and disposing it in the identified outside waste disposal containers. Owner, where appropriate, must release the animal in waste areas designated by the institution. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside identified waste disposal containers. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

Emotional Support Animal

Could be any type of animal, it is not limited to either a dog or miniature horse. Certain species of animals will not be allowed such as: birds, reptiles, rodents, and skunks. The emotional support animal provides general therapy comfort to one's physical, social, emotional or cognitive state. Defined by the section 504 of Rehabilitation Act and by the Fair Housing Act.

DOCUMENTATION

Students who use emotional support animals are required to connect with Disability Services to complete the appropriate documentation.

Documentation must be in the form of a letter or report from a physician, psychologist, psychiatrist or other medical provider who is qualified to make the diagnosis and is currently treating the student for the disability for which they are requesting a service animal. The documentation must be signed and dated within the last year. The documentation must include the specific diagnosis, statement of current condition, the date and a summary of the most recent evaluation and the expected duration of condition.

VACCINATION AND HEALTH

In order for an emotional support animal to be approved by the Disability Office, the owner must provide the following documentation:

Evidence of required vaccinations

Evidence of licensing as required by state or local law

FOOD

Emotional support animals can be fed freeze dried or otherwise dead animals and still maintain their health. Owners of emotional support animals are not allowed to feed their animal live animals for food.

Disruptive Behavior:

If the animal is disruptive or poses a threat to the safety and health of others KGI does not have to accept the animal if it has demonstrated disruptive and harmful behavior to the community. The owner of the animal is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to replacement of furniture, carpet, window, and wall covering. The owner is expected to cover these costs at the time of the repair.

COMPLIANCE

Emotional support animals must be under the control of their owner. If the owner designates another student to care of their animal, the owner remains solely responsible for the animal's behavior.

WASTE

The owner is responsible for ensuring the cleanup of the animal's waste and disposing it in the identified outside waste disposal containers. Owner, where appropriate, must toilet the animal in areas designated by the institution. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside identified waste disposal containers. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

Disability Grievance Policy and Procedure

Keck Graduate Institute ("Institute") has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, Title III of the Americans with Disabilities Act of 1990 (ADA), and similar state laws. These laws provide that no otherwise qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the Institute, or be subjected to discrimination by the Institute.

Issues that are grievable include, but are not limited to, a denial of a requested accommodation, the inadequacy of an accommodation, the inaccessibility of a program, benefit, service or activity (including those delivered through electronic and information technology) due to disability, or discrimination or harassment based on disability.[2]

All such student grievances should be addressed to the attention of the KGI's Disability Coordinator.

The following steps explain the procedure:

- The grievance should be submitted in writing and include the grievant's name and contact information, a clear and concise description of the problem which is the basis for the grievance (including relevant facts, any steps taken to resolve the problem, the names of and contact information for persons who may have relevant information concerning the grievance), and a statement of the remedy requested.
- A grievance must be filed within ninety (90) days after the grievant becomes aware of the alleged problem. Grievances received later than ninety (90) days after the grievant became aware of the alleged problem will be dismissed as untimely, unless exceptional circumstances prevented timely filing.

- An investigation, as may be appropriate, will follow the filing of a grievance. The investigation shall be conducted by the Institute's Disability Coordinator, Director of Human Resources or other designee ("grievance officer"). These procedures contemplate a prompt and informal, but thorough investigation which afford the grievant, the party against whom the grievance or the proposed disposition is directed, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the grievance.
- A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the grievance officer and a copy forwarded to the grievant and the party against whom the grievance or the proposed disposition is directed no later than thirty (30) days after receipt of the grievance.
- The disposition proposed by the grievance officer will be put into effect promptly. The grievant or the party against whom the grievance or the proposed disposition is directed may appeal. An appeal will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the appeal officer decides that good cause exists making the suspension of implementation appropriate.
- Within ten (10) days of the receipt of the grievance officer's determination, the grievant or the party against whom the grievance or the proposed disposition is directed may appeal the grievance officer's determination. The appeal, which must be in writing, should state the reasons why the person believes the determination should be changed and state the change(s) sought. All appeals are to be submitted to the Institute's Disability Coordinator, who will direct the appeal and all appropriate records to the appropriate appeal officer (e.g., Dean of Students, Academic Dean, Director of Human Resources, or Vice President for Finance and Operations depending on the circumstances and issues involved) for review and disposition. A copy of the appeal officer's written decision will be expected within 30 days of the filing of the appeal and will be sent to the parties, the grievance officer, Disability Coordinator.
- Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the grievance, the urgency of the matter, or other circumstances (including for reasons relating to breaks in the academic calendar), the grievance or appeal officer will determine whether an appropriate expedited procedure can be fashioned or extensions of time are warranted, and the parties shall be advised.
- The Institute's Disability Coordinator shall maintain the files and records relating to grievances filed.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with a federal or state agency such as the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102, Telephone: 415.486.5555, TDD: 800.877.8339; Email: ocr.sanfrancisco@ed.gov.
- Retaliation against anyone who files a grievance or cooperates in the investigation under this grievance procedure is against the law and prohibited. Any concerns about retaliation related to this process should be disclosed immediately to the Institute's Disability Coordinator or Director of Human Resources.

Inquiries concerning KGI's disability accommodation and discrimination policies, compliance with applicable laws, statutes and regulations (such as Section 504 and the ADA), and this grievance procedure (including requests for any accommodations needed to use this procedure) should be directed to the Institute's Disability Coordinator Andrea Mozqueda or Director of Human Resources Cheryl Merritt.

Forms are provided by the KGI Disability Coordinator

Note, where in the judgement of the Institute it is more appropriate to do so, the Institute may administer or investigate a grievance regarding disability discrimination, harassment or retaliation through procedures set forth in other applicable Institute policies. Also in the case of students, a dispute arising from a request for a modification or waiver of academic requirements or standards may, in the first instance, be referred to the [insert name of appropriate faculty committee or review body].

Student Government

KGI Student Government is a group of students from various programs who are charged with managing a wide array of events, programs, activities, policies, and initiatives for the school. They serve to not only help share the ideas and interests of the student body, but also address concerns they may have. At Keck Graduate Institute, there are diverse fields and KGI Student Government works to bridge any gaps that may exist by ensuring transparency and hosting school-wide social events and activities.

Student Health Insurance

Keck takes the health of its students seriously and we are pleased to offer excellent medical insurance through United Healthcare. This comprehensive coverage benefits for examinations, prescription drugs, surgery, hospitalization, emergency care and more. Our student plan also comes with many unique services to help students access care quickly and manage their plan.

As part of Keck's commitment to providing best in class medical insurance plan students will have access unique medical and counseling services. All these services are free of charge to students so please use these services.

Coverage is mandatory of all domestic students taking 6 or more credit/hours. However, students with comparable coverage can opt out of the student medical insurance plan. You will receive an email from Claremont that will link students to United Healthcare's waiver management system site. If your existing coverage meets the minimum requirements the waiver management system will remove you from coverage. It's a simple and quick process.

For additional information about the health insurance plan, coverage and costs please visit the Student Affairs page on the KGI [website](#).

Student Health Services

Student Health Services (SHS) 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.

The Student Health Service is open Monday through Friday, 8:30 am to 5:00 pm when classes are in session; it is closed summer and during winter and spring breaks. Students not enrolled in the Student Health Insurance Plan (SHIP) may also utilize SHS.

Student Meeting Spaces

Students are able to request the use of meeting rooms, classrooms, conference rooms and outdoor spaces for studying, activities and special events. Request for use of space is submitted through an online form, processed by the Division of Student Affairs.

Student Organizations

Maintaining/Starting a New Organization

Every fall semester all student organizations must submit a Student Club Registration Form, found on KGI Engage. You should also submit a copy of the organization's constitution or by-laws when any changes are made to it. Copies of each of the above documents should also be submitted to Student Government

for their records. If your organization does not submit the above documents by the deadline noted, your organization may be considered inactive and any corresponding funding may be reallocated.

Criteria for Active Status

All recognized student organizations will be eligible to receive Student Government funds if they meet the following criteria:

- Submit a Student Club Registration Form, listing all current board members and contact information no later than the fourth week of the fall semester
- Submit a budget request for the year
- Draft a constitution pertaining to their goals, purposes and functions, including rules for election of officers and terms of office, criteria for membership (which does not include any discriminatory policies), and any other rules and procedures, as well as a list of board members and contact information
- Obtain a Faculty Advisor using the Faculty Staff Advisor Form, found on Sakai.
- Abide by student government by-laws.

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.

