

# Admissions

A decorative background pattern of interconnected hexagons and lines, rendered in a light gray color against the dark blue background. The pattern is composed of various sized hexagons and lines, creating a complex, crystalline structure that fills the lower two-thirds of the page.

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# Admissions

To learn more about admissions requirements, [click here](#).

## Admissions-related Grievances

### Consulting with the Associate Director of Admissions

The prospective student shall first discuss the grievance with the Associate Director of Admissions. 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

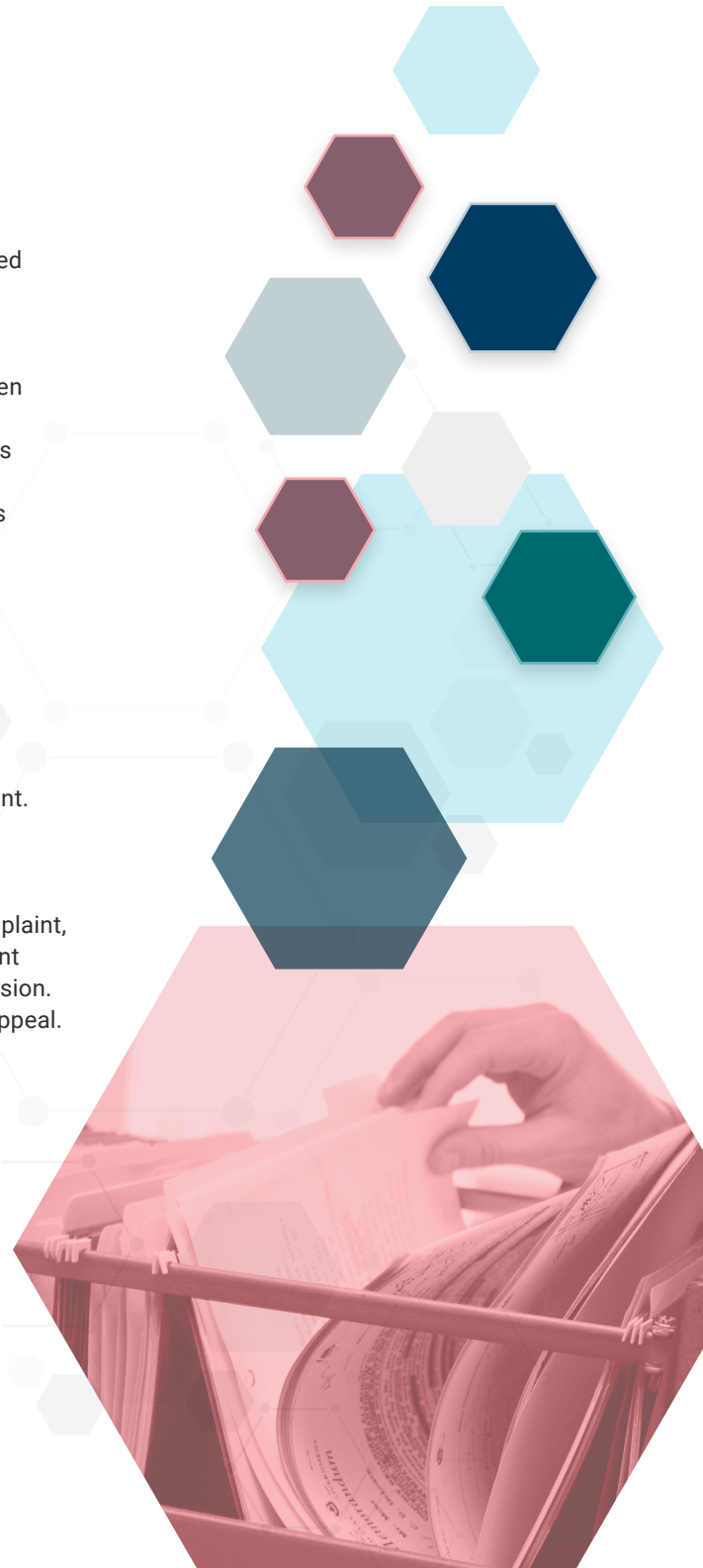
No later than ten (10) business days after receipt of the written complaint, the Dean will render a decision regarding the matter in writing. Students who disagree with the decision may appeal to the President. The appeal should be made in writing within ten (10) business days from the date the decision 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; if not resolved →
2. Submit a written signed statement to the Associate Director of Admissions →
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](#).

To view KGI Laptop and Software Requirements, [click here](#).

### Additional requirements for PharmD students, unless otherwise noted:

#### Basic Life Support (BLS) Certification

Students are required to have certification in Basic Life Support (BLS) for Health Care Providers at the beginning of the P-1 year. Certification will occur during the Academic Prologue. 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 students are required to complete the trainings through the online Pharmacist's Letter courses "HIPAA & Privacy" and "HIPAA & Security", provided courtesy of KGI 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 Complio account. These trainings must be renewed every 12 months.



#### Intern Licensing Requirements

Students must be in compliance with the applicable state licensing requirements for a Student Pharmacist Intern in the states where they will participate in the KGI Experiential Education program. They will enroll as interns in California 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 are 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.

#### Liability/Malpractice Insurance

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 required to purchase their own individual professional liability/malpractice insurance and must never let their coverage lapse; 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 a requirement. PDF copies of the completed Blood Borne Pathogens Certification Trainings must be uploaded to each student’s Complio account. These trainings must be renewed every 12 months and submitted to Complio.

### Immunizations, Titters, Background Check, Drug Screening, and Documentation Requirements | PharmD

Upon matriculation into the KGI SPHS, all PharmD students are required to complete a background and drug screening through their Complio account, submit immunization and titer records, and all other required documentation into Complio. It is the sole responsibility of the student to complete and submit all the correct requirements/documentation before the due date(s) and to never let any of those requirements/documentation expire. Failure to be compliant at any time can result in failure of the course, delay in graduation, and financial implications for the student.

#### Complio Account | PharmD

All incoming PharmD students are required to create a Complio account with American DataBank upon matriculation.

Students **must** submit all the requirements in Complio:

1. 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.
2. To participate in **any** IPPE, Certificate Elective Experience, or APPE course. This includes IPPE, Certificate Elective Experiences, or APPE course that list KGI as the site.
3. If a student at **anytime** is **not** compliant, the student will be removed from the IPPE, Certificate Elective Experience, or APPE course.
4. Failure to be compliant at any time can result in failure of the course, delay in graduation, and financial implications for the student.

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

