



 **KECK GRADUATE INSTITUTE**
A Member of The Claremont Colleges

2025–2026

Student Handbook

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Message from the President

Welcome to Keck Graduate Institute!

Welcome to Keck Graduate Institute and congratulations on becoming a Beaker Bee! It is a true pleasure for KGI to be a part of this exciting new chapter in your academic and professional journey. At KGI, you are joining a vibrant community of innovators, problem-solvers, and leaders who are passionate about making a meaningful impact in the biotechnology, healthcare, and research fields.

Our interdisciplinary programs are designed to equip you with the knowledge, skills, and experiences you need to thrive in a rapidly evolving world. In every program, you will find faculty who are deeply and personally engaged in your success, staff who are here to support your growth, and peers who will challenge and inspire you. We encourage you to take full advantage of the opportunities available to you, both inside and outside the classroom, including the rich and varied engagement opportunities with industry and clinical partners.

As you navigate your time at KGI, I encourage you to remain curious, collaborative, and courageous. Be open to new perspectives, seek out mentorship, and contribute your voice to the dynamic conversations happening across our campus. You are not only preparing for a career — you are preparing to lead in crucial areas that impact our world.

I am proud to have you here at KGI, and I look forward to meeting you soon and seeing all that you will accomplish. Let this be the beginning of a transformational experience that empowers you to become the life sciences and healthcare leaders with lasting contributions that will uplift and heal our communities, near and far.

Dr. Mohamed Abousalem
KGI President

About this Handbook

This Student Handbook is effective as of August 1, 2025, 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 2025-26 KGI Student Handbook, familiarizing themselves with and abiding by the regulations. Every student is responsible for utilizing the 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 TCCS, 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.

For academic related issues, please consult the 2025-2026 Academic Catalog.

KGI Mission

Driven by passion and guided by creativity, Keck Graduate Institute (KGI) is committed to forging new pathways in biotechnology and healthcare through distinctive hands-on education and translational research. We educate and develop leaders who transform discovery and innovation into real-world solutions that heal and uplift local communities and beyond.

KGI Philosophy and Expectations

KGI is a tight-knit 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. Accordingly, students are expected to adhere to a standard of behavior consistent with the high standards of the bioscience and healthcare industries.

The policies and procedures contained in this Student Handbook are subject to revision at any time with little or no advance notification. The Institution reserves the right to amend these policies and procedures at any time. Students will receive email notifications related to any substantive changes to the Student Handbook. The latest handbook supersedes all previous handbooks, but in all disciplinary proceedings, the language in the handbook that existed at the

time of any alleged misconduct will control all conduct issues. To the degree possible, substantive changes will only be made between academic years.

Belonging at KGI

KGI strives to create an environment where all members feel respected, supported, and valued, providing the opportunity for our students, staff, and faculty to think creatively and critically, communicate and interact effectively, and act ethically and respectfully. The Institute fosters a culture where differences are celebrated, and individuals can share their unique backgrounds and perspectives without fear of discrimination. We appreciate individuals of all backgrounds, cultures, disciplines, identities, and thought within our community who serve as catalysts for collaboration and excellence in all our pursuits. We recognize a community of students, faculty, and staff with unique life experiences enhance the learning experience, foster a deeper understanding and appreciation of differences, and prepare students to contribute effectively to a global society.

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, an eighth corporate entity, operates many central services and programs to benefit all seven academic members. These include 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 Office of Black Students Affairs, Chicano/Latino Student Affairs Center, and the Student Disability Resource Center. In addition to these central programs and services, 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.

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 empowering holistic student success through engagement, professionalism, and wellness, fostering a supportive and inclusive campus community.

Division of Student Affairs
517 Watson Drive 1st Floor Claremont, CA
909.607.7855 | student_affairs@kgi.edu | [website](#)

KGI Engagement Resources and Services

International Student Support and Services

International students at KGI will have the support of Admissions and Student Affairs staff to assist in navigating important documents and paperwork, as well as transitioning into a new

environment.

Admissions and International Student Advisor

international@kgi.edu

Additionally, the Division of Student Affairs will provide programming designed to help international students build community, succeed in the classroom and develop personal and professional skills. For more information, contact student_affairs@kgi.edu.

KGI 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 KGI, 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.

KGI Student Organizations

Maintaining/Starting a New Organization

Every fall semester all student organizations must submit a Student Club Registration Form. A copy of the organization's constitution or by-laws should also be submitted when changes have been made. Copies of these 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. Club registration is open in the beginning of fall and spring semesters.

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
- Draft bylaws 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
- President, vice president(s), and treasurer must attend student leadership training by KGI Student Government every semester to remain in good standing and to receive access to club funds
- Obtain a faculty or staff advisor
- Abide by student handbook, student government by-laws, and all institution policies.
- Complete required trainings, including Club and Organization Student Leadership Training, Anti-Hazing Training, finance training, etc.

KGI Student Wellness Resources and Services

KGI Student Accessibility 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.

KGI Student Accessibility Services

Student Affairs Suite

517 Watson Dr., Room 1167, Claremont, CA

909.607.0896 | student.accessibility@kgi.edu | [website](#)

For more information about our policies and how to register for accommodations or to file an accessibility related grievance, please visit our website.

KGI Campus Safety

KGI Campus Safety protects the persons and property of students, faculty, staff, and visitors to KGI through regular patrols, monitoring surveillance equipment, performing building inspections, and assisting law enforcement and other emergency service providers as needed.

KGI Campus Safety

517 Watson Dr. building office #122, Claremont, CA

909.607.8736 | KGCampusSafety@kgi.edu | [website](#)

If you have an emergency on campus, call 911.

Download the Everbridge App: Everbridge is a smartphone app that helps members of KGI find resources and information as well as communicate suspicious or hazardous activities to KGI Campus Safety.

KGI Clothing Closet

To support students in need of professional attire, KGI offers access to the Clothing Closet, located within the Student Affairs suite. The Clothing Closet is available to all currently enrolled students seeking appropriate clothing for interviews, internships, presentations, or other professional events. This resource is open 24/7, and students are welcome to take what they need during their time at KGI.

KGI Food Pantry

KGI is committed to supporting students experiencing food insecurity or financial hardship. The KGI Food Pantry, located within the Student Affairs suite, is available to all currently enrolled students. This resource offers free access to non-perishable food items—no application or documentation is required. The pantry is accessible 24/7, and students are welcome to take what they need at any time during their enrollment at KGI.

KGI Health Services

[TimelyCare](#) is KGI's virtual health and well-being platform for enrolled KGI students. [TimelyCare](#) provides 24/7 access to virtual care from anywhere in the United States at no cost. Whether you're feeling under the weather, anxious, or overwhelmed, you can talk to a licensed provider to get the care you need via phone or secure video visits.

What services are available?

- MedicalNow - 24/7, on-demand medical care.
- TalkNow - 24/7, on-demand emotional support.

- Scheduled Counseling - Select the day, time, and mental health provider of your choice (12 visits per year).
- Scheduled Medical - Select the day, time, and medical provider of your choice.
- Psychiatry - Advanced mental health care, available upon referral (10 visits per year and late/no-show fees apply).
- Self-Care Content - 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.

Visit timelycare.com/theclaremontcolleges or download the TimelyCare app from your app store and register with your school email address.

Graduate Student Health Insurance

KGI takes the health of its students seriously and we are pleased to offer excellent medical insurance through United Healthcare for domestic students and GeoBlue for international students. This comprehensive coverage provides 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.

- Coverage is mandatory for all domestic students taking 6 or more credit hours.
- Coverage through GeoBlue plan is required for all international students regardless of enrolled number of units.
- Students enrolled in online programs are not required to enroll in our Student Health Insurance program.

All in person program students are REQUIRED to have active and current health insurance for the duration of their time at KGI. Students are also recommended to refer to their program handbook (School of Health Sciences, School of Pharmacy, and PhD) for any specific requirements related to their insurance.

Students are automatically enrolled into our Student Health Insurance plan and will be charged to your student account accordingly. However, students with comparable coverage through a US-based insurance company can opt out of the student medical insurance plan. Students are provided an email linking to United Healthcare's waiver management system site for domestic students or a KGI waiver form for international students. If existing coverage meets the minimum requirements, the waiver management system will remove the student from coverage. It's a quick and straightforward process.

KGI Student Occupational Therapy Services

KGI Student Occupational Therapy Services (SOTS) works with students in a collaborative nature to address individualized needs or concerns with topics including, but not limited to, time management, organization, managing stress, study skills, building healthy habits and routines, exploring values and goals and adjusting to student life. SOTS is available to all registered KGI students free of charge.

KGI Student Occupational Therapy Services

Student Affairs Suite 517 Watson Drive, Claremont, CA 91711
909.607.7855 | student.ot.services@kgi.edu | [website](#)

KGI Wellness Room

The Wellness Room, located within the Student Affairs suite, is a dedicated space designed to support students' mental, emotional, and spiritual well-being. All currently enrolled students are welcome to use this quiet space to relax, reflect, regulate, or pray. The room is equipped with resources such as bean bag chairs, a massage chair, prayer rugs, yoga mats, coloring books, earplugs, fidget tools, aromatherapy items, and more.

KGI Professional Development Resources and Services

KGI Career Services

The goal of the KGI 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 on our [website](#).

Career Services

Student Affairs Suite
517 Watson Drive 1st Floor Claremont, CA
909.607.5164 | career_services@kgi.edu

On-Campus Employment

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

Other KGI Campus Resources

Alumni Relations

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

- The [KGI Alumni group on LinkedIn](#) is a valuable tool for alumni. It provides an opportunity to connect with other alumni and expand your global network, and it frequently posts job openings and alumni event information.
 - Invitations to regional networking events, conferences, and webinars.
- KGI asks that you remain in touch and let us know when you've moved or changed jobs. We want to include you on our guest lists and celebrate your successes with you. Stay in touch! If you have any needs or questions, please email us: alumni@kgi.edu

KGI Student Meeting Spaces

Students can request available study/meeting rooms in Building 517 for studying, activities, and special events. Request for use of space is submitted through an [online form](#), processed by the Division of Student Affairs.

Housing

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@americancampus.com

Parking

Parking at KGI is regulated and a valid parking permit is required to park on campus property. All vehicles must be registered with KGI Campus Safety and display a permit issued by KGI Campus Safety. Vehicles parked improperly or without a permit are subject to citation. KGI charges students a parking registration fee of \$50 per semester (spring and fall only). This fee covers the cost of parking enforcement, which is required by the City of Claremont.

How to register your vehicle

Online: kgi.edu/campus-safety

Shipping and Receiving Office

535 Watson Dr. Office 116A
Claremont, CA 91711

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 [KGI Campus Safety page](#).

The Claremont Colleges Services

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 | clsa@claremont.edu | [website](#)

EmPower Center

The EmPOWER Center 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.

EmPower Center

1020 Dartmouth Avenue Claremont, CA
909.621.8277 | rshah@scrippscollege.edu | [website](#)

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, and a full-service ATM is located in the front foyer.

Huntley Bookstore

800 N. Dartmouth Ave Claremont, CA
909.607.1502 | claremont@bkstr.com | [website](#)

Honnold 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 Claremont Colleges Library

800 North Dartmouth Avenue Claremont, CA
909.621.8150 | [Website](#)

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, the Hathi Trust Digital Library, and the Dryad Digital Repository for research data. The Claremont Colleges Digital Library provides access to a growing number of digital collections from The Colleges as well as from library Special Collections. Digital collections 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 the collections. These partnerships include the Statewide California Electronic Library Consortium, Link+, and the Center for Research Libraries in Chicago.
- *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 repository 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.

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
909.607.1817 | grc@claremont.edu | [website](#)

Student Disability Resource Center (7Cs)

The Student Disability Resource Center (SDRC) is an additional resource for students registered for accommodations through KGI. The SDRC supports students with disabilities across the 7C campus communities. The SDRC works closely with the Student Accessibility Services 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 | sdrc@claremont.edu | [website](#)

Office of Black Student Affairs (7Cs)

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. 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 organizations.

Office of Black Student Affairs

139 E. Seventh Street Claremont, CA
909.607.3669 | obsa@claremont.edu | [website](#)

Office of the Chaplains (7Cs)

KGI 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. You can join diverse holiday celebrations throughout the year, weekly programs that support close to a dozen religious traditions, or simply to enjoy a quiet space to meditate and pray.

The McAlister Center for Religious Activities

919 North Columbia Avenue Claremont, CA
909.621.8685 | chaplains@claremont.edu | [website](#)

Student Policies and Guidelines

Classroom Use

Guidelines for Respecting and Maintaining Classrooms

Purpose

To foster a respectful and collaborative environment for all members of the KGI community, the following guidelines have been established to ensure that designated programs/cohort classrooms are treated with care and made available for shared use when not reserved for classes. These guidelines emphasize respect for personal and communal spaces, and promote the proper use and maintenance of classrooms for programs, events, and study sessions.

Respecting Designated Cohort Classrooms

- Classrooms assigned to specific cohorts are meant to serve as learning and collaborative spaces for their members.
- Non-cohort members are encouraged to respect the privacy and quiet needed for cohort work and only enter the space when it is not being actively used for class or reserved for cohort-specific activities.
- When entering a classroom designated for a cohort outside of class hours, please be mindful of the primary users' belongings and setup and ensure minimal disruption.

Guidelines for Using Classrooms When Not Reserved

When classrooms are not reserved for official cohort activities, events, or other academic purposes, they may be used by other members of the graduate school community for studying or group work. To ensure these spaces remain available and clean for everyone, follow these steps:

- Leave the Room Tidy:
 - After using a classroom, please ensure it is left clean and orderly for the next group. Desks, tables, and chairs should be returned to their original positions, and trash or debris should be disposed of in appropriate bins. Please clean the whiteboards.
- Pick Up Personal Belongings:
 - Personal items (e.g., books, bags, jackets, laptops, etc.) should never be left on desks or tables. Always secure your belongings in your designated cohort storage space or take them with you when you leave.
- Storage of Cohort Materials:
 - If your cohort has been assigned storage space in the classroom (such as lockers or cabinets), please use it for personal items or project materials. Avoid leaving items out in the open, as this disrupts shared usage and may risk the loss or damage of personal property.

Preparing the Room for Events, Programs, or Classes

If you are using the space before an event, program, or class:

- Ensure the Space is Ready for Next Use.:
 - Before leaving the classroom, ensure it is set up appropriately for the next scheduled use, such as a class, meeting, or event. This includes arranging seating, tidying up shared materials, and resetting any equipment that may have been used.
- Return Equipment to Designated Places:

- Any borrowed classroom technology (e.g., projectors, whiteboards, or markers) should be returned to its designated spot, and any classroom resources (e.g., shared books or handouts) should be put back in their proper location. Please clean the whiteboards.
- Check for Overlooked Items:
 - Take a moment to inspect the room for any belongings or materials that may have been left behind, both yours and others. This helps maintain a clean and organized environment for everyone.

Use of Classrooms as Professional Learning Spaces

Our campus is committed to fostering a professional learning environment, and we expect all students to treat our classrooms and facilities as such. These spaces are not intended for personal social activities like watching sporting events, playing video games, or other non-academic uses. If you wish to host a social event, you must follow the event planning process to secure an appropriate space.

Event Planning

If you plan to host any event that requires the use of a classroom or other campus space, you must go through the proper event planning process. For more information on event planning, please visit Student Affairs or consult with their office directly.

General Respect for Shared Space

- Noise Control:
 - When others are studying or holding meetings, please be considerate of noise levels and avoid loud conversations or activities that might disrupt others' focus.
- Food and Cleanliness:
 - If you have food or snacks in the classroom, ensure that all trash is thrown away, and no food remnants are left behind. Food waste can attract pests and creates unpleasant conditions for others using the space.
- Conflict Resolution for Space Usage:
 - If there is a scheduling conflict or confusion over space usage, communicate respectfully with your cohort and other groups. Refer to the room's reservation calendar (if applicable) to resolve any issues amicably.

Consequences of Misuse

Failure to follow these guidelines may result in the loss of access to designated classrooms for the cohort or individual. Any damage to the classroom or technology therein will be investigated. If found to be due to improper use of space, the student(s) involved will go through the honor code conduct process (sanctions may include restitution for damaged properties). KGI reserves the right to review the use of cohort-designated spaces, and non-compliance with these guidelines could lead to restricted privileges for the involved parties.

Conclusion

We encourage all students to take responsibility for shared classroom spaces, maintaining a clean, professional, and respectful environment that supports learning and collaboration. By adhering to these guidelines, we can ensure that all graduate students have access to clean, professional, and well-maintained classrooms that support their academic and personal development. If you have any questions about event planning or room usage, please reach out to Student Affairs for assistance.

Dress Code Policy

Students must maintain a neat and clean appearance appropriate for a student attending professional school. KGI will allow students the right to dress in a manner that is consistent with their gender identity as long as it is not in violation of the dress code. Specific dress requirements vary with each academic setting (i.e., on campus, off campus, special in-class guests, and presentations). Professional judgment 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.
- Provocative clothing styles are not appropriate.
- Hats will not be permitted to be worn 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 is not permitted.
- School identification must be with students 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 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.

CLINICAL ROTATIONS

Students must adhere to their program dress code specified in their program handbook or as instructed by program leadership.

LABORATORIES

Students must adhere to the lab safety policy and training guidelines.

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 Division of Student Affairs and/or the Provost.

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 violates another of The Claremont Colleges regulations or policies while on their campus, further action may be brought against the student at KGI.

Supporting and Accommodating Graduate Students Who Are Pregnant Keck

Graduate Institute Title IX Policy and Procedures

KGI is committed to providing equal access to educational opportunities for all graduate students, including those who are pregnant, have recently given birth, or are experiencing related conditions including recovery. This policy outlines the rights and accommodations available to the students under Title IX of the Education Amendments of 1972 and California state regulations. We strongly encourage our students to approach faculty and the Title IX Coordinator as soon as possible for support, as doing

so will help us respond effectively. However, students should be aware that if they do not approach the Institute in a timely manner or if they seek assistance at the last minute, it may limit our ability to respond effectively and provide the full range of accommodations and support available.

Policy Statement

KGI prohibits discrimination based on pregnancy, childbirth, or related conditions, including recovery from childbirth. Graduate students who are pregnant or experiencing related conditions are entitled to reasonable accommodations to ensure they can fully participate in the academic program. This policy is in accordance with federal and California state laws, including Title IX and the California Fair Employment and Housing Act (FEHA), which provide protections against discrimination and outline the duty to accommodate.

Scope

This policy applies to all graduate students at KGI who are pregnant, have recently given birth, experienced miscarriage, termination of pregnancy, or are experiencing other pregnancy-related conditions. It includes pre-pregnancy accommodations, accommodations during pregnancy, and post-pregnancy recovery.

Accommodations and Support

Graduate students who are pregnant, experiencing pregnancy-related conditions, postpartum, termination of pregnancy, miscarriage, or are recovering from pregnancy-related procedures may be entitled to the following accommodations, provided they are reasonable and medically necessary:

Pre-Pregnancy Support

If a student is planning for pregnancy and foresees the need to adjust their academic schedule or environment, KGI encourages early discussions with faculty and administration. This ensures an appropriate plan can be assessed for reasonable accommodations, and put in place, particularly for laboratory work, internships, or other hands-on educational activities.

Accommodations During Pregnancy

During pregnancy, the following accommodations may be requested:

- *Class Attendance and Participation:* Students may be excused from class or academic activities for pregnancy-related medical conditions or appointments, with the opportunity to make up any missed work. If students have to miss a class, if feasible the class will be recorded and the recording will be made available to the student in a designated location. When possible, students should schedule their pregnancy-related medical appointments during times when there are no academic conflicts.
- *Adjustments to Physical Environment:* If a student's physical condition necessitates changes, such as seating adjustments, ergonomic support, or the ability to take breaks during long classes, KGI will work with the student to ensure a supportive environment.
- *Extension of Deadlines and Exam Rescheduling:* Students may request extensions for assignments or the rescheduling of exams due to pregnancy-related conditions, including medical appointments or complications. This accommodation request must be filed and approved prior to the deadlines or exams. This may impact the students' rotation schedule/cycle, which may result in extension of their program completion.
- *Leave of Absence:* Students may request a leave of absence from academic programs if pregnancy-related health concerns arise. The student will be entitled to return to the same

academic status held before the leave, which may result in joining a different cohort for their program.

Post-Pregnancy Support and Recovery

Following childbirth, termination of pregnancy, miscarriage, and recovery, KGI provides the following support:

- *Extended Medical Leave:* Graduate students are entitled to a reasonable period of medical leave following childbirth to recover, typically six to eight weeks, and may request for modified course access, including virtual course attendance. For virtual course attendance, if feasible the class will be recorded and the recording will be made available to the student in a designated location. Additional time may be provided if complications arise.
- *Coursework Flexibility:* After returning from childbirth, students can request accommodations such as reduced coursework, flexible deadlines, or the ability to audit certain classes to allow for a gradual return to full academic participation.
- *Nursing Accommodations:* Nursing students are entitled to breaks and access to lactation rooms for up to one year after childbirth, in accordance with California regulations.
- *Modified Work Expectations:* Graduate students working as research assistants, teaching assistants, or in other employment capacities within KGI may request temporary modifications to their workload or schedule.
- *Access to Lactation Rooms:* Pregnant students or nursing students are entitled to use designated lactation rooms on campus.

Reasonable Modifications in Graduate Programs

For students in graduate programs requiring research, teaching, or clinical work, accommodations will be made to ensure that students can continue to progress academically without penalty due to pregnancy, childbirth, termination of pregnancy, miscarriage, and recovery. This includes:

- Allowing temporary modifications to research schedules and timelines.
- Reasonable flexibility in lab work and fieldwork. Modification may impact the program/rotation completion date.
- Adjustment in teaching assistantship duties to reduce physical strain or ensure time for medical care.

Process for Requesting Accommodations

Students seeking accommodations related to pregnancy or childbirth should follow these steps:

- **Notification:** Notify the Title IX Coordinator or the Disability Services Office as soon as possible to request accommodations. Delayed notification may limit our ability to respond effectively and provide the full range of accommodations and support available.
- **Medical Documentation:** Provide medical documentation through the KGI Disability Intake Packet, if requested, indicating the need for specific accommodations. The documentation should specify the nature and duration of the accommodation.
- **Interactive Process:** Engage in an interactive process with the Title IX Coordinator, faculty, and relevant KGI offices to determine reasonable accommodations.
- **Implementation of Accommodations:** Once agreed upon, accommodations will be implemented, and any academic or employment modifications will be communicated to relevant departments.

Confidentiality and Non-Retaliation

All pregnancy-related accommodation requests and related medical information will be kept confidential, except where disclosure is necessary to provide the approved accommodation(s). The KGI strictly prohibits retaliation against any student for requesting accommodations based on pregnancy, childbirth, termination of pregnancy, miscarriage, and recovery.

Resources and Support

- **Title IX Coordinator:** The Title IX Coordinator is available to provide guidance on accommodations, complaints, and other pregnancy-related support.
Shino Simons, Dean of Students/Title IX Coordinator
Email: shino_simons@kgi.edu
In-person: Building 517, room 117 – by appointment
- **Disability Services Office:** The Disability Services Office can assist with the implementation of medical accommodations related to pregnancy.
Dani Lombardi, Associate Director, Student Wellness
Email: student.accessibility@kgi.edu
In-person: Building 517, room 116 – by appointment
- **California State Regulations:** Under California law, pregnant students are entitled to additional protections, including:
 - Pregnancy Disability Leave (PDL):* Graduate students employed by KGI may qualify for PDL, which entitles up to four months of leave for pregnancy, childbirth, or related medical conditions.
 - California Family Rights Act (CFRA):* This provides additional protections, including job-protected leave for eligible graduate employees after childbirth, in addition to federal Family and Medical Leave Act (FMLA) provisions.

Appeals and Grievances

Students who believe they have been denied reasonable accommodations or have faced discrimination or harassment based on pregnancy or related conditions can file a formal grievance with KGI's Title IX office. KGI ensures a prompt and equitable resolution process for all complaints.

Student Accessibility Services Grievance Policy and Procedure

For more information about our grievance policy and procedure, and how to register for accommodations, please visit our [website](#).

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.
- Students are obligated to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.
- KGI students shall report to the Division of Student Affairs or to the Provost any firsthand knowledge of any violation of any of the provisions of this Honor Code.

Honor Code Procedures

General Statement

When Honor Code violations occur, our process is initiated. Honor Code processes are designed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of all members in the KGI community.

Decisions made regarding an alleged violation are ultimately based upon what KGI would consider to be “more likely than not” and not upon “rules of evidence” similar to that of a court legal system. Because of the nature of the Honor Code process, students are expected to fully participate, in order to benefit from the educational nature of the process.

Honor Code violations are processed by an administrative process or by the Student Conduct Committee (SCC). In cases where a student has taken responsibility for the honor code violation, an administrative process may be used to adjudicate. However, if there is no admission of guilt or if suspension or separation from the institution is probable (for non-Title IX matter), the SCC will adjudicate the case. The Honor Code process involves three components: investigation, hearing, and the imposing of sanctions.

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

- The Dean of Students is responsible for the overall administration of all nonacademic honor code procedures.
- For academic violation: Refer to the academic integrity policy and procedures. The Associate Vice Provost of Educational Effectiveness and Faculty Development (AVPEE) or the designee coordinates and oversees the process, which includes investigation, hearing, and the imposing of sanctions. And when appropriate coordinates the SCC process.
- For non-academic violation: The Dean of Students or the designee coordinates and oversees the process, which includes investigation, hearing, and the imposing of sanctions. And when appropriate coordinates the SCC process.

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. This also includes student behaviors in the classroom or any other academically related activities, including but not limited to various site rotations, internships, team projects, and co-curricular activities provided through academic programs.

For more information about our policies and procedures related to prohibited activities with respect to academic matters, please go to the Academic Catalog.

Course sanctions

The instructor of the course may define sanctions for a student who violates a particular course regulation. The professor must clearly state these regulations and sanctions in their course syllabus which has gone through the curriculum committee approval process. The student can appeal such sanctions if they believe the penalty has been enforced incorrectly. This appeal must go to the Provost. One or more of the sanctions will be applied to offending students depending on the severity of the infraction and whether the student has previously been in violation of the Honor Code or Clinical Code of Conduct.

Prohibited Activities with Respect to Non-Academic 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, including during the conduct process.
- 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 Dean of Students, SCC, faculty, Dean, or the Dean's designee.

Violation of Civil Law

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

Definition

To make the process as clear as possible for all involved, a glossary of terms is provided.

- “Anonymous source” refers to an individual who reports information related to an incident and their identity is not known to anyone.
- “Confidential reporter” refers to an individual who reports information related to an incident where their identity is not disclosed to anyone else but the adjudicating officer(s) and other university officials.
- “Day(s)” refers to official business days—not holidays, weekends or summer sessions.
- “Guests” applies to all guests of KGI community members whose hosts may be held accountable for the conduct of said guests.
- “Handbook” refers to the edition of KGI’s Student Handbook in effect at the time of the offense.
- “Institution” refers to Keck Graduate Institute.
- “Institutional official” includes any person employed by KGI.
- “Member of KGI community” refers to any student, faculty member, university official, volunteer, or other person employed by the institution.
- “Off-Campus behavior” refers to student behaviors and actions that take place away from official campus grounds or KGI-sponsored events. The Honor Code is based on shared values, and as such, sets a range of expectations for the KGI student no matter where or when their conduct may take place.
- “Policy” is defined as the written regulations of the institution found in but not limited to the student handbook and KGI institutional catalogs.
- “Professor or instructor” refers to any person who is authorized by the Institute to hold and teach a class sponsored by the institution or precepts a student during an off-campus practice experience.
- “Student” includes all persons taking any courses at KGI, both full- and part-time. For the purposes of institutional policy, a student is one who is enrolled in a degree or nondegree program at the institution or is representing the institution between regular academic semesters (including summer break). The student is considered to be enrolled at the institution unless they have completed an official institutional withdrawal process, been dismissed, or graduated from the institution.
- “Student Conduct Committee” refers to a committee that is assigned by the Provost to review situations in which students are involved in academic, nonacademic, or professional misconduct.
- “Violation” refers to any behavior that is unacceptable as described in the Honor Code.

I. Scope and Applicability

This policy applies to all graduate students enrolled at Keck Graduate Institute, including those in full-time, part-time, certificate, and dual-degree programs. It addresses non-academic misconduct, including behavioral concerns, harassment, discrimination, threats, and community standard violations.

II. Reporting Misconduct

1. Who Can Submit a Report?
 - a. Any member of the campus community (student, faculty, staff)
 - b. External parties, including clinical/research site supervisors or community members
2. How to Submit a Report
 - a. Online Form: Secure submission via the [Honor Code Intake Form](#)
 - b. Email: Directly to the Dean of Students
 - c. In-person: With a staff member from the Student Affairs
 - d. Anonymous Reports: Accepted via the Silent Witness Form

3. The reporting party will not receive details about the conduct process or outcome unless they are directly involved in the incident and the outcome affects them (e.g., a No Contact Order or similar sanction).
4. Students and KGI employees are not permitted to disrupt a student conduct process, falsify or misrepresent information presented, disrupt a conduct procedure, file a frivolous or knowingly false report or attempt to influence individuals connected with a student conduct process.

III. Initial Review

1. Receipt Confirmation
 - a. Within 3 business days, the Dean of Students acknowledges receipt of the report (unless anonymous).
2. Preliminary Review Assess whether the report alleges a potential violation of policy. Determine whether immediate action is needed (e.g., interim measures or No Contact Orders). Decide if it should be handled through:
 - a. Administrative resolution
 - b. Formal investigation
 - c. Referral to another office (e.g., Title IX, Disability Services)
3. Notification
 - a. Respondent receives written notice of the report and alleged violations, including a summary of the incident, applicable policies, and rights.
 - b. Reporting party is informed of available resources and, where applicable, rights in the process.

IV. Investigative Process

1. Investigator Assignment
 - a. The Dean of Students, trained investigator, or an external professional is assigned.
2. Information Gathering
 - a. An initial report followed by an inquiry into the incident or matter the Dean of Students.
 - b. This may involve interviewing community members involved in the case and verifying information regarding the alleged violation.
 - c. It should be noted that the investigation may include information gathered from anonymous sources and confidential reporters.
 - d. Be aware that investigation and hearing processes may occur simultaneously.
3. Interim Measures
 - a. Implemented as needed to ensure safety and non-retaliation. May include:
 - i. Restricted access to classes, labs, clinical rotation sites, or campus areas
 - ii. Change in academic or work arrangements
 - iii. Interim suspension (i.e., severe or urgent circumstances, community safety concerns, etc.)

V. Determination Process

1. Administrative Resolution
 - a. For low-level conduct concerns (e.g., first-time minor disruption), the Dean of Students may offer resolution through:
 - i. Warning or educational sanction (mentoring, reflection papers, etc.)
 - ii. Mediation or restorative justice (with agreement of parties)
2. Conduct Hearing Committee

- a. For serious or contested allegations, or repeated offense:
 - i. A hearing panel is convened *Organization of SCC*
 - 1. The Dean of Students or designee will serve as chair (ex officio) of the SCC. At least one faculty member from each school (Henry E Riggs School of Applied Life Sciences, School of Health Sciences, School of Pharmacy) and two students from schools other than the student accused will serve on the committee. Each member of the committee has one vote.
 - 2. 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 recused from the committee's proceedings and an ad-hoc member will take their place.
 - ii. All hearings are closed and the proceedings may be kept confidential at the discretion of the institution.
 - iii. Hearing is not adversarial; both parties may be asked by the committee to present evidence and respond to questions.
 - iv. The hearing may be recorded at the discretion of the institution upon advance notice in writing to participants in the hearing. Information gathered from anonymous (i.e. unknown) sources may be used in the student accountability hearing and as a part of the decision-making process.
 - v. For non-Title IX cases: Although hearings are closed, students may request to have a support person present at a hearing. Any such request should be submitted in writing to the adjudicating officer at least three days before the hearing. The support person cannot be a family member or any legal counsel, and they may not actively participate in proceedings. The decision regarding the request will be communicated in writing by the adjudicating officer and this must be done before the support person may attend the hearing or any other disciplinary-related meetings. 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.
 - vi. The Chair of the SCC will present evidence at the SCC meeting. The accused student(s) may request to meet with the Committee and be afforded an opportunity to defend themselves. The Chair will notify the student of the meeting date in writing at least two (2) business days prior to the hearing.
 - vii. If witnesses are involved in the hearing process, the testimony of each witness shall be given while the other witnesses in the case are out of the room.
 - viii. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be decided by a simple majority.
 - ix. Deliberation of the Committee shall take place in private and remain confidential. If misconduct is found, the Dean of Students will determine the sanctions or implement sanctions recommended by the SCC.
 - x. A letter from the Dean of Students or designee will serve as the official notice of judgment and sanctions; this letter should be delivered by email. The decision

letter will be shared with student's program and/or other administrative units (e.g., Registrar, Campus Safety, etc.) on a need-to-know basis.

3. Standard of Proof

- a. Preponderance of the evidence ("more likely than not")

VI. Outcomes and Sanctions

At the end of the preliminary investigation or investigation and hearing process, the Dean of Students will communicate, on behalf of the SCC if applicable, their decision in writing to the accused student. The written decision will include, where appropriate, a summation of findings. Sanctions are imposed when there is information indicating that the accused student violated the KGI Honor Code. This determination is made by a KGI official responsible for the administration of the disciplinary process. The following are sanctions that may be imposed by an institution official upon any student for violating the Honor Code (not listed in a prescribed order):

- Admonition: An oral statement to the student that they are violating or may be violating institutional policies. The institutional official will review the policy and rationale and explore resources/supports for the student.
- Warning: Verbal or written warnings may be given for unacceptable behavior and the student is advised to change the behavior. (Disclaimer: This sanction may be given without a hearing.). Written warning will be included in the student's permanent file until completion of the degree program.
- Restitution/reimbursement or fine: Damage or misuse of institution property or failure to follow institution policy or procedure may require a student to make restitution or pay a fine.
- Discretionary sanctions: Some students may be required to perform community service, write a paper, or perform any other activity deemed appropriate for the violation of the Honor Code or any other institution policies.
- 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 Dean of Students or designee. Note: These community service hours do not count towards any academic or course requirement(s).
- Grade/Score adjustments: 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.
- Loss of privileges: Some students may lose privileges such as leadership opportunities, co-curricular activities, etc., appropriate to the violation of the Honor Code or any other institution policies.
- Loss of eligibility: Some students may lose their eligibility to hold or run for any elected office, competing for honors and distinctions, represent KGI at various events, etc.
- Honor Code probation: A student may be placed on Honor Code probation for a specified period of time. During this time, further violations of institution policy may result in the student's suspension or expulsion from the institution. Recommended level of probation will be determined by the level of seriousness and history.
- Interim suspension: Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by the student's continued presence. (This suspension will be for a stated period of time and followed by a student hearing.)
- Institution 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 of Students or designee. If the student is reinstated a letter of reprimand will be included in the student's permanent file. Suspensions will be noted on the student's official transcript.

- Dismissal: Dismissal 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. Dismissal will be noted on the student's official transcript.

The outcome of the conduct process will be communicated to the student's academic program. This communication may result in an additional response from the program, such as a referral to a professionalism or academic progress committee, depending on the nature of the violation and the standards of the program.

****Students who fail to comply with the terms and conditions of a sanction are subject to additional judicial action.**

VII. Appeals

Students wishing to appeal the disciplinary process must do so, in writing via email or hard copy, to the Provost within 3 business days following receipt of sanctions. **Students will have only one opportunity to appeal.**

Grounds for Appeal

- a. New Information: There is new and significant applicable evidence that has not yet been considered. Information would be considered "new" if it was discovered after the student's hearing. Withheld information is not considered "new" information.
- b. Excessive Sanctions: Sanctions imposed are excessive to the violation(s) relative to sanctions imposed for similar violations under similar facts and circumstances as determined by the Honor Code accountability process.
- c. Procedural Irregularity: The written procedure was not followed through the disciplinary process (e.g., the student did not have the opportunity to present information at the hearing).

The written appeal must include a clear statement of the nature of the appeal and be submitted to the Provost (or designee). The Provost (or designee) may, in response to the written appeal and upon review of all information and testimony presented, revise or confirm an earlier disciplinary process. The decision of the appeal may be made with or without meeting with the student. After a decision has been reached, the student will be notified in writing by the Provost.

Only in cases of Title IX issues, both the complainant and the respondent will have the right to appeal the decision made through the Title IX process. Refer to the TCC Title IX policy for more information.

VIII. Records & Confidentiality

- Records are maintained securely by the Division of Student Affairs
- Sanctions are noted on a student transcript only when applicable (e.g., suspension or expulsion)
- Conduct records are retained for a minimum of 7 years

Student Clinical Code of Conduct

For more information about Student Clinical Code of Conduct policies and procedures for the KGI School of Health Sciences and School of Pharmacy, please refer to your specific academic program.

KGI Institutional Policies

The following policies apply to all members of the KGI community. We encourage you to review the details carefully by visiting the policies [site](#).

- After-hours Room Access
- Alcohol Policy for KGI
- Banning Disruptive Persons from Campus
- Bias Related Incidents
- Demonstrations Policy
- Drug Free Campus and Workplace
- Explosives, Firearms, and other Weapons
- KGI Guidelines on Homemade Food for Events and Fundraisers Purpose
- KGI Policy and Guidelines for Personal Use of Social Media
- Children and Minors on Campus
- Non-Discrimination Policy
- Recording and Taping Policy Purpose
- Safety Policy
- Smoking Policy
- [Title IX](#)

Questions?

If you have any questions regarding the contents of this handbook, please contact the Division of Student Affairs:

Division of Student Affairs

517 Watson Drive 1st Floor Claremont, CA
909.607.7855 | student_affairs@kgi.edu | [website](#)

As you embark on this exciting chapter of your academic journey with us at KGI, we want you to know that we're here to support you every step of the way. This handbook is designed to equip you with the resources, policies, and expectations that will help you succeed both academically and personally. Remember, you're not alone in this journey—our entire KGI community is eager to see you thrive and achieve your goals. We look forward to witnessing your growth and celebrating your successes throughout your time here. Let's make this a memorable and impactful experience together!