

Academic Policies and Procedures Handbook

2024 - 2025

Effective August 26, 2024





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KGI Leadership

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.

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. They are responsible for representing KGI to its external constituencies. The President reports to the Board of Trustees and serves at the pleasure of the Board.

The Provost provides leadership to the faculty in developing and implementing innovative and effective curricula. The Provost takes the lead role in recruiting, developing, and retaining a strong faculty, and supervises the faculty regarding 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 Cabinet, which confers regularly on major operational, budgetary, and policy matters, is comprised of the President, the Provost and Vice President of Academic Affairs, the Vice President of Finance and Administration, the Vice President of Admissions and Enrollment Management, the Vice President of Marketing and Communications, the Vice President of Advancement, and the Assistant Vice President of Human Resources and Chief Human Resources Officer.

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.

Riggs Programs

- Certificate of Bioscience Management (CBM)
- Master of Biotechnology Management (MBM)*
- Master of Business and Science (MBS)
- Master of Community Health Administration (MCHA)*
- Master of Engineering in Biopharmaceutical Processing (MEng)
- Master of Science in Applied Life Sciences (MS)
- Master of Science in Human Genetics and Genomic Data Analytics (MSGDA)
- Master of Science in Medical Device Engineering (MSMDE)
- PhD in Applied Life Sciences
- Postbaccalaureate Pre-PA Certificate Program (PPA)
- Postbaccalaureate Pre-Medical Certificate Program (PPC)

* denotes professional continuing education program

Core Values

We are:

- 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 arises from self-reflection
- Works actively to foster personal, professional, and intellectual growth for everyone in the 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 with our 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 their 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 the 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

Faculty and Curriculum

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

School of Health Sciences

Mission

The School of Health Sciences is dedicated to the education of innovative healthcare professionals who will serve the needs of individual patients, diverse communities, and the healthcare system as a whole. Our programs emphasize interprofessional collaboration, leadership, evidence-based practice, and person-centered care.

Vision

The School of Health Sciences (SHS) will prepare graduates who are leaders among healthcare professionals dedicated to delivering advanced personally-optimized patient care and the translation of applied and clinical science breakthroughs to enhance the quality of life. We will work to better society by developing innovative, collaborative, culturally competent, articulate, and caring healthcare professionals.

SHS Programs

- Master of Science in Human Genetics and Genetic Counseling (MSGC)
- Master of Science in Physician Associate Studies (MSPA)
- Occupational Therapy Doctorate (OTD)

Core Values

We believe in:

- An interactive learning environment
- Interprofessional collaboration independent
- Reflective development and independent growth
- Evidence-based decision making
- Entrepreneurial approach to practice
- Patient-centered compassionate care
- Community commitment
- Ethical and responsible behaviors

Goals

- 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 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 healthcare leaders to inform curricular development to provide graduates with cutting-edge knowledge and skills to advance the practice
- Prepare graduates to practice effectively in a wide variety of currently existing and potential future roles in hospitals and medical centers
- Produce graduates who can communicate effectively with patients, caregivers, and healthcare professionals
- Promote interprofessional education
- 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

MSPA Program Advisory Board

The KGI MSPA Program Advisory Board (PAB) is composed of physician assistant/associate educators and members of the local healthcare community. Through this important collaboration, the PAB provides input on program and curricular development; acts as a liaison between the program and clinical practice by sharing current standards and emerging clinical trends; offers recommendations on how to achieve the program's stated goals; assists in identifying clinical sites and

employment opportunities; and provides feedback on the effectiveness and success of activities related to program goals.

The Program Advisory Board meets at least once per year. Members are nominated by KGI administrators and SPHS faculty and staff.

OTD Program Advisory Board

The KGI OTD Program Advisory Board's purpose is to provide strategic counsel to the OTD program leadership on issues relevant to current, emerging, and future practice. The Board's counsel helps to support the OTD program's growth and development in education, research, fieldwork, and capstone to provide a premier educational experience for students. Comprised of distinguished occupational therapy professionals, community leaders, and others holding expertise in areas relevant to the program's key initiatives, the Advisory Board will aim to provide **assistance** in:

- Identifying current trends and practices in occupational therapy and the larger community
- Advising on diversity, equity, and inclusion in all aspects of program from recruitment and admissions to didactic and experiential learning and student retention
- Suggesting strategies for fulfilling the program's mission and values to meet needs in real-world contexts
- Supporting KGI OTD's program through advisement for a diverse range of professional and community contexts. The OTD Advisory Board will meet twice yearly in the fall and spring. Board terms will be for three years with the option of renewing once.

MSGC Program Advisory Board

The KGI MSGC Advisory Board's purpose is to provide professional collaboration and strategic counsel to further the mission, vision, and goals of KGI and the MSGC program. The Board will provide input on program advancement, including didactic, experiential and research development, reflective of current and emerging areas of practice. The Board, comprised of clinical and industry genetics professionals, clinical researchers, educators, and members of patient advocacy organizations, acts as a liaison between program development and actual practice, offers support and recommendations on how to achieve the Program's goals, including longevity and



sustainability, student retention and success, and ensuring diversity, equity, and inclusion. The Board provides feedback on the achievement and success of the Program's goals and values.

The MSGC Advisory Board meets a minimum of one time per year. Members are nominated by KGI administrators and MSGC Program Leadership. Meetings will be recorded/documented to allow for adequate and timely follow up. Yearly meetings, ideally held during summer and/or winter, will include review of curriculum, didactic and clinical evaluations and outcomes, updates on clinical and industry partners, site development and updates on graduate employment and ABGC examination pass rates. Student course evaluations, cumulative logbook data, as well as alumni and employer surveys/evaluations will be used to report outcomes. Updates on capstones, including accepted posters or abstracts for publication, will be discussed. Any proposed modifications to didactic and clinical curriculum will be reviewed with the Curriculum Committee within two months. Accepted modifications to curriculum will be implemented the following academic year, or as soon as possible, depending.

Faculty and Curriculum

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

School of Pharmacy

Mission

The School of Pharmacy is dedicated to the education of innovative pharmacists who are collaborative, competent problem-solvers serving the needs of individual patients, communities, populations, healthcare systems, and the pharmaceutical industry. Our program cultivates future pharmacy leaders who will ensure ethical, safe, effective, accessible, and equitable use of medications.

Vision

The School of Pharmacy (SOP) will prepare graduates who are leaders among healthcare professionals dedicated to delivering advanced personally-optimized patient care and the translation of applied and clinical science breakthroughs to enhance the quality of life. We will work to better society by developing innovative, collaborative, culturally competent, articulate, and caring healthcare professionals.

SOP Programs

- Doctor of Pharmacy (PharmD)

Core Values

We believe in:

- Professionalism and patient-centeredness
- Respect for others and cultural humility
- 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

- 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
- 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

SOP Advisory Board

The KGI School of Pharmacy 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 Advisory Board, please [click here](#).

SOP Practitioner Network Council

The Practitioner Network Council (PNC) comprised of leaders in the areas of health systems, industry, government, and retail settings was established to consult with SOP concerning clinical experiential and non-traditional experiential education. The meetings and members of this council are under the oversight of the Director of Experiential Education. The PNC will act as an advisory group to SOP 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 Practitioner Network Council, please [click here](#).

Faculty and Curriculum

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

KGI Academic Policies and Procedures

The policies and procedures contained in this 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 this Handbook. To the degree possible, substantive changes will only be made between academic years.

Academic Calendar

Unless otherwise noted, all course work completed at KGI is under a semester system which is approximately 15 weeks in length. Module courses are approximately eight weeks. To view the academic calendar, please [click here](#).

Academic Freedom

Keck Graduate Institute 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 in the pursuit of knowledge. Keck Graduate Institute defines academic freedom as the right of a faculty member to posit and express the full range of activities necessary in the production of knowledge. These activities include, without limitation: research focus, determining the scope and methods of teaching, and presenting research findings internally to colleagues and externally to the public and in published findings. 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. However, the exercise of academic freedom may not violate any other policy of the Institute, external accrediting body, federal, state, or local law. In addition, academic work should be evaluated and discussed based on the standards of the scholarly community, not external political or ideological considerations.



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 school and/or program-specific progression committees to 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 to the progression committee.

The progression committee will communicate a recommendation to the respective academic dean, who will communicate a decision to the student via email and mail. Students placed on academic probation may appeal the decision to the Provost within 5 business days. The appeal must include significant extenuating circumstances impacting academic performance with accompanying documentation. Decision of the Provost in response to the appeal is final.

Students placed on academic probation are required to work with Academic Affairs and the Division of Student Affairs to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester. Students that are placed on academic probation 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 respective academic dean and program director will replace students on committees.

Accreditations

Keck Graduate Institute (KGI) is accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC). Visit wscuc.org for more details.

Additional information about KGI's accreditation and its School of Pharmacy and Health Sciences' professional accreditations for each specific degree program can be found online at kgi.edu/accreditation.

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 | 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.

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 Boulevard,
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.



ACPE Accreditation Statement

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

Accreditation Council for Pharmacy Education

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 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.

MSPA Accreditation Statement

The ARC-PA has granted Accreditation-Provisional status to the Keck Graduate Institute Physician Assistant Program sponsored by Keck Graduate Institute.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

The program's accreditation history can be viewed on the ARC-PA website at <http://www.arc-pa.org/accreditation-history-keck-graduate-institute/>.

OTD Accreditation Statement

KGI's entry-level occupational therapy doctoral degree program has received candidacy status from Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) and is able to enroll students. Located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814.

ACOTE's telephone number c/o AOTA is 301.652.AOTA and its web address is www.acoteonline.org. The program must be granted Candidacy Status, have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

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

Advisement

An important factor in a student's success is to provide the student with available advising, counseling, and mentoring. Mentoring, including academic advisement, will be provided by all faculty members. Each student will be assigned a faculty advisor. All students will meet with their faculty advisor to discuss program, academic, professional/career issues, and any other programmatic requirements.

The faculty advisor will meet with the student to discuss academic difficulties and recommend strategies for academic success. Faculty advisors will also track students' professional requirements and program progression.

Attendance Policy

Attendance Policy (Didactic Courses)

Attendance

Attendance is mandatory. Students are expected to attend and appear on time at all classes, workshops, labs, seminars, and other instructional activities associated with the courses in which they are enrolled. Since teamwork is an integral part of KGI's learning environment, attendance is important not only for the individual student, but also for their colleagues. However, there are instances in which students are unable to attend class and those absences may be excused. Excused absences are described in the following sections. Absences not covered by this policy may be excused at the discretion of the instructor or course coordinator.

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

Student responsibilities

Students should make prior arrangements if missing a non-assessment day class is unavoidable; such requests should be made to the instructor or course coordinator prior to the absence and as early as possible. Documentation for excused absences must be submitted to the instructor or course coordinator in writing within three (3) business days upon return to school. Review of the documentation will determine whether an

excused absence is warranted. The student must present appropriate documentation to be granted an excused absence.

The following are considered excused absences:

- Personal illness or injury. For an excused absence, written documentation from a physician or other qualified medical professional will be required as supporting documentation. However, no protected health information or confidential medical information is required to be submitted or documented.
- A personal emergency or emergency in the student's immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student) such as death, hospitalization, or other emergency situations.
- Attendance at a professional meeting if the absence has been pre-approved by the instructor or course coordinator.
- Jury duty and Immigration/Naturalization Interview. For jury duty, please visit [this page](#) for more information. For Immigration/Naturalization Interview, students should contact KGI's International Student Advisor.
- Religious observance accommodations will be considered. Each student must individually submit a request for absences due to religious observances by the first day of each semester and work with the instructor or course coordinator to minimize disruptions to the educational process and to schedule makeup activities. Only holidays recognized by the [TCC Chaplain Services](#) will be considered.

Falsification of documentation is considered a violation of the School's Honor Code and will result in disciplinary action up to and including termination. The student will be held responsible for all work of a class missed during any absence. Opportunities to make up missed points in the form of class activities and quizzes will be at the discretion of the instructor or course coordinator.

Policy regarding missed assessments

A missed assessment will be graded as zero "0" by the course coordinator/instructor. Exceptions may be made for the following situations:

- If a student has an immediate personal emergency, the student should make every effort to notify the course coordinator or instructor prior to the start of the assessment. If the student is not able to safely make immediate contact, they **MUST** make contact within 24 hours of the start of the assessment. Personal emergencies are defined as serious vehicle accidents, hospitalizations, serious illness, or physical injuries which require emergency medical treatment or the sudden death of an immediate family member (parent, grandparent, guardian, spouse, child, or sibling of the student). All immediate personal emergencies must be verified in writing with a letter from a health care provider or other appropriate professional familiar with the circumstances.
- If a student has a significant pre-scheduled event which conflicts with an assessment, the student must contact the course coordinator or instructor at

least two weeks prior to the examination or quiz to obtain approval for a rescheduled assessment. For holy days, civic procedures, citizenship interviews, and necessary medical procedures that have been verified by the course coordinator or instructor, approval may be granted.

- If the student meets the criteria stated above, make-up assessments will be scheduled by the course coordinator or instructor. Students must contact the faculty on the first day of their return to school to schedule a make-up examination. Make-up examinations may be different from the original format at the discretion of the course coordinator or instructor. For more specific details on this policy, MSPA students should refer to the MSPA Program Student Handbook and OTD students should refer to the OTD Program Student Handbook. PharmD students should refer to the sections on Assessment Policies within this handbook.

Attendance at Experiential Activities

Attendance is MANDATORY. Attendance at the designated experiential site(s) is required to receive credit for the experiential courses. Attendance is a grading criterion as well as a requirement for certification of experiential hours. Please refer to the program specific experiential manual for more details.

Absences—PharmD

If the student is going to be absent from the course/rotation for any reason, the student MUST notify the preceptor and the Office of Experiential Education for pre-approval unless the absence is due to a personal emergency or emergency in the student's immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student) such as death, hospitalization or other emergency situation; in which case the student MUST notify the preceptor and the Office of Experiential Education immediately.

Failure to notify the preceptor and the Office of Experiential Education will result in the student being reported through the Honor Code Intake form.

Any time missed must be made-up before the end of the designated rotation block in which the student is participating*. Students who do not complete the minimum hours before the end of the course/rotation block will automatically fail the course/rotation. Personal days CANNOT be used for any Experiential Education Experience (IPPEs, Certificate Experience Elective, and/or APPEs).

**If a student is scheduled at a site on a school-observed holiday (i.e. Labor Day, Thanksgiving, etc.), and if the site is open on that holiday, then the student is expected to be on site. However, if the site is closed in observance of the holiday, it is at the preceptor's discretion when the student will be required to make up the holiday (example, the preceptor may request the student to make up the time missed for Labor Day on Friday of that week)*

Absences—OTD

Attendance during the experiential phase is mandatory.

If the student is going to be absent from the fieldwork or doctoral capstone experience for any reason, the student **MUST** notify the fieldwork educator/DCE site mentor and the Academic Fieldwork Coordinator/Doctoral Capstone Coordinator for pre-approval unless the absence is due to a personal emergency or emergency in the student's immediate family (i.e., parent grandparent, guardian, spouse, child, or sibling of the student). An emergency may include death, hospitalization, or other emergency situation. In these circumstances, the student must notify fieldwork educator/DCE site mentor and the Academic Fieldwork Coordinator/Doctoral Capstone Coordinator immediately. For more specific details on this policy, please refer to the OTD Fieldwork and Capstone Manual.

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).

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 without a valid excuse 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 and approved by the instructor.

Audit Policy

Students may audit a course only with the written permission of the instructor. Faculty may set requirements for students auditing courses that may include class attendance, participation, and other activities. If these requirements are not met, a notation of "AX" will be entered into the student transcript to indicate the course was not completed successfully. 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.



Upon submission and approval of a Course Audit Request, students in the School of Pharmacy and School of Health Sciences may be eligible to audit courses to help review coursework when necessary, or for personal or professional development.

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. The audit price is \$400 per credit. Students enrolled in KGI short courses and Executive Education courses typically pay tuition that is established specifically for those courses.

Canceling Classes

The mission of each of The Claremont Colleges (TCC) 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 TCC provides for free cross-enrollment, each member of TCC 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 TCC 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.

Change of Program/Concentration

All students exploring the option of changing programs should review the petition form, linked below, and discuss their options with the appropriate program director/faculty/staff member(s). Generally, a **3.0 GPA** is required; thus, a student cannot request this change while on academic probation. You may be asked to provide a transcript for approval from certain offices.

Approvals are required from the Program Director/Admissions Officer of the current and intended new program and the Student Affairs, Financial Aid and Registrar's Offices. If you are an international student, you will need approval from the **International Student Advisor**. Once your petition is complete, please submit it to the Registrar's Office for final approval from the Dean's Office.

Feel free to contact the **Registrar's Office** if you need assistance in contacting the right person for each approval on the petition form, or for questions on degree or certificate requirements.

- [Application for Intent to Change Program Form](#)
- [Concentration Change Form](#)

Riggs School additional considerations:

For **Postbaccalaureate Premedical Certificate (PPC) students** who complete the certificate program and then plan to stay at KGI for a master's degree, you will need to discuss your options with the director of the PPC program. If you intend to stay at KGI after certificate completion, you will need to complete the petition form, linked below, and indicate which program you intend to complete. The deadline is December 1 of the fall semester but may be extended in certain cases.

Some **Master of Business and Science (MBS)** students, during their time at KGI, change to the Master of Science in Applied Life Sciences program or one of KGI's certificate programs. If you are considering this change, you should first discuss your options with your program director. You will need to complete the petition form, linked below, at least one week prior to the start of the semester in which you will begin the intended new program if you decide to change programs.

Credit Hour Policy

Purpose or Overview of Policy

The purpose of this policy is to define the amount of instruction and student work expected for each credit hour (or unit of credit).

Scope of Policy

This policy is intended to reflect the University's commitment to the principles, goals, and ideals by defining KGI's standards of academic credit, and to adhere to federal regulations under Section 600.2 and 600.4, revised July 1, 2020 of the Higher Education Act and 34 CFR 668.8(k) and (l) of the Code of Federal Regulations, and is consistent with the requirements of the WASC Senior College and University Commission (WSCUC). These requirements require the WSCUC to review the institution's definition of credit hour and an institutions' processes and policies for ensuring the credit hour policy is followed.

Policy Statement

Definitions

KGI's academic year consists of terms in Summer, Fall and Spring, and each term is approximately 15 weeks in length.

Credit Hour: Except as provided in 34 CFR 668.8(k) and (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:

- One hour of classroom, direct faculty instruction, or other instructional activity 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 a different amount of time; or
- 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, research, internship, practicum, experiential or clinical work, and other academic work leading to the award of credit hours.

Instructional hours: classroom hours with direct instructor contact in a physical or virtual classroom, as well as asynchronous instructional content for online or hybrid courses. This includes class meeting times for lecture, exams, classroom discussion, and other supervised learning activities, as well as asynchronous self-guided learning activities.

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 depending on course and scheduling needs such as holidays and emergencies, but the total work hours must remain consistent.

Credit Hours Policy

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. In order to be considered half-time, graduate students must be enrolled in at least six credits per semester.

KGI awards credits in accord with the following criteria: for each 1 credit, a course meets for 1 hour per week in a 15-week semester, as further defined in Section III below. For example, a three-credit course is expected to have a total of 45 contact hours and 90 hours of student work outside of class per semester.

The following examples represent KGI course credit hour calculations:

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

Credit hours are granted for various types of instruction as follows

- Lecture, Discussion, Recitation Courses**
 A credit hour is assumed to be at minimum a 50-minute (not to exceed 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. For example, a three-semester credit hour course may meet for two 80-minute sessions or one 160-minute session per week for fifteen weeks.
- Laboratory Courses**
 For a laboratory class, the hours per week spent in the lab are considered to be instructional activities, which may include lab activities such as experimental design, notebook journals, lab meetings, and practice in clinical skills labs. Thus, one unit is three hours per week of laboratory time. The equivalent of 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 in duration each will earn one semester credit hour.
- Experiential Courses**
 When learning takes place in an experiential, clinical or other 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 and Research**
 One credit for independent study and research (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 learn the material, complete homework assignments and assessments, or complete laboratory assignments. The guidelines presented in the Credit Hours Policy will be used to calculate semester hour and total work hour equivalents for intensive courses.

Monitoring and Compliance

KGI faculty will evaluate the credit hour designations for approved curriculum in regular cycles to coincide with the campus accreditation cycle and through ongoing curriculum and program review processes. No later than one year prior to the submission of the WSUSC reaccreditation documents, each school will be required to provide a certification of all of their approved courses meeting the guidelines above.

Credit Requirements

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 accordance with the following criteria: for each 1 credit, a course meets for 1 hour per week in a 15-week semester. 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 or term 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.

Cross Registration Policy

Cross-Registration for Summer Courses

KGI offers summer upper-level 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.

Current KGI Policies (Website)

Policies on this page pertain to campus safety (including harassment and discrimination), the confidentiality of student records, drug and alcohol use, and student leaves, as well as others.

This is a useful reference to several important policies KGI maintains, but it is not exhaustive.

Policies

- [Clery Act](#)
- [Code of Conduct Policy](#)
- [Complaint Policy](#)
- [Conflict of Interest Policy](#)
- [Copyright Policy](#)
- [Credit Policy](#)
- [Demonstration Policy](#)
- [Drug & Alcohol Prevention](#)
- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Financial Assistance](#)
- [Graduation and Retention Rates](#)
- [Institutional Information](#)
- [Loan Disclosures](#)
- [Title IX](#)
- [Voter Registration](#)
- [Website Privacy Statement](#)

Dean's List

Henry E. Riggs School of Applied Life Sciences

Students on the Henry E. Riggs School of Applied Life Sciences Dean's List have demonstrated superior academic achievement by achieving a 3.90 overall grade point average as full-time students in their program. Dean's List distinction indicates these students' strong commitment to academic excellence and achievement.

School of Health Sciences

Students on the School of Health Sciences Dean's List have demonstrated professionalism and academic excellence and have proven to be an asset to our student body. The Dean's List recognizes students who have achieved an overall GPA of 3.90 or higher by placing them on the Dean's List. Dean's List distinction indicates these students' strong commitment to academic excellence.

School of Pharmacy

Students on the School of Pharmacy Dean's List have demonstrated professionalism and academic excellence and have proven to be an asset to our student body.

Every semester, the KGI SPHS PharmD Program recognizes students with GPA to be in the top 10 percent of their respective classes by placing them on the Dean’s list. Dean’s List distinction indicates these students’ strong commitment to academic excellence.

Graduates of the KGI’s Doctor of Pharmacy program in the 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 will be calculated using the official cumulative grade point averages for all students graduating at the end of the fall 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.

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. Only KGI courses will be considered in determination of the student’s academic standing.

Standard Grading Basis

The Institute is on a 4-point grading system. The following grade notations are used in calculating the Grade Point Average (GPA). A student’s GPA is calculated by dividing the total number of grade points earned by the total number of credits attempted.

A		B		C		F	
A	4.0	B+	3.3	C+	2.3		
A-	3.7	B	3.0	C	2.0	F	0.0
		B-	2.7	C-	1.7		
P/NP = Pass/No Pass. Selected. Courses only, not included in the GPA calculation. Form PharmD students, grades of C- are not applicable. For MSPA program students, grades of C- are not applicable. For OTD program students, grades of C- are not applicable.							

Transcript Key

I – Incomplete (Note: requires an [Incomplete Contract](#) that must be filed with the Office of the Registrar)

AU/AX – 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).

Grades Not Calculated in GPA

AU/AX – Audit

P – Pass

NP – No Pass

W – Withdrawn (student withdrew after drop deadline)

I – Incomplete

R - Repeat

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 course is of passing quality but the student is unable to complete the course 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 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. 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.

The time limit may be extended if a petition is submitted and approved by the dean in advance of the one-year deadline. Under no circumstances should students formally re-enroll in a course in an attempt to make-up an incomplete.

Repeating 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). Additional tuition fees may apply.

Intellectual Property Rights

This Intellectual Property (IP) 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 related policies regarding trade secrets, consulting, conflicts of interest, and research agreements. Student Inventors collaborating with faculty or companies, as in a Team Masters Project (TMP), should consult with the faculty member, principal investigator or TMP director. The complete policy appears in the KGI Operational policies and KGI Graduate Faculty Handbook, with excerpts 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 must sign an "Invention and Proprietary Information Agreement" (IPIA). Under this agreement, when a work is created that uses substantial KGI funding or facilities, KGI retains all rights to associated IP unless the President (or designee) waives such rights in writing. The IPIA requires KGI inventors to assign to KGI or (in some cases) to another party as required by law, title to any IP created through the use of such funds or facilities unless otherwise agreed. An IPIA shall be signed prior to employment or enrollment at KGI, and no KGI affiliate can participate in research at KGI facilities until such agreement is signed. If the IP generates net income to KGI, student inventors have the potential to share in that income under the same policies that apply to faculty and staff; to obtain specific details about the royalty allocation procedure, please contact TTO@kgi.edu.

In some cases, KGI does not own a student's work, as with a work of fiction written without use of KGI resources. If you have any questions about KGI's IP policies, please contact TTO@kgi.edu.

Intellectual Property & Technology Transfer

The Intellectual Property & Technology Transfer Committee oversees IP and commercialization activities at KGI. If you have questions about whether you may be an inventor, or need guidance on whether you should file a provisional patent prior to a poster presentation or publication, please contact the IPTT Committee. IPTT@KGI.edu

Leave of Absence Policy

A student may request a leave of absence due to occurrence of medical problem(s), serious personal problems, pregnancy, or military deployment. In the event of a medical problem, the request must be accompanied by a letter from a physician, medical provider, 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 their Program Director and Office of the Registrar 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.

A student requesting a leave of absence is required to obtain approval and provide a completed [Request for Leave of Absence form](#) to the Office of the Registrar, which will notify the appropriate departments for necessary actions. It is the student's responsibility to obtain approval from the Program Director, Financial Aid, Student Accounts, and the Academic Dean, who shall determine whether or not the leave is to be granted and the conditions under which the student may return to KGI. The terms and conditions of the leave will be determined by the Academic Dean and will be documented prior to the student taking the leave.

It is the student's responsibility to inform KGI of any change of address or circumstances while on a leave of absence.

Extensions beyond this require additional approval prior to the original leave of absence return date. Students who do not return at the end of the leave will be administratively withdrawn and must reapply through the readmissions process.

Leave of Absence Conditions

The usual limit for a leave of absence is two academic semesters or less. 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:

- 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 Academic Dean
- Leave of absence extensions require additional approval prior to the original leave of absence return date
- Students who do not return by the leave of absence return date will be administratively withdrawn and must reapply through the readmissions process.

- 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.

Returning From a Leave of Absence

Students returning from an approved leave of absence are required to obtain approval and submit a completed [Request to return from Leave of Absence form](#) to the Office of the Registrar, which will notify the appropriate departments for necessary actions. This form should be submitted no later than July 1st for reinstatement of the fall, November 1st for reinstatement of the spring, and March 1st for reinstatement of the summer term. Supporting documentation may be required for return from leave of absence

requests; this may include permission from the Dean of the school, medical releases, or other supporting documents.

Upon returning from a leave of absence, students should meet with their program advisor to ensure appropriate selection of courses and make arrangements for registration with the Office of the Registrar.

Obtaining Transcripts

Official Transcripts

Only transcripts printed on KGI transcript paper are considered to be official. All transcripts which are .PDF transcripts are considered to be unofficial unless processed via the National Student Clearinghouse at the link below. The official transcript fee is \$12.50 per transcript. Payment is made via PayPal from the online form.

National Student Clearinghouse Online Transcript Request – Electronic or Paper Transcripts

KGI offers National Student Clearinghouse (NSC) [transcript ordering online](#). To check the status of your order, [click here](#).

Benefits of NSC Ordering:

Both traditional paper and certified .PDF transcripts are available (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 has not been altered). Benefits include:

- 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.

KGI Transcript Request Form – Paper Transcripts Only

Fill out the [transcript request form](#) online. Payment is made via PayPal from the online form.

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 have not completed the 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.

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 PhD 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 Academic Dean. Doctoral students who have advanced to candidacy are not eligible for part-time status.

Adding/Dropping

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

Riggs School: Adding and dropping courses prior to the deadlines are accomplished online through the student portal or through the online add/drop form on the Registrar's webpage [found here](#). Course adds/drops are generally not allowed for required courses in the MSGDA program. They may be considered for elective courses, which will be in the second year.

School of Health Sciences: Course adds/drops are generally not allowed for required courses in the MSGC, MSPA, and OTD programs.

School of Pharmacy: Course adds/drops are generally not allowed for required courses in the PharmD program. They may be considered for elective courses, which will be in the P-3 or P-4 year for PharmD students. Changes to electives should be discussed and approved by the Office of Experiential Education (if applicable) and the Academic Dean. All changes to the student's registration will be communicated to the registrar by the Program Director or Coordinator.

Late Registration

It is important to enroll, register, and pay fees in a timely manner to avoid any financial 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)

SAP monitors your academic progress in three categories: GPA, Pace of Progress and Maximum Time Frame. SAP is evaluated at the end of every semester once grades have been finalized and posted.

For a student to progress successfully through the program, the student must maintain good academic standing (>70% or passing all courses), maintain the requisite minimum GPA, complete required coursework in the appropriate sequence, and meet the time-to-completion requirement of 150% of the allocated time for the program. High academic standards are critical to ensuring academic integrity and quality at KGI. The Student Progression Committee (SPC) will review student progression each semester.

The progression committee will communicate a recommendation to the respective academic dean, who will communicate a decision to the student via email and mail. Students placed on academic probation may appeal the decision to the Provost within 5 business days. The appeal must include significant extenuating circumstances impacting academic performance with accompanying documentation. Decision of the Provost in response to the appeal is final.

Students placed on academic probation are required to work with Academic Affairs and the Division of Student Affairs to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester.

International students on probation or subject to dismissal must consult with the international student advisor to understand the implications to internship, work and residency requirements. International students are subject to federal regulations and academic probation and dismissal may impact their immigration status and the ability to remain and work in the U.S., including the ability to complete an internship and may impact Optional Practical Training (OPT) eligibility.

Satisfactory Academic Progress – Financial Aid

Federal law and regulations require that students receiving financial assistance from federal funds must maintain satisfactory academic progress. The measures used to determine satisfactory academic progress include both the Qualitative Progress (GPA) and Quantitative Progress (timely completion of course credits) which are reviewed after each term. The following policy presents the standards adopted by Keck Graduate Institute for students receiving 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.

SAP Status	Description	Action Options	Financial Aid Status
Meets SAP	You meet all SAP Standards	No Action Required	Eligible for Aid
Warning	You did not meet one or more of the SAP Standards after a semester of Meets SAP.	No Action Required *Warning Status is for next semester of enrollment	Eligible for Aid
Not Meets SAP (Financial Aid Disqualified)	You did not meet one or more of the SAP Standards (GPA, Pace) after a Warning Semester OR You have exceeded the Maximum Time Frame	*Submit an Appeal OR *Continue to enroll without aid to improve SAP Status	Not Eligible for Aid
Probation (Financial Aid Disqualified)	SAP Appeal Approved	*Probation status is	Eligible for Aid

Aid Probation)		for next semester of enrollment	
Not Meets SAP(After Probation Semester)	You did not meet one or more of the SAP Standards (GPA, Pace) after your Probation Semester	*Submit an Appeal which includes an Academic Plan OR *Continue to enroll without aid to improve SAP STATUS	Not Eligible for Aid

SAP is monitored at the end of every semester once grades have been finalized and posted. You will receive an email notification after each evaluation notifying you of the results and your SAP standing.

Henry E. Riggs School of Applied Life Sciences (Riggs School)

Riggs School students are required to maintain a minimum cumulative GPA of 3.0 each semester determined from grades received in KGI courses. In addition, students must pass required elements of pass/no pass courses or milestones. *Note: a minimum 3.0 GPA is also required to transfer to another program within Riggs.*

Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to 3.0. 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 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; students in this situation must consult with the International Student Advisor.

Students obtaining a GPA below 3.0 are in jeopardy of not progressing successfully through the program and are expected to work with faculty, teaching assistants, tutors, and Student Affairs to ensure they avail themselves of every opportunity to succeed.

Academic Progression Expectations | MSGDA

All students in the MSGDA program will be required to maintain a GPA of 3.0 or higher and pass all courses in each semester to progress to the next semester. Students will have an opportunity to explain any special circumstances to the Student Progression Committee (SPC). 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 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. The remediation plan will be sent to the program director for approval. 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.

School of Health Sciences (SHS)

SHS students are required to maintain a cumulative GPA of 3.0 each semester determined from grades received in KGI courses. Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to 3.0. Failure to meet this requirement will typically result in dismissal from the Institute.

Students obtaining a GPA below 3.0 are in jeopardy of not progressing successfully through the program and are expected to work with faculty, teaching assistants, tutors, and Student Affairs to ensure they avail themselves of every opportunity to succeed.

For more specific policies, MSPA program students should refer to the MSPA Program Student Handbook and OTD program students should refer to the OTD Program Student Handbook.

Academic Progression Expectations | MSGC

All students in the MSGC program will be required to maintain a GPA of 3.0 or higher and pass all courses in each semester to progress to the next semester. Students will

have an opportunity to explain any special circumstances to the Student Progression Committee (SPC). 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 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. The remediation plan will be sent to the program director for approval. 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 3.0 will be placed on probation and will be given one semester to raise their cumulative GPA to 3.0. Failure to meet this requirement may result in dismissal from the Institute. Students obtaining a 3.0 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. Student Progression Committee (SPC) will develop a specific remediation plan that may include repeating the clinical internship. Please refer to the MSGC Fieldwork Manual for further description of clinical progression and remediation policies and expectations.

Progression Requirements | MSPA Program

Due to the sequential nature of the curriculum, students must successfully complete all courses within each semester before becoming eligible to enroll in courses in the subsequent term. If any courses were not successfully completed, the student must have a remediation plan established and permission from the MSPA Progression and Professionalism Committee in order to permit their continued progression. At the conclusion of each term, the MSPA Progression and Professionalism Committee

reviews each student's academic performance and professional conduct. Students must be recommended for progression by the MSPA Progression and Professionalism Committee to be eligible to continue to the subsequent semester. In order for a student to progress from the didactic phase into the clinical phase, they must also be recommended by the MSPA Progression and Professionalism Committee.

The following are circumstances that will affect a student's progression through the Program:

- If a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the MSPA Progression and Professionalism Committee
- If a student earns a semester GPA below 3.0, they will be placed on academic probation and allowed to progress in the program at the discretion of the MSPA Progression and Professionalism Committee
- If a student earns a semester GPA below 3.0 for two semesters, they may be dismissed from the program
- Earning one final course grade of F during the didactic or clinical phase of the program will result in referral to the MSPA Progression and Professionalism Committee for consideration of academic dismissal from the program
- If a student receives an alleged violation of the Professionalism Policy, they will first be evaluated by the MSPA Progression and Professionalism Committee, and the Dean of Students and/or the Vice President of Academic Affairs will be notified. If the student's alleged actions are in violation of the KGI Honor Code, the Student Conduct Committee may also be convened to determine if the student should be placed on academic probation and allowed to progress in the program. For more information on the Professionalism Policy, please review the "Professionalism" section of the MSPA Program Student Handbook, as well as the "Student Conduct | Honor Code" section in this handbook
- If the student exceeds the maximum time-to-completion for the program, they may not be able to graduate from the MSPA Program. Students must still complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years). Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement. Please refer to the "Leave of Absence" section of the MSPA Program Student Handbook and this handbook for further details.

A student may appeal a progression decision through written documentation to the MSPA Progression and Professionalism Committee.

Progression Requirements | OTD Program

Due to the sequential nature of the curriculum, students must successfully complete all courses within a trimester before becoming eligible to enroll in courses in the subsequent term. If any courses were not successfully completed, the student must have a remediation plan established and permission from the OTD Progression and Professionalism Committee in order to permit their continued progression. At the conclusion of each semester, the OTD Progression and Professionalism Committee reviews each student's academic performance and professional conduct to help support student success.

The following are circumstances that will affect a student's progression through the Program:

- If a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the OTD Progression and Professionalism Committee
- If a student earns a semester GPA below 3.0, they will be placed on academic probation and allowed to progress in the program at the discretion of the OTD Progression and Professionalism Committee
- If a student earns a semester GPA below 3.0 for two semesters, they may be dismissed from the program
- Earning one final course grade of F during the didactic or clinical phase of the program will result in academic dismissal from the program
- If a student receives an alleged violation regarding professionalism, they will first be evaluated by the OTD Progression and Professionalism Committee, and the Senior Director of Student Affairs and/or the Vice President of Academic Affairs will be notified. If the student's alleged actions are in violation of the KGI Honor Code, the Student Conduct Committee may also be convened to determine if the student should be placed on academic probation and allowed to progress in the program
- If the student exceeds the maximum time-to-completion for the program, they may not be able to graduate from the OTD Program. Students must complete the OTD program within the maximum time-to-completion, which is defined as 150% of the program length. Deceleration and remediation must also be completed

within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement.

A student may appeal a progression decision through written documentation to the OTD Progression and Professionalism Committee.

School of Pharmacy (SOP)

PharmD students are considered to be in good academic standing and performing satisfactorily if they have successfully achieved at least a level of “70%” or passing grade in all courses, progression exam assessments and experiential assessments. Students will no longer have summative assessments that determine progression.

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

Students who fail up to one course per semester will be allowed to remediate the course over the winter break or summer in a remedial course. Students who are not successful in remediation must re-take the course when it is offered next if they are eligible to progress in the program, resulting in delayed graduation. Such students remain on academic probation as a result of receiving an “F” in remediation.

Progression through the curriculum will be determined as part of the terms of probation; terms of probation will be decided by the Student Progression Committee and the student will be notified of the terms of probation by official correspondence from the SOP Dean.

Students who fail a course on the second attempt will be dismissed from the program. There will be no option to remediate a course on the second attempt.

Students who fail two courses in one semester will not progress. They must re-take the courses when they are next offered if they are eligible to progress in the program, resulting in delayed graduation. Re-taking a course counts as remediation for the course.

Students who fail three or more courses in an academic year are subject to dismissal from the program.

Students will be allowed to remediate a maximum of three didactic courses total during the P1 to P3 years of their academic career. Students who fail additional courses beyond the maximum of three remediation opportunities will be dismissed from the program.

Students will be allowed to remediate a maximum of one IPPE and one APPE course in their academic career. Students who fail two or more IPPE or two or more APPE will be dismissed from the program.

Students who have been delayed for academic reasons once are not eligible for a second delay for academic reasons. Students who cannot progress without a second academic delay will be dismissed from the program.

Unsatisfactory Progress During Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs)

- Each student must successfully complete and pass all IPPEs and APPEs
- Students must successfully complete all IPPE 1 and IPPE 2 requirements during the second academic year of the curriculum in order to advance to P-3 status and all IPPE 3 and Certificate Experience Elective requirement during the third academic year of the curriculum in order to advance to P-4 status
- To successfully complete the IPPEs, students must achieve a score of 70% on the final assessment and submit all required assignments by the last day of the course
- Each student must successfully complete the five required core APPE courses and two elective APPE courses. To successfully complete each of the seven APPE courses students must earn a score of 70 or above, have no more than three “deficient” ratings on the Ability Based Outcomes and/or EPAs on the final evaluation and submit all required assignments by the last day of the course. Students who receive a “Deficient” rating on four or more ABO and/or/EPA competencies, score <70 for the final evaluation or fail to submit required assignments by the last day of the course will automatically fail the course.

Students who do not successfully pass an experiential education course (IPPEs, Certificate Experience Electives, APPEs) will be referred to the Student Progression Committee and the Office of Experiential Education. The Office of Experiential Education, in consultation with the Student Progression Committee, 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 IPPE/Certificate Experience Elective/APPE with a faculty member, or other appropriate action.

Students will only be allowed to remediate an IPPE, Certificate Experience Elective, and APPE once. Students who receive a second “F” in their IPPE, Certificate Experience Elective, and APPE are subject to dismissal from the program.

Required IPPEs and APPEs must be remediated in a comparable setting/site. Certificate Experience Electives and Elective APPEs that are not passed may be remediated by substituting a different Certificate Experience Elective and elective APPE (e.g., If the student did not pass an Elective APPE, such as Drug Information, a student may select Drug Information for remediation or change to another specialty, such as Home Infusion depending on preceptor availability).

KGI SPHS grade-related grievance policies and procedures will be followed for appeals for an “F” received in an IPPE, Certificate Experience Elective, and APPE course.

Satisfactory Academic Progress with regard to APPEs:

Failure of 1 Experiential Education (IPPE, Certificate Experience Elective, APPE) course/rotation will result in academic probation until successful completion of the failed course/rotation.

Progression through the curriculum will be determined as part of the terms of probation; terms of probation by official correspondence from the SOP Dean.

Failure of 2 Experiential Education (IPPE, Certificate Experience Elective, APPE) course/rotation course/rotations will result in dismissal from the program

Method of Evaluation of Student Progression

Academic progression will be determined through regular formative and in-term summative assessments, which allow students to gauge their progress and identify weakness early. However, it is the final passing course grade (including remediation) which will demonstrate if a student has achieved the required competencies.

Experiential Education experiences will be assessed using online evaluation forms. Students are encouraged to engage in a formative assessment with their preceptor at midterm to discuss the students where current progress is in relation to their goals. Students will have a summative assessment at the end of each Experiential Education Experience. Students receive one credit hour for every 40-45 hours spent in an

experiential setting. Students will receive credit for each course. 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.

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

P-2 YEAR REQUIREMENTS

Prior to starting the P-2 year, all of the following must be completed:

- Successful completion of all P1 courses
- Compliant in all Complio requirements

P-3 YEAR REQUIREMENTS

Prior to starting the P-3 year, all of the following must be completed:

- Successful completion of all P1 and P2 courses
- IPPE 1 and IPPE 2 rotations
- Compliant in all Complio requirements

P-4 YEAR REQUIREMENTS

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

- Successful completion of all P1, P2, and P3 courses
- IPPE 3 rotation
- Compliant in all Complio requirements
- Application for graduation on file with the Registrar's Office

Remediation

Remediation is an abbreviated program of restudy designed to meet the needs of the students who require additional assistance to demonstrate the achievement of course competencies. During this course, the student will be assessed on course competencies in the initially-failed course.

Policy for the Remediation Delivery

Remediation methods will be determined by the appropriate faculty in conjunction with their Program Director and will be communicated to the student prior to or at the beginning of the remedial course.

Duration, scheduling, and other requirements for remediation will be determined by the appropriate faculty in conjunction with the Program Director. To pass remediation, a student must achieve an overall score of 70% on the remediation summative assessment. Upon such passing performance, the highest grade awarded for the course will be limited to 70% ("C"). The inability to pass the remediation summative assessment would result in delayed progression.

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

Faculty and Student Participation in Remediation

Students who do not pass courses during the academic semester may be eligible for remediation. Students will be ineligible for remediation if they have failed two courses during the preceding semester.

SCHEDULING OF REMEDIATION

Only one remedial course can be scheduled for an individual student per semester. Students are not allowed to participate in electives or experiential rotations during their assigned remediation session without prior approval by the Student Progression Committee (SPC). The Program Director is responsible for scheduling remedial courses.

NATURE OF REMEDIATION

The remediation course will not be a complete re-teaching of the failed course, but rather a focused program that may include readings, review of lecture recordings, assignments, practice problems, and discussions with the faculty. The remediation will be designed by the faculty for self-study/small group learning by the students. At the end of the remediation course, 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 course coordinator will submit remediation course syllabus to the Program Director for approval. The course coordinator will notify all participating students prior to the scheduled remedial course. All course faculty must submit questions to the course coordinator in advance of the scheduled assessment. Assignments or homework may not be assigned in lieu of the summative assessment.

Details of Remediation and Progression:

- Students who fail up to one course per semester will be allowed to remediate the course over the winter break or summer in a remedial course.

- Students who are not successful in remediation must re-take the course when it is offered next if they are eligible to progress in the program, resulting in delayed graduation.
- Students who fail a course on the second attempt will be dismissed from the program. There will be no option to remediate a course on the second attempt.
- Students who fail two courses in one semester will not progress. They must re-take the courses when they are next offered if they are eligible to progress in the program, resulting in delayed graduation. Re-taking a course counts as remediation for the course.
- Students who fail three or more courses in an academic year are subject to dismissal from the program.
- Students will be allowed to remediate a maximum of three didactic courses total during the P1 to P3 years of their academic career. Students who fail additional courses beyond the maximum of three remediation opportunities will be dismissed from the program.
- Students will be allowed to remediate a maximum of one IPPE and one APPE course in their academic career.
- Students who fail two or more IPPE or two or more APPE will be dismissed from the program.
- Students who have been delayed for academic reasons once are not eligible for second delay for academic reasons. Students who cannot progress without a second academic delay will be dismissed from the program.

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 <https://ori.hhs.gov/>. Possible incidences of misconduct are to be reported immediately to the Academic Dean, who will initiate the appropriate procedures.

Standards for Graduation

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

Students can only receive a degree or certificate for a program the student is admitted to.

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 Academic Dean 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 Academic 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 Riggs School are bound by the procedures 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.

Didactic Grade-Related Grievances | School of Pharmacy and School of 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 academic dean. 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 Program Director. The Program Director 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 academic dean. The academic dean 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 Provost (fifth and final level appeal). The Provost will review the form and the response from all earlier levels and make their decision. The Provost'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 Academic Dean. 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 remediation, they shall be allowed to continue in classes until the grievance is resolved. If the grievance is resolved in favor of the student, and they are allowed to continue in the semester or remediation, 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 their faculty advisor.)

- Discuss the issue with the Instructor(s) who assigned the grade; if not resolved
- Discuss the issue with the Course Coordinator/Director(s); if not resolved
- Discuss the issue with the appropriate Program Director; if not resolved
- Initiate a formal grievance, in writing to the Instructor(s) who assigned the grade, after receiving a form from the Academic Dean
- Instructor will respond to the grievance and forward their response to the student and Course Coordinator (Program Director, if Instructor is the same as Course Coordinator)
- Response at each level (Course Coordinator, Program Director, Academic Dean and the Provost) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student
- 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 Academic Dean
- If the grievance reaches the level of the Provost, Provost will notify the student of the results in writing; Provost's decision is final.

Please note: The final authority rests with the Provost for both Non-Grade-Related and Grade-Related grievances. The individual receiving the grievance will adhere to the process above. Deviation from said process will disqualify the grievance. For more specific policies, MSPA Program students should refer to the MSPA Program Student Handbook.

Experiential Education Grade-Related Grievances | PharmD

Matters related to experiential education grading disputes shall include issues regarding grades awarded or processes by which grades are determined. Once the preceptor has

submitted the evaluation, the student must NOT contact the preceptor to negotiate a change in the evaluation.

The student MUST formally submit the list of the competencies in which they are challenging the grade, along with examples of how they met the criteria for the grade which they desire for each competency to the Course Coordinator/Director of Experiential Education. The Course Coordinator/Director of Experiential Education will review the list and discuss it with the preceptor. If the issue is not resolved, the Course Coordinator/Director of Experiential Education will submit the information to the SOP Dean.

If the situation is not resolved, the student may initiate the experiential education grade-related grievance process by completing a “Grade-Related Grievance” form. The student must contact the SOP Dean to request the “Grade-Related Grievance” form. The student must complete and submit the “Grade-Related Grievance” form to the Course Coordinator within five (5) business days following the posting of the score being disputed in E*Value. Non-written grievances will not be accepted. Grievances received after this deadline will not be accepted.

The Course Coordinator will review the grievance and respond within five (5) business days or sooner in most cases (first level appeal). Their response will be emailed to the student and the Director of Experiential Education. The Director of Experiential Education will review the form and response from the Course Coordinator (second level appeal). Their response will be emailed to the student and the SOP Dean. The SOP Dean will review the form and the responses from the earlier levels and make their decision (third level appeal). Their decision will be forwarded to the student and the Provost (fourth and final level appeal). The Provost will review the form and the responses from all earlier levels and make their decision. The Provost’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 Course Coordinator/Director of Experiential Education and SOP Dean. Once a student sends an email confirming that they want to withdraw the grievance, no further action is required.

Quick Reference Experiential Education Grade-Related Grievances

(At any point in the process, the student may meet with their faculty advisor.) Once the preceptor has submitted the evaluation, the student must NOT contact the preceptor to negotiate a change in the evaluation.

- The student must formally submit the list of the competencies in which they are challenging the grade, along with examples of competency to the Course Coordinator; if not resolved
- Discuss the issue with the Director of Experiential Education; if not resolved
- Email the SOP Dean to formally request the “Grade-Related Grievance” form. This form must be submitted within five (5) business days following the posting of the score (in E*Value) being disputed.
- Initiate a FORMAL grievance, in WRITING, to the Course Coordinator who assigned the grade
- The course coordinator or director will respond to the grievance and forward their response to the student and Director of Experiential Education within five (5) business days of receiving the “Grade-Related Grievance” form
- Response at each level (Course Coordinator, Director of Experiential Education, SOP Dean, and the Provost) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student
- The student may choose to withdraw the grievance at any time by sending an email to the course coordinator/director and the SOP Dean
- If the grievance reaches the level of the Provost, Provost will notify the student of the results in writing; Provost’s decision is final.

Please note: The final authority rests with the Provost for both Non-Grade-Related and Grade-Related grievances. The individual receiving the grievance will adhere to the process above. Deviation from said process will disqualify the grievance. For more specific policies, MSPA Program students should refer to the MSPA Program Student Handbook.

Experiential Grade-Related Grievance policies for OTD students can be found in the KGI OTD Student Fieldwork and Capstone manual.

Didactic Non-Grade-Related Grievances | Keck Graduate Institute

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 Program director or immediate supervisor of the appropriate department. Faculty

and/or supervisor should complete a “Student Encounter Form” to document the conversation.

If the student and program director/immediate supervisor cannot resolve the grievance, the student must submit a written, signed statement to the Dean of Students (DOS) describing the specifics of the grievance within five (5) business days following the occurrence of the incident. Nonwritten complaints or written complaints received after this deadline may not be accepted.

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 Provost within five (5) business days of receipt of the written decision. The DOS will forward all written materials to the Provost for consideration. The Provost will meet with the student and appropriate personnel and provide a written decision within ten (10) business days of receiving the appeal. The Provost’s decision is final.

Quick Reference Non-Grade-Related Grievances

(At any point in the process the student may meet with their faculty advisor)

- Meet with Faculty Member(s)/staff involved; if not resolved
- Meet with Program Director/Immediate Supervisor; if not resolved
- Student makes written statement to DOS
- DOS meets with the personnel involved, and personnel will respond in writing with a resolution; if not resolved
- Program Director/Immediate Supervisor will review materials, meet with student and personnel, and respond in writing with a decision; if not resolved
- DOS meets with student regarding the grievance and respond in writing with a decision; if not resolved
- Provost will review materials, meet with student and personnel, and respond in writing with a decision; Provost’s decision is final.

Experiential Education Non-Grade-Related Grievances | PharmD

The student shall first attempt to resolve the grievance with the Office of Experiential Education member/staff or preceptor involved. The student is also encouraged to meet with his or her faculty advisor at any point in the grievance process. If the student and the Office of Experiential Education member/staff or preceptor involved in the matter cannot resolve the grievance, the student shall consult with the Immediate Supervisor of the OEE member/ staff or the Director of Experiential Education (if the preceptor is involved).

If the student and the Immediate Supervisor of the OEE member/staff or the Director of Experiential Education (if the preceptor is involved) cannot resolve the grievance, the student must submit written statement to the Dean of Students (DOS) 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.

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 Provost within five (5) business days of receipt of the written decision. The DOS will forward all written materials to the Provost for consideration. The Provost will meet with the student and appropriate personnel and provide a written decision within ten (10) business days of receiving the appeal. The Provost's decision is final.

Quick Reference Non-Grade-Related Grievances

- Consult with the OEE member or preceptor involved: if not resolved
- Consulting with the Immediate Supervisor of the OEE member or the Director of Experiential Education if the preceptor is involved; if not resolved
- Student makes written statement to the Dean of Students (DOS)
- DOS meets with the OEE member involved or the Director of Experiential Education (if preceptor is involved); if not resolved
- Immediate Supervisor will review materials, meet with student and OEE personnel, and respond in writing with a decision; if not resolved

- DOS meets with student regarding the grievance and respond in writing with a decision; if not resolved
- Provost will review materials, meet with students and personnel, and respond in writing with a decision; Provost's decision is final.

Experiential Non-Grade-Related Grievance policies for OTD students can be found in the KGI OTD Student Fieldwork and Capstone manual.

Technical Standards for Admissions, 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 who have registered with accessibility services. 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 Division of Student Affairs and/ or the Vice President of Academic Affairs 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.

Time to Completion

Students are expected to make satisfactory academic progress as outlined in the requirements of their program. A student who exceeds their time to completion by more than 150% time may be subject to academic dismissal from their program, in which case they would need to leave the Institute. For example, the PharmD program is a four-year program in length and six years would represent 150% time; MBS and MS are both two-year programs and three years would represent 150% time. This excludes any time spent on a Leave of Absence or approved program deceleration. Repeated coursework is allowed as stated in KGI's student handbook. However, these repeated courses count towards the calculation of the 150% time limit.

A student who wishes to petition for additional time to completion, due to extenuating circumstances, should consult their graduate academic advisor to: 1) determine a reasonable timeline for program completion; 2) develop a revised academic plan of study and; 3) request a letter of support. An extension may be requested for a minimum of one semester and a maximum of one year. A petition for additional time to completion must be approved and supported by the program director and, if applicable, the supervising instructor or advisor (e.g. capstone, thesis or dissertation).

A petition to extend beyond 150% time in the program, along with all required documents, must be submitted to the dean's office in a timely manner. A decision will be rendered as soon as possible once all documentation has been reviewed. The decision of the dean is final and there are no further avenues of appeal. Should an extension be granted, the student should be aware that all coursework will be reviewed for timeliness. Students who are granted a one-time extension may petition for one additional semester, otherwise they will be subject to dismissal.

Increased time to completion may have additional financial implications, and will affect eligibility for additional loans, scholarships or stipends for the program and may also result in Department of Education sanctions, including change of loan interest rate or change in deferment status. Please check with the Office of Financial Aid and/or the Department of Education website for more information.

Textbooks

The HEOA requires institutions of higher education to display textbook information (textbook title, price, and ISBN identifier) at the time enrollment opens. [Huntley Bookstore](#) offers books for sale and rent.

Withdrawal Policy

Dismissal

The respective academic dean reserves the right to dismiss a student at any time in order to safeguard the School's standards of scholarship, professional and personal conduct, and orderly operation. Students who have made unsatisfactory progress may be dismissed from the program "not in good academic standing". In addition, 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 dismissal of the student. A student who is dismissed may not be reinstated under any circumstances.

Voluntary Withdrawal

A student requesting to voluntarily withdraw is required to submit a completed [Request to Withdrawal Form](#) to the Office of the Registrar, which will notify the appropriate departments for necessary actions. A withdrawal is not complete until the required form is signed by the student, Program Director, Financial Aid, and Student Accounts. If the student is an international student, there must also be a signature from a Designated School Official. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process.

A student who leaves the school without completing the established withdrawal procedures within 30 days will automatically be administratively withdrawn from KGI.

Course Withdrawal Procedure

A 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. Students who choose to withdraw from a course, must first contact the program director or course coordinator. It is the student's responsibility to submit the [Add/Drop Forms](#) to the Office of the Registrar. The form 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. 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.

A student may request to petition for a late drop/course withdrawal by submitting an Academic Petition. Please [visit](#) the Academic Petitions page for further information on this procedure.

Readmission for Students Who Have Withdrawn from the Program

A student who voluntarily withdraws and is “in good academic standing” (i.e., not on academic probation) must reapply through the readmissions process for consideration back into a program. A student should contact the Admissions department to initiate the process by July 1st for the fall, November 1st for the spring, and March 1st for the summer semesters.

Transfer Policy

Transfer student

If you are currently in the U.S. attending another institution, please provide your current school with our Transfer Instructions (see Coming to KGI section below). If you will be traveling outside of the US before you start at KGI, please let us know, as we will need to provide you with a temporary I-20. Your school must transfer your record before we can do this, so it is important to get that process started with them as soon as possible. Your transfer must be completed within 15 days from the start of classes.

Questions?

If you have any questions regarding the contents of this handbook, please contact vpacademicaffairs@kgi.edu.

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!