

# Student Handbook

2024 - 2025

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## Message from the President

### **Welcome to Keck Graduate Institute!**

Congratulations on embarking on what could be the most significant learning experience of your life. Whether a KGI graduate helps millions of patients with a biotech breakthrough or radically improves their community as a healthcare professional, those achievements are constant reminders that innovators start at KGI.

We remain, 27 years after our founding, dedicated to our mission to develop the leaders in healthcare and the applied life sciences. Yet, what truly distinguishes the KGI students, faculty, and staff is our relentless focus on impact: a commitment to scientific innovation capable of strengthening communities and improving lives.

Our unique programs cover a full spectrum of healthcare and life science professions. Whether it is a doctorate, a masters, or a certificate program, we provide our students a platform for active learning through hands-on, team-based classes and unique access to industry stakeholders. You will develop the knowledge and tools you will need to take discoveries from the laboratory to the marketplace and advance exciting new skills and applications with broad social benefits.

Your KGI education is your opportunity to build skills and knowledge that will prepare you for successful and fulfilling careers. The knowledge and skills you learn at KGI are the very ones you will need to succeed in the workplace. Your mastery of such knowledge and skills is dependent on the investment you make in preparing for your classes and in your overall KGI experience, inside and outside of the classroom.

To all our KGI students, we aspire to building an environment of innovation that will guide you on your career journeys. We look forward to witnessing all the innovations you bring to KGI and your career pathways!

Dr. Mohamed Abousalem



KGI President

## About this Handbook

This Student Handbook is effective as of July 1, 2024, and provides information about Keck Graduate Institute (KGI) policies and procedures, as well as resources available to students. The School, Institute, and The Claremont Colleges Services (TCCS) have student rules, regulations, and guidelines pertaining to all students.



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

For academic related issues, please consult the 2024-2025 Academic Policies and Procedures Handbook.

## KGI Mission

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

## KGI Philosophy and Expectations

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

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

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

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

The policies and procedures contained in this Student Handbook are subject to revision at any time with little or no advance notification. The Institution reserves the right to amend these policies and procedures at any time. Students will receive email notifications related to any substantive changes to the Student Handbook. The latest handbook supersedes all previous handbooks, but in all disciplinary proceedings, the language in the handbook that existed at the time of any alleged misconduct will control all conduct issues. To the degree possible, substantive changes will only be made between academic years.

## Diversity at KGI

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

## The Claremont Colleges

The Claremont Colleges is a consortium of seven independent, private institutions, five at the undergraduate level and two at the graduate level. The Claremont Colleges have a structure and organization unique in American higher education. The Claremont Colleges Services (TCCS), an eighth corporate entity, operates many central services and programs to benefit all seven academic members. These include the joint library system, the Huntley Bookstore, such fiscal services as the joint business office and the employee benefits office, student services such as the Office of Black Students Affairs, Chicano/Latino Student Affairs Center, and the Student Disability Resource Center. In addition to these central programs and services, many other cooperative arrangements involve from two to all seven of the institutions. Open enrollment is maintained by all institutions for the benefit of all matriculated students.

The consortium was started in 1925 under the leadership of Pomona College. Claremont Graduate University was formed in 1925; Scripps College in 1926; Claremont McKenna College in 1946; Harvey Mudd College in 1955; Pitzer College in 1963; and Keck Graduate Institute in 1997. Rancho Santa Ana Botanic Gardens, which offers graduate training in botany, is one of several institutions affiliated with The Claremont Colleges.

## Division of Student Affairs

The Division of Student Affairs provides support, fosters campus leadership, and enhances the co-curricular experience of the student community. The Division of Student Affairs mission is to support, motivate, and enhance the personal and professional growth of the KGI student community.

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



## Student Resources and Services

### Career Services

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

#### **Career services**

Student Affairs Suite  
517 Watson Drive 1<sup>st</sup> Floor Claremont, CA  
909.607.5164 | [career\\_services@kgi.edu](mailto:career_services@kgi.edu)

### Chicano Latino Student Affairs

Chicano Latino Student Affairs (CLSA) provides support programs and services that enhance the academic success and personal development of Chicano/Latino students at The Claremont Colleges. CLSA offers academic support, personal guidance, cultural development and leadership opportunities designed to promote social awareness.

#### **Tranquada Student Services Center**

2nd floor 757 College Way Claremont, CA  
909.621.8044 | [clsa@claremont.edu](mailto:clsa@claremont.edu) | [website](#)

### EmPower Center

The EmPOWER Center formally is the Violence Prevention and Advocacy Center of The Claremont Colleges. The Center works to support 7C-wide educational programs and provide holistic, confidential support to students impacted by sexual violence, dating/domestic violence, or stalking. Free, confidential counseling services are offered through the Center by collaborating with Project Sister Family Services.

#### **EmPower Center**

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

### Health Services

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

What services are available?

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

Visit [timelycare.com/theclaremontcolleges](https://timelycare.com/theclaremontcolleges) or download the TimelyCare app from your app store and register with your school email address.

## Queer Resource Center

The Queer Resource Center of The Claremont Colleges (QRC) provides support, resources, leadership development, and an inclusive and welcoming space for all members of The Claremont Colleges community to explore issues relating to sexual and gender identities. Through collaboration with students, faculty, and staff the QRC creates opportunities for fellowship, thoughtful dialogue, and the pursuit of knowledge. We seek to foster a safer, more diverse, and inclusive campus by educating and engaging the 7C community about the multiplicity of sexual and gender identities.

### **Queer Resource Center**

395 E 6th Street Claremont, CA 91711  
909.607.1817 | [qrc@claremont.edu](mailto:qrc@claremont.edu) | [website](#)

## Student Disability Resources

### **Student Disability Resource Center**

The Student Disability Resource Center (SDRC) is the centralized resource center for support for students with disabilities across the 7C campus communities. The SDRC works closely with the Student Accessibility Services Coordinators on all the campuses to ensure that students receive academic support services and accommodations to empower them to achieve their academic goals, while ensuring equitable treatment and access to all programs and activities across all campuses.

### **Tranquada Student Services Center**

1st floor 757 College Way Claremont, CA  
909.607.7419 | [sdrc@claremont.edu](mailto:sdrc@claremont.edu) | [website](#)

### **KGI Student Accessibility Services**

Students with disabilities are an integral part of KGI's rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and



intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

### **KGI Student Accessibility Services**

Student Affairs Suite

517 Watson Dr., Room 1167, Claremont, CA

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

### **Government Regulations**

Americans with Disabilities Act of 1990 prohibits discrimination against individuals with physical and mental disabilities in all areas of public life, including jobs, schools, transportation, and access to all public and private places that are open to the general public. Institutes of higher education must provide reasonable accommodations to qualified students. Enforced by U.S. Civil Rights Division, Department of Justice (DOJ) and the Equal Employment Opportunity Commission (EEOC). Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against an otherwise qualified individual with a disability, solely on the basis of the disability, in any program or activity that receives federal financial assistance. Enforced by Office of Civil Rights, U.S. Department of Education.

### **Confidentiality**

Keck Graduate Institute complies with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities. Under these laws, students have the privilege to confidentiality. Keck Graduate Institute recognizes that student health information is confidential information as per state and federal laws. It is the student's responsibility to communicate disability accommodations with their faculty.

### **Students with Disabilities - What is a Disability?**

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

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

### **Eligibility and Documentation**

To establish eligibility for accommodations the student must provide documentation which identifies that the condition substantially limits performance in one or more major life activities. The student or guardian is responsible for submitting the documentation to the Associate Director of Student Wellness. If a parent or family member is serving in such a capacity consistent with the ethical guidelines of mental or medical health care professionals the

documentation should state as such. Appropriate documentation must be provided by the treating health care professional on letterhead and should address the following guidelines:

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

The student must complete the following intake process:

1. Please contact [student.accessibility@kgi.edu](mailto:student.accessibility@kgi.edu) to schedule an in- person intake appointment.
2. The student must submit the following forms:
  - a. FERPA Student Release Form
  - b. Information Release Form
  - c. Physician Verification Form
  - d. Student Release Form from KGI to SDRC
3. The Associate Director of Student Wellness will review accommodation intake packet and approve or decline. If Application is denied, the coordinator will schedule a follow up meeting to discuss.
4. If the Associate Director of Student Wellness approves, they will send a Letter of Accommodation to the student.
5. The student is responsible for submitting their Letter of Accommodation to the faculty member/course coordinator. Accommodations will not be active until the Letter of Accommodation is sent (via email) and reviewed by the faculty member. Please note that accommodations are not retroactive.

Approved accommodations will be provided to the student.

### **Accommodations**

A student needs official authorization from KGI Student Accessibility Services before receiving accommodations. The student is responsible for providing the Student Accessibility Services Coordinator with current documentation from qualified professionals regarding the disability. After meeting with the student, the Student Accessibility Services Coordinator determines appropriate accommodations based on the nature and extent of the disability described in the documentation. Per the Americans with Disabilities Act (ADA), federal institutions are mandated to provide reasonable accommodations to students registered with KGI Student Accessibility Services. To provide reasonable accommodations, it is recommended that accommodations be requested at least 14 business days in advance to provide adequate timing to review and approve the accommodation intake packet and schedule the appropriate accommodations.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, universities are required to make reasonable accommodations for qualified students with disabilities. Keck Graduate Institute will provide reasonable accommodations for qualified

students with disabilities to facilitate equal access to educational programs, housing, student activities and other campus facilities. Students must be aware that it may also take up to six business weeks to schedule and implement appropriate accommodations. Once accommodations have been approved, they are applied proactively and not retroactively. Please note that students can register for accommodations as soon as they are accepted into KGI.

### **Letter of Accommodation:**

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

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

- Use of interpreters, scribes, readers, and/or note takers
- Audio record courses
- Enlarged copies of notes, required readings, handouts and exam questions
- Extended time on exams
- Quiet, distraction-free environment for taking exams
- Use of computers in class or access to computers for writing assignments and exams
- Preferential seating in the classroom
- An accessible website

### **Captioning Policy**

Per the Americans with Disabilities Act (ADA), federal institutions are mandated to have instructional media with closed captioning (videos, recorded lectures, and presentations). This includes any items posted on Sakai and Canvas. KGI Student Accessibility Services has researched free resources for faculty members to conduct their own free captioning. It is encouraged that faculty members complete their own captioning for their instructional media. If faculty members need KGI Student Accessibility Services to assist with captioning, videos must be submitted to the Associate Director of Student Wellness at least six business weeks prior to the student view date and in mp4 file format. It is the responsibility of the student registered with KGI Student Accessibility Services to request captioning accommodations with the Associate Director of Student Wellness. For more information on requesting captioning on videos please email the Associate Director of Student Wellness.

### **Exam Accommodations**

If students are approved for exam accommodations, the student will need to schedule the exam with the Student Accessibility Services Coordinator at least ten business days prior to the exam. Students can opt-out of using their exam accommodations by submitting a written request at

least five (5) business days prior to the exam. Once their written request has been acknowledged, the student will be expected to sit in the main classroom for the exam.

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

### **Experiential Internship Accommodations**

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

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

### **Audio Recording Accommodations Policy**

All academic accommodations must be registered with KGI's Student Accessibility Services Coordinator in order to use the accommodations in the classroom. It is important to make an intake appointment with the Associate Director of Student Wellness as soon as possible, to determine reasonable accommodations. Documentation is required and will be requested for specific accommodations. It is the students' responsibility to meet with the Student Accessibility Services Coordinator in order to receive approved accommodations.

Students who have been granted the accommodation of Audio Recording must abide by each accommodations provision. Audio recording outside of the classroom e.g. labs, clinical rotations, internships, etc. should be discussed on a case-by-case basis in collaboration with the instructors, programs, site and the Associate Director of Student Wellness.

### **Classes Involving Sensitive Material and an Instructors Right to Privacy**

If there are open discussions in which the subject matter is not appropriate for any student to audio record, it is appropriate for the instructor to make a general announcement to ask students to stop recording devices.

An instructor's right to privacy or concern over copyright does not override the student's right to accommodation. The Associate Director of Student Wellness is responsible for meeting with the instructor if there is any issue about privacy and copyright.

### **Rights of Students Approved for Audio Recording Lectures**

Please see the Office for Civil Rights—Q & A Regarding Audio Recording and the California Education Code 78907 for more information on the rights of students.

### **Conditions of Agreement**

- Instructor may make a general announcement without identifying the student that permission is granted for audio recording throughout class.
- Any audio recording as part of an accommodation may not be shared without consent of the instructor and the Associate Director of Student Wellness.
- Instructors may request audio recording be turned off during personal discussion if students are not asked to take notes during the same discussion.
- Audio recording is protected under copyright law and cannot be published, posted, reproduced, or quoted without consent from the Instructor and Associate Director of Student Wellness.
- The student is responsible for providing their own recording device that will be used or they may check out equipment from the Associate Director of Student Wellness.
- All audio recordings must be deleted at the end of the module or semester.
- A KGI Audio Recording Agreement must be completed by the student registered with KGI Student Accessibility Services.

### **Animal Policies**

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

#### **Pet Animal**

A 'pet' is a dog, cat, fish, or other animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal. Pets are not covered by Section 504 of the Rehabilitation Act of 1973. No pets are allowed on campus unless it is in the housing commons of Oasis. The pet weight limit at Oasis Housing is under 35 pounds for cats and dogs. The owner of the pet should register their animal with Oasis Housing. A pet deposit and monthly pet fee will apply. Please contact Oasis KGI Commons for pet fees and breed restrictions. Pets are only allowed on Oasis KGI Commons property. No pets are allowed on the KGI campus including classrooms and laboratories.

#### *DISRUPTIVE BEHAVIOR*

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

#### *WASTE*

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

waste disposal containers. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

### **Service Animal**

A service animal is a dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. A service animal can also be a miniature horse that weighs between 70 to 100 pounds and is approximately 24 to 34 inches in height as measured to the shoulder of the horse. The need for service animals can be the following: guide dog or seeing eye dog, hearing or signal dog, sensory or social signals support, seizure response, psychiatric service. Service animals cannot be allowed in sterile labs due to safety and health concerns. Services animals are allowed on Oasis KGI Commons property and KGI campus property excluding labs. If a student needs to have their service animal inside a laboratory they must get confirmed access with the Associate Director of Student Wellness.

### *ACCOMMODATION*

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

### *DISRUPTIVE BEHAVIOR*

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

### *COMPLIANCE*

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

### *WASTE*

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

### **Emotional Support Animal**

An emotional support animal could be any type of animal, it is not limited to either a dog or miniature horse. Certain animal species will not be allowed, such as birds, reptiles, rodents, and skunks. The emotional support animal provides general therapy comfort to one's physical, social, emotional or cognitive state as defined by Section 504 of the Rehabilitation Act and by the Fair Housing Act. Emotional support animals are only allowed at Oasis KGI Commons if approved by the Associate Director of Student Wellness and Oasis KGI Commons. Emotional



support animals are not allowed on KGI campus property including classrooms and laboratories.

#### *DOCUMENTATION*

Students using emotional support animals must connect with KGI Student Accessibility Services to complete the appropriate documentation.

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

#### *VACCINATION AND HEALTH*

In order for an emotional support animal to be approved by KGI Student Accessibility Services, the owner must provide the following documentation:

- Evidence of required vaccinations
- Evidence of licensing as required by state or local law

#### *FOOD*

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

#### *DISRUPTIVE BEHAVIOR*

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

#### *COMPLIANCE*

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

#### *WASTE*

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



## Student Government

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

## Student Health Insurance

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

Coverage is mandatory for all domestic students taking 6 or more credit hours. However, students with comparable coverage can opt out of the student medical insurance plan. Students are provided an email linking to United Healthcare's waiver management system site for domestic students or a KGI waiver form for international students. If existing coverage meets the minimum requirements the waiver management system will remove the student from coverage. It's a simple and quick process.

## Student Meeting Spaces

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

## Student Occupational Therapy Services

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

SOTS is available to all registered KGI students free of charge.

### **Student Occupational Therapy Services**

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

## Student Organizations

### **Maintaining/Starting a New Organization**

Every fall semester all student organizations must submit a Student Club Registration Form. A copy of the organization's constitution or by-laws should also be submitted when changes have been made. Copies of these documents should also be submitted to Student Government for their records. If your organization does not submit the above documents by the deadline noted, your organization may be considered inactive and any corresponding funding may be reallocated. Club registration is open in the beginning of fall and spring semesters.

### **Criteria for Active Status**

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

- Submit a Student Club Registration Form
- Submit a budget request for the year
- Draft bylaws pertaining to their goals, purposes and functions, including rules for election of officers and terms of office, criteria for membership (which does not include any discriminatory policies), and any other rules and procedures, as well as a list of board members and contact information
- Obtain a faculty or staff advisor
- Abide by student government by-laws

## Office of Black Student Affairs

The Office of Black Student Affairs (OBSA) is a cultural center and service unit within the Claremont University Consortium. On behalf of The Claremont Colleges, OBSA is dedicated to providing support, resources and space for students of African descent to feel safe, valued, informed and connected. OBSA offers a range of programs, services and activities on behalf of enrolled 7C students of African descent, faculty, staff and allies. Our key service areas include identity-based workshops, skill building activities, mentoring, arts engagement activities, student organizational support, professional/career development workshops, the sharing of 7C resources and referrals, heritage-month programming and other monthly celebrations, and collaborative partnerships with 7C colleges, departments and organization.

### **Office of Black Student Affairs**

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

## Office of the Chaplains

Keck Graduate Institute is served by the Interfaith Chaplaincy of The Claremont Colleges. The chaplains support numerous programs designed to improve the spiritual, ethical and social aspects of life at The Claremont Colleges. From religious worship to secular volunteerism, pastoral care to intellectual panels, the chaplains provide a variety of paths to engage with fellow students, faculty and staff in our community. Please join us for our diverse holiday



celebrations throughout the year, our weekly programs that support close to a dozen religious traditions or simply to enjoy a quiet space to meditate and pray.

### **The McAlister Center for Religious Activities**

919 North Columbia Avenue Claremont, CA

909.621.8685 | [chaplains@claremont.edu](mailto:chaplains@claremont.edu) | [website](#)

## Student Policies

### After-hours Room Access

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

- KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, and individual offices in the 517, 535, 555, and 215 buildings in the evening and on weekends. Faculty and staff are reminded to lock their offices when they leave KGI each evening.
- All key card access is logged.
- All staff and student lounges, classrooms, student computer labs, conference rooms, and the autoclave rooms are unlocked 24/7. Faculty, staff, and students are reminded to keep the doors of the autoclave rooms closed at all times.
- Students requiring after-hours access to a lab may request permission from a faculty member associated with the lab under KGI Policy 536. Afterhours lab access requests must be initiated by the faculty member.
- Faculty, staff, and students must carry their KGI ID when on campus and should be prepared to show their KGI ID to Campus Safety, if requested.
- Faculty or staff who require after-hours access for vendors need to e-mail the Campus Safety office their authorization, including the vendor name, room number, date, and time of access.
- KGI discourages student lab work after hours. Standard practice is that no student is permitted to work alone in the labs. If students only have evening or weekend hours available in which to complete student lab assignments, students must follow KGI Policy 536 regarding after-hours lab access and will be required to be accompanied by a faculty member, a lab manager, or another student.

**To enforce this KGI after-hours room access policy, the Security officer may ask for KGI ID as well as log names and locations in the security daily report.**

### Alcohol Policy

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

### **Applicability of this Policy**

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

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

### **Request for On-Campus Event with Alcohol**

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

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

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

- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Hosts serving alcohol at an event must not consume alcohol prior to or during the event.
- Only beer and wine may be served at student group-sponsored event.
- The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol.
- Proof of age should be checked by the Event Host or Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport).
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- All events with an attendance exceeding 50 may only serve alcoholic beverages by using a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.
- A Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment, and must register the event through the Division of Student Affairs.
- Advertising for a Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Student Event must only be placed on designated bulletin boards. KGI reserves the right to remove any advertising (or refuse to send any email) it determines in its discretion not to be in compliance with these requirements (or otherwise).

- In no event should anyone under the influence of alcohol operate a motor vehicle.

The following actions are prohibited at all Student Events:

- Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
- Serving or furnishing alcoholic beverages to someone who appears to have exceeded their limit.
- Forcing the consumption of alcoholic beverages for any reason.
- Students will be held directly responsible for the destruction of personal or public property; the violation of the safety or rights of others; the violation of any federal, state, or local law; or the violation of any other KGI policy which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action against the student by KGI or by federal, state, or local law enforcement. In addition, KGI may take disciplinary action against the student organization or club sponsoring the event (up to and including loss of official status and termination of funding). If the identity of perpetrators cannot be determined, the student organization or club sponsoring the event during which property damage occurred will be required to assume financial responsibility and may also lose their official status and funding.
- KGI assumes no responsibility for any liability incurred as a result of any violation of this policy or other KGI policies, or any violation of applicable laws governing the use and consumption of alcoholic beverages.
- Failure to comply with this policy will result in disciplinary action by KGI (up to and including, in the case of a student, suspension and expulsion and, in the case of a student organization or club, up to and including loss of official status and termination of funding).

### **Type of Alcohol Served**

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

### **Student Use of Alcoholic Beverages On and off Campus**

#### **Purpose and Scope**

This policy is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages by KGI students on campus and at KGI-sponsored/sanctioned off-campus



activity or event. This policy should be read in conjunction with KGI's Drug-free Campus Policy (Policy 340). Students who are KGI employees are also subject to KGI's Drug-free Campus and Workplace Policy (Policy 140).

### **Policy**

Students' Possession or Consumption of Alcohol on Campus or at Off-Campus KGI Sponsored Programs Must Be Approved in Advance.

No student under the age of 21 may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI-owned or controlled property ("KGI property") or at a KGI-sponsored/sanctioned off-campus activity or event at any time. Students 21 years of age and older may not possess or consume alcoholic beverages on KGI property or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advance by the President, Provost, or Deans.

### **Rules Related to Students' Approved Possession or Consumption of Alcohol**

#### **POSSESSION OR CONSUMPTION BY INDIVIDUAL STUDENTS**

- At events where students' possession and consumption of alcohol has been approved by KGI in advance, only students 21 years of age and older may possess and consume alcohol.
- Students violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol.
- For purposes of this policy, whether a KGI student is intoxicated is a determination that may be made based on the student's behavior and observations by third parties (and without any requirement that a student submit to a breathalyzer, blood alcohol, or other tests).
- Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action as outlined in the KGI Honor Code and the School of Pharmacy and School of Health Sciences Student Clinical Code of Conduct.
- Please refer to the approval process

#### **SPONSORSHIP OF EVENTS SERVING ALCOHOL**

- KGI event sponsors are expected to supervise and conduct their activities in a responsible and lawful manner.
- Faculty and staff attending KGI activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.

#### **GUIDELINES FOR KGI-SPONSORED EVENTS SERVING ALCOHOL**

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

- The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by KGI shall be in compliance with any and all local, state, and federal laws and statutes.
- Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.
- The sale of alcoholic beverages is prohibited.

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

## Banning Disruptive Persons from Campus

### Background

The Claremont Colleges (TCC) are composed of seven institutions of higher education, including: The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, KGI, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, The Claremont Colleges Services (TCCS) shall also be considered part of The Claremont Colleges, as well as any property owned by The Claremont Colleges which is located away from the home campuses.

As institutions of higher education, The Claremont Colleges share a common purpose of providing an educational experience that is, among other things, safe from harm, fosters personal growth, and is intellectually enlightening. The need to protect individual institutions and The Claremont Colleges from harm to its community members and assets is therefore a very high priority. Balanced against this priority is the need to protect free speech and academic freedom.

The Claremont Colleges must comply with all legal requirements of the United States and the State of California when taking steps to protect community members and assets.

### Policy

In the event of a threat to the safety or well-being of an individual, group, or member institution of The Claremont Colleges, each institution reserves the right to prohibit disruptive or potentially dangerous persons from their campuses. The Claremont Colleges further agree to consult with each other about such individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions.

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges. Under normal circumstances, the Division of Student Affairs or KGI Campus Safety shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to fit the event. The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban

an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

Bans to one or more of The Claremont Colleges may be temporary or permanent, and shall clearly indicate their length and scope to the person who has been banned. This policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals.

The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or function of the college or colleges. These procedures do not apply to faculty or staff.

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

#### **REGARDING INDIVIDUALS WITH NO DIRECT CONNECTION TO THE CLAREMONT COLLEGES**

- This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents of a current or former student of The Claremont Colleges.
- Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Director of Campus Safety.

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

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

#### **REGARDING CURRENT STUDENTS**

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

### **How the Ban of a Current Student Applies to Colleges**

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

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

Depending upon the circumstances of the individual student, the CAO shall determine, in consultation with individual TCCS and Division of Student Affairs and/or VP of Academic Affairs at the college at which the student is enrolled, the scope and extent of the ban from TCCS and property. The student shall normally be permitted to make appointments at TCCS offices and services as needed. For "drop in services" that a student might utilize (i.e. OBSA, CLSA,

Chaplains, etc.), the CAO shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

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

### **Requests for Review, Modification, or Removal of a Ban**

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus Division of Student Affairs and/or VP of Academic Affairs should review the ban policy and appeals process with the student. Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person's status on their respective campuses.

### **Effective Date and Application of this Policy to New Institutions**

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

*Date of Approval by the Council of The Claremont Colleges: April 5, 2011. Document Storage Reference: Individual Colleges' Websites and Student Deans Committee Sakai website.*

## **Bias-related Incidents – Protocol for Bias Related Incidents**

### **Statement of Purpose**

This Communications Protocol, which has been adopted by each of the members of The Claremont Colleges, is intended to provide a framework for inter-collegiate responses to bias related incidents.

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

In the event that a bias related incident occurs on one of the campuses and/or on The Claremont Colleges Services (TCCS) premises, this Protocol shall govern communication among The Claremont Colleges' chief student-affairs and administrative officers.

### **California Law Regarding Hate Crimes**

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

"Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- Disability
- Gender
- Nationality
- Race or ethnicity
- Religion
- Sexual orientation
- Association with a person or group with one or more of these actual or perceived characteristics. "Hate crime" includes, but is not limited to, a violation of Penal Code Section 422.6.

### **California Penal Code § 422.6:**

- No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
- No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
- Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars (\$5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.
- Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.

## Responding to Incidents

- Any person, including faculty, staff, students, and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff and/or campus safety before taking any action (such as disposing or removing evidence, altering scene, etc.).
- College staff and/or campus safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.
- Campus safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.
- Campus Safety and/or college personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.
- The Division of Student Affairs and/or VP of Academic Affairs shall preserve the copies of evidence. In incidents of a criminal nature, or where otherwise deemed appropriate, campus safety shall also maintain records of the incident. Communication among the colleges will pass from the Chief Student Affairs Officer or the Chief Administrative Officer of the institution where the incident occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative Officer at TCCS. In the event that the Chief Student Affairs or Administrative Officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the Chief Student Affairs or Administrative Officer as quickly as possible. The communication between offices should:
  - Provide a brief description of the incident;
  - List any information about initial steps that have been taken to address the incident
  - Provide instructions about how to report information about the incident; and
  - Conclude with a standard paragraph on steps community members should take in the event they see a bias related incident.
  - Each school and TCCS shall create and/or follow an established internal policy to communicate information regarding the incident. A campus might choose to include one or more of the following:
    - Notification procedures for personnel responsible for the handling the incident are in place, including communications officers
    - Email/and or web dissemination of the notification to all faculty, staff, and students;
    - Paper mail dissemination of the notification to all faculty, staff, and students; • Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
    - Utilizing RAs, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
    - Notifying any other appropriate college-specific body at that institution that may be charged with handling matters of this nature—Diversity Coordinating Committee at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
    - Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident.

- Each institution will ensure that residence life staff members are instructed about response protocols for such incidents.
- Each institution will provide information to its community about reporting protocols.
- KGI Campus Safety will insure that campus safety officers and dispatchers are instructed about response protocols for such incidents.
- The chief student affairs and administrative officer will keep a log of incident communications originating from their institution. The log shall include a description of each incident, and the institutional and/ or police response to the incident. This log may be kept in the format appropriate to the campus culture (paper, web-based, etc.) The log will be made available to students, faculty, and/or staff upon request.

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

## Bicycle Use Policy

### Purpose and Scope

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

### Definitions

- **Green Bike Program:** a student-run organization created to promote cycling, bike safety, and sustainability at The Claremont Colleges and the surrounding community through the reuse of old bikes and parts along with the organization of cycling events. The Green Bike Program gives community members free access to bicycles, tools, and repair instruction. For information on the Green Bike Program, please click [here](#).
- **National Bike Registry (NBR)** is an internet-based database that is affiliated with the National Crime Prevention Council and registers bicycles nationally. Once a bicycle is registered through NBR and the tamper proof label is affixed to a bike, the bicycle information is available to any law enforcement agency across the United States through a pass-word protected website or by calling NBR at 1.800.848.BIKE (2453). An officer who encounters a possible bike thief in possession of a bicycle can run the bicycle through NBR system. If the bike is registered, the officer will be able to contact the owner of the bicycle while the suspect is still detained to determine if the bicycle was stolen. The bike can then be returned to its owner.
- **Pedestrian:** Any person who is on foot or who is using a wheelchair, a powered wheelchair, or a powered scooter for persons with disabilities.

### Policy

- Bicycles are a Preferred Form of Transportation
- Bicycles are an essential component of a sustainable transportation system, providing safe and equitable access to campus by all users.
- Bicyclists Must Yield the Right-of-Way to Pedestrians on Campus
- KGI Is Not Responsible for Lost or Stolen Bicycles

- Bicycles Must Be Parked and Secured in Authorized Areas
  - Bicycles must be stored and secured in a bike rack or other authorized bike storage location. It is recommended that bikes be secured with a “U”-type lock.
  - Bicycles may not be parked inside KGI buildings.
  - Bicycles may not be locked to trees, handrails, poles, fences, or benches. They also may not be stored in any other areas in which their storage can impede an emergency evacuation, prevent individuals from making use of access ramps, and similar structures.
  - Individuals who find that there is no authorized space for securing their bike should notify the campus security office (KGI Building 517 room 122, or call 909.607.8736) to avoid removal of the bike by security and to alert KGI to the need for more bike racks.
- Bicycles Parked in Unauthorized Areas May Be Confiscated
  - Bicycles stored in unauthorized areas may be removed at the owners’ expense and without notice. The locks will be cut and rendered unusable. To retrieve an impounded bicycle, you must provide ID, a detailed description of the bicycle, and proof of ownership or registration to the KGI Facilities staff at Building 215. Note, confiscated bicycles that have not been registered will not be returned until registration is completed.
  - Bicycles remaining on campus after the end of the academic year and confiscated bicycles that have not been claimed by the end of the year will be donated to the Green Bike program at Pitzer College.
- Bicyclists Must Comply with Regulations.
  - Bicyclists must comply with KGI regulations to ensure the safe operation, use, and parking of bicycles on the campus.
  - Bicyclists are also responsible for compliance with City of Claremont and State of California bicycle regulations and this KGI policy. For a list of applicable state laws, [click here](#).

## Campus Computing and Network Resources

### **KGI Policy**

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

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

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

## **Claremont Colleges Policy**

### **General Provisions**

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges' students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State, and local laws that govern computer and telecommunications use, as well as the Colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials, or to participate in activities that are in violation of federal, state, or local laws or other college policies or guidelines.

These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment. Computing and network facilities resources users are required to use these resources within the Colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices
- Campus video cable
- Classroom presentation systems
- Voice messaging equipment
- Data networking equipment systems, including remote and wireless access
- Computer software
- Electronically stored institutional data and messages
- All other similar resources owned, controlled, and/or operated by the Colleges, and
- Services to maintain these resources

### **Ownership of CNF Resources**

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated, and provided by the Colleges.

### **Privacy and Security**

#### **FILE CONFIDENTIALITY**

Your documents, files, and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability



to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network.

All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

#### NETWORK MONITORING

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

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges' primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

#### PASSWORDS AND CODES

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes

can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect The Claremont Colleges ownership of electronic information.

## ACCESS TO RESOURCES

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

- You must understand and comply with all applicable federal, state, and local laws.
- You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to "sniff" or eavesdrop on data on the network that are not intended for you.
- You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource, or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
- Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
- Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
- Spoofing, or attempts to spoof or falsify e-mail, network, or other information used to identify the source, destination, or other information about a communication, data, or information is prohibited.
- You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by "locking" systems without permission from the appropriate system manager.
- You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks.
- When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials, or to participate in activities that are in violation of federal, state, or local laws.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials in violation of other Colleges policies or guidelines. These

include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

- You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
- Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students, or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
- The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974(FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
- Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

## Demonstrations

### **Purpose and Scope**

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

### **Policy**

The undergraduate Claremont Colleges—Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College—together with Claremont Graduate University, Keck Graduate Institute, and The Claremont Colleges Services, are all member institutions of the “Claremont Colleges.” Each of these member institutions respects the rights of free speech and peaceable assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceable, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or TCCS, the individual Colleges and TCCS will act according to this policy. Every institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and TCCS are willing to examine, discuss, and explain institutional policies to any member of The Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of The Claremont Colleges or of The Claremont Colleges Services or their affiliated institutions is prohibited.

Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but The Claremont Colleges individually and collectively subscribe to the general guidelines listed below:

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or TCCS

If an officer or designee of an affected College or TCCS informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual acting in a non-peaceful or disruptive manner, whether they are acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or TCCS policy will not excuse violations. Charges will be brought at the home college of the accused. Any President on his or her home campus, or designee, or the Chief Executive Officer of TCCS, or designee, on the property of TCCS, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College's disciplinary procedures. The presidents and the Chief Executive Officer of TCCS may delegate their authority to act.

### **Enforcement**

In the event of a non-peaceful or disruptive action on the property of any of The Claremont Colleges, TCCS, or any of their affiliated offices or programs, the affected College or Colleges or The Claremont Colleges Services will act according to the following procedures:

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of TCCS, in the case of the property of TCCS, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. They will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of their college violating this policy. However, the president of the college or the CEO of TCCS will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges—pending referral to the home campus disciplinary body.
2. The Colleges and TCCS agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action—including requests for suspension—and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.
3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to TCCS.

4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person. California Penal Code Section 834).
5. Individual Claremont Colleges and TCCS may bill students or file civil suits to recover damages and costs.
6. While officials at affected colleges or TCCS may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

## Dress Code Policy

Students must maintain a neat and clean appearance appropriate for a student attending professional school. KGI will allow students the right to dress in a manner that is consistent with their gender identity as long as it is not in violation of the dress code. Specific dress requirements vary with each academic setting (i.e., on campus, off campus, special in-class guests, and presentations). Professional judgment should always be used. Students should consult with their course instructor if they have any questions regarding a special class circumstance.

General requirements that apply to all academic settings are as follows:

- Demonstrate good general hygiene, which includes regular bathing, use of deodorants, and maintaining good dental hygiene.
- Clinging fabrics and tight outfits are not appropriate. Provocative clothing styles are not appropriate.
- Hats will not be permitted to be worn during an exam. This does not apply to headgear considered a part of religious or cultural dress.
- Clean, professional, and comfortable shoes should be worn (flip-flops not permitted).
- Clothing with profane or offensive language is not permitted.
- School identification must be with students at all times.

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

It is important for students to dress appropriately at all times in clinical and community settings, even if there to observe, or to work on case prep or follow-up. Be mindful of your professional appearance as supervisors and patients pay attention to how you carry yourself. In addition to the requirements listed above, the following policies will be in effect:

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

- Nails should be well manicured and of a length which does not interfere with clinical activities.
- Jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
- This does not apply to nose rings for religious or cultural purposes. The school will not be responsible for lost or stolen jewelry.
- A clean white waist-length laboratory coat is to be worn at all times in the laboratory.
- Clean KGI-approved scrubs may be worn under a lab coat during lab days.

### *Specific settings*

#### CLASSROOM

- Ankle-length slacks or khakis, knee-length skirts or dresses
- Sweaters, blouses/tops, polo shirts, or dress shirts with or without a tie
- Professional open toe shoes, mules, or slides may be worn

#### LABORATORIES

- Nice ankle-length slacks or khakis with a polo shirt, sweater, or button-up shirt/blouse or (unless otherwise specified, neckties are not to be worn).
- All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs without holes such as the Endeavor style), that are clean and in good condition are permitted.

#### CLINICAL ROTATIONS

Students will adhere to the KGI dress code unless otherwise specified, in writing, by the rotation site.

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

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

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

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

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

- No visible tattoos.
- Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
- This does not apply to nose rings for religious or cultural purpose.

- Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
- Dress shoes should be clean and polished.
- Laboratory coats should be waist-length, white in color, clean, pressed, and in good repair (no visible holes or rips).
- There may be rare occasions when a change in the code is authorized (e.g., jean days). These will be formally communicated in writing.

### **KGI Spirit Fridays Policy**

Students are allowed to dress casually during non-professional Fridays, while still maintaining a presentable, neat and appropriate appearance. The following clothing items may NOT be worn:

- See-through/lace/fishnet clothing
- Crop tops/bikini tops
- Tank tops/muscle shirts
- Very short skirts/shorts
- Ripped jeans/pants
- Pajamas
- Low cut shirts/blouses
- Excessively baggy clothing
- Hoodies, hats/beanies
- Sweat pants/leggings

Students should not wear clothing that is distracting or offensive to others. Students should refrain from wearing clothing that contains slogans and/or images related, but not limited to religion, sexuality, politics, age, ethnicity, disability, and gender identity.

Clothing articles permitted to be worn for Spirit Fridays are the following:

- T-shirts (KGI Logo or plain solid color)
- Jeans
- Joggers (excluding sweatpants)
- Sweaters (KGI Logo)
- Sweater shirts (KGI Logo excluding hood)
- Skirts (knee-length minimum)
- Closed-toe shoes, sneakers, and loafers

The following colors may be worn for any of the above clothing articles:

- Navy
- Aqua
- Red
- White
- Black

Please see the links below for the KGI swag/store: [KGI Store](#) [KGI Lands End](#)



## Drug Free Campus

### **Purpose and Scope of Policy**

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

Students who are also KGI employees will be subject to this policy and Drug-free Campus and Workplace Policy (POLICY 140). KGI students are also subject to KGI's Student Use of Alcoholic Beverages On and Off Campus Policy (POLICY 341).

### **Prohibitions**

KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana) and alcohol on KGI-owned or controlled property ("KGI property"); at KGI sponsored/sanctioned activities and events; and while conducting or performing KGI-related business, regardless of location.

Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.

Students shall not report for class, lab, clinic, or experiential sites under the influence of any drug, alcohol, or substance that will impair their performance, alertness, coordination, or response, or affect the safety of others.

Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one's performance or affect the safety of others. This policy does not prohibit the responsible consumption of alcohol by students over 21 at KGI-sponsored/sanctioned activities and events where alcohol is served, or at social, business, or professional events that KGI students attend in their capacity as such or to perform work for KGI. The consumption of alcohol by students at KGI-sponsored/sanctioned activities or events is governed by KGI's Policy on Student Use of Alcoholic Beverages On and Off Campus (POLICY 341).

The consumption of alcohol by KGI students under twenty-one (21) years old on KGI's campus or at KGI-sponsored/sanctioned activities or events is strictly prohibited.

Federal, California, and local laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000.

Some examples of these laws include:

- Unlawful possession of any controlled substance is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for their own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
- Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
- Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

### **KGI Sanctions**

Students who are found to be in violation of KGI's alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

### **Financial Aid**

A student will be ineligible for financial aid (e.g., federal grants, loans, work-study, fellowships, and/or scholarships) if the student is convicted of an offense under federal or state law involving possession or sale of a controlled substance, provided the conduct occurred while the student was enrolled and receiving financial aid. Ineligibility will run from the date of conviction for the following periods of time:

- For possession of illegal drugs: a first offense carries a one-year disqualification, a second offense carries a two-year disqualification, and a third offense makes the student ineligible indefinitely.
- For sale of illegal drugs: a first offense carries a two-year disqualification, and a second offense makes the student ineligible indefinitely. A student can regain eligibility by successfully completing an approved drug rehabilitation program.

### **Licensure**

A federal or state drug conviction can also disqualify a student from obtaining an intern or pharmacist license, as well as a physician assistant license. A student's inability to obtain an intern license will result in termination from the PharmD program. This is not applicable to Genetics students.

### **Available Resources, Education, and Assistance with Respect to Substance Abuse**

KGI is committed to education and counseling as the primary focus of its substance abuse program and will provide confidential, professional assistance for any students who want it.

Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of referral services are available at Division of Student Affairs.

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

### Ineligibility for Title IV Financial Aid After Drug Conviction

The below table shows the period of ineligibility for Title IV aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes a conviction for conspiring to sell drugs.

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

**REGAINING TITLE IV ELIGIBILITY AFTER A CONVICTION FOR POSSESSION OR SALE OF DRUGS**  
 Students who are convicted of possession or sale of drugs may regain eligibility for Title IV funds in a number of ways.

- A student automatically regains eligibility the day after the period of ineligibility ends. Use the Student Aid Eligibility Worksheet for FAFSA Question 23 to determine when your period of ineligibility will end. Contact the Division of Student Affairs for a copy of this worksheet.
- A student may also regain eligibility for Title IV funds when they successfully complete a qualified drug rehabilitation program. An acceptable drug rehabilitation program must include at least two unannounced drug tests, and:
  - Be qualified to receive funds from a federal, state, or local government or from a federally or state-licensed insurance company; or
  - administered or recognized by a federal, state, or local government agency or court, or a federally or state-licensed hospital, health clinic, or medical doctor
- Students denied eligibility for an indefinite period can regain eligibility for Title IV funds only after successfully completing a rehabilitation program. It is the student's responsibility to certify they have successfully completed an acceptable rehabilitation program.

## Drug Free Campus and Workplace

### Purpose and Scope of Policy

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

All faculty, staff, and student employees of KGI are subject to this policy. Persons who are not employees of KGI but who perform work at KGI for KGI's benefit (such as contractors and their

employees, temporary workers provided by agencies, visitors engaged in joint projects, volunteers, etc.) are also required to comply with this policy.

### **Prohibitions**

KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana) and alcohol on KGI owned or controlled property ("KGI property"); at KGI-sponsored/sanctioned activities and events; and while conducting or performing KGI-related business, regardless of location.

Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.

Employees shall not report for work or work under the influence of any drug, alcohol, or other substance that will impair work performance, alertness, coordination, or response, or affect the safety of others.

Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one's performance or affect the safety of others.

This policy does not prohibit the responsible consumption of alcohol by employees at KGI-sponsored/ sanctioned activities and events where alcohol is served, or at social, business, or professional events that KGI employees attend in their capacity as such or to perform work for KGI. The consumption of alcohol at KGI-sponsored/sanctioned activities or events involving students is governed by KGI's Policy 341: Student Use of Alcoholic Beverages at On and Off Campus Events. The consumption of alcohol by anyone under twenty-one (21) years old on KGI's campus or at KGI-sponsored/sanctioned activities or events is strictly prohibited.

### **Legal Sanctions**

Federal, California and local laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000.

Some examples of these laws include:

- Unlawful possession of any controlled substance is punishable by imprisonment in the state prison.
- The purchase, possession or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for their own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.

- Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
- Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
- Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

### **KGI Sanctions**

Employees who are found to be in violation of KGI's alcohol and/or drug policies will face disciplinary action up to and including termination and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions for employees may also include completion of an appropriate rehabilitation program. Student employees may also be subject to discipline under KGI Policy 340 or 341.

### **Reporting Obligations**

Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify KGI of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction.

Notice must be provided to the Director of Human Resources, a school Dean, or President.

Failure to report a conviction is grounds for dismissal. KGI must notify the contracting party or granting agency within 10 days after receiving notice from the team member or otherwise receiving actual notice of such conviction. Federal law also requires that, within 30 days of receiving notice of a conviction, KGI impose a sanction on the convicted employee or require satisfactory participation in an approved drug treatment program, or both.

### **Available Resources, Education, and Assistance**

#### **Employees**

KGI recognizes drug and alcohol dependency as treatable conditions. Programs for substance and alcohol abuse are available to eligible employees and their dependents through the health insurance plans, and the Employee Assistance Program of The Claremont Colleges. Employees who are concerned about problems related to substance use, abuse, and rehabilitation should be aware that The Claremont Colleges sponsor and present seminars and workshops on these topics, from time-to-time, for all members of the college community. Employees desiring assistance are encouraged to seek assistance for drug and alcohol related problems through community organizations. The benefits section of the Personnel Services office offers confidential, professional counseling and referral service, providing a constructive way for employees to deal voluntarily with drug or alcohol related and other problems.

#### **Student employees**

Resources available to students are detailed in Policy 341.

### **Explosives, Firearms, and other Weapons**

This policy and its procedures apply to all KGI faculty, staff, students, and visitors to KGI.

### **Definition**

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

### **Policy**

The possession of weapons on the premises of KGI or in any building under KGI’s control or at any KGI sponsored event is prohibited and a violation of California law. Violation of this policy will result in confiscation of the weapon and disciplinary action, up to and including termination or expulsion.

According to the California State Penal Code, Section 626.9(b), any person who brings or possesses a firearm upon the grounds of, or within, a private institution is guilty of a felony which is punishable by imprisonment in the state prison for one, two, or three years. In addition, the use of firearms in Claremont, Los Angeles County or in the western portion of San Bernardino County is prohibited by law.

The state law, as well as KGI, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans.

Illegal knives, switchblades, and other blades which violate California state law are prohibited. BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus. If necessary, recreational items may be stored at Campus Safety.

Violation of this policy by any member of the community will result in confiscation of the weapon and may result in disciplinary action.

## **Intercampus Complaints**

Complaints by a student, including alleged discrimination on any basis, relating to an individual affiliated with one of the other Claremont Colleges may be directed to the Division of Student Affairs and/or the Provost.

When a KGI student is on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that college as well as those of the Institute. If a student of another of The Claremont Colleges violates the regulations of the host college, judicial action may be brought against that student at their home college.

The name of the student concerned, along with all pertinent information, will be sent to the Division of Student Affairs and/or the Provost/Dean of the college involved.

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

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

### Scope

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

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

### Purpose

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

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

### Definitions

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

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

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

### General Policy

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



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

### **Individuals are responsible for their own use**

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

### **Prohibited Uses**

#### **Social media postings must not violate HIPAA**

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

#### **Social media postings must not violate FERPA**

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

- Social Media postings shall not be unprofessional nor discriminatory. You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation, or disability of any individual with whom you come into contact as a result of your role at KGI.
- You may not disclose any financial, proprietary, or other confidential information of KGI.
- You may not present yourself as an official representative of, or spokesperson for, KGI.
- You may not utilize KGI's trademarks or logos without permission of the Marketing Department of KGI.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- You may not utilize websites and/or applications in a manner that interferes with your work responsibilities. That is, do not tie up KGI or institutional partner computers or phone lines with personal business when others need access.
- Faculty shall employ the highest professional and ethical standards in any social media interactions with students enrolled at KGI.

### **Violations/Enforcements**

The disciplinary procedure for faculty and staff described in the KGI Faculty and Staff Handbooks is applicable to violations of this policy. Student disciplinary actions will be undertaken according to established policies and procedures within the school Handbook in

which a student is enrolled. Failure to comply with the policy requirements may result in sanctions ranging from counseling to suspension pending termination. Violations of federal and state laws may also result in criminal or civil action undertaken by the government.

### **Employee Affirmation/Acknowledgement**

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

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

### **Guidelines For Ethical And Professional Behavior**

#### **General Guidance**

- Accessible postings on social media are subject to the same professional standards as any other personal interaction. The written nature, persistence, and potential accessibility of these postings make them subject to particular scrutiny.
- By identifying themselves publicly using social media, students and/ or employees of KGI are creating perceptions about the Institute. Students and employees must assure that all public content is consistent with the values and professional standards of the Institute.
- Public postings on social media may have legal ramifications. Comments made by students or employees concerning patients, or who portray themselves, other students, faculty, or other colleagues in an unprofessional manner can be used by the courts or professional licensing boards, if applicable.
- Unprofessional public postings by others on a social media can reflect poorly on the student/employee. Students and employees should monitor their sites and ensure that the content will not be viewed as unprofessional.

#### **Social Media Best Practices/Permitted Uses**

Individuals in the KGI community must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful. Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site.

Further, litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

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

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

- You may also include a disclaimer that you are not providing medical advice when posting medical education information.
- Seek permission from co-workers prior to posting any personal information or photographs related to KGI interactions or activities.
- KGI discourages clinicians from having social media relationships with patients.
- Include citations whenever possible to prevent copyright and intellectual property issues. Suggested Best Practices for e-Professionalism
- Deletion of material from social media does not necessarily mean it is no longer available since, for example, search engines cache such content. This implies special care should be taken in posting material since it will persist.
- Due to frequent updating of social media sites, it is advisable to check privacy settings regularly to optimize privacy and security.
- Check privacy settings so that only people they choose have access to personal information.
- Consider minimizing personal information on social media profiles such as addresses, phone numbers, social security numbers, PID numbers, passport numbers, driver's license numbers, birth dates, or any other information that could be used to obtain personal records.
- Make sure that any photos in which you are identified ("tagged") are not embarrassing or professionally compromising. Student and employees should "untag" themselves from any photos that they cannot have removed. It is strongly suggested to refrain from "tagging" others without the explicit permission of those people.
- Maintain the privacy of colleagues, faculty, and staff unless they have been given permission to use the person's likeness or name on their site.
- Always observe HIPAA regulations, which apply to all comments made on social media sites; violators are subject to the same prosecution as with other HIPAA violations.
- Take all precautions normally used in public forums to maintain patient privacy when using social media.
- Online discussions of specific patients should be avoided, unless on secure healthcare related networks, even if all identifying information is excluded. It may be possible for someone to identify the patient from the context of the discussion.
- Under no circumstances is it appropriate or legal to post photos of patients or patient body parts on social media without the specific written permission of the patient. Be aware that even if permission from the patient to use a photo is granted, that photo may be downloaded and distributed by others, which may then violate the terms of the permission.
- Interactions with patients through social media should be avoided as they provide numerous opportunities for violating privacy restrictions and may have legal consequences.

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

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

## Marijuana Industry Recruiting Policy

Although marijuana is legal under certain conditions in the state of California, it is not legal under federal law. The Drug Free Schools and Communities Act 1989 (DFSCA) provides, “as a condition of receiving funds or any form of financial assistance under any Federal program, an institution of Higher Education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees.” Further, under the DFSCA, institutions of Higher Education must employ “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.” If a college fails to comply, it could become ineligible for federal funding, including financial aid programs for students.

To ensure compliance with federal law, the Career Centers of The Claremont Colleges will not support the recruitment of students or alumni by marijuana-related employers. This includes, but is not limited to, posting internship or work opportunities, hosting company representatives on campus, promoting job shadow placements, and supporting internships for credit or non-credit.

## Minor Children on Campus

### **Purpose and Scope**

The KGI Policy on Children on campus defines an acceptable presence of children on campus in order to maintain an appropriate academic environment for teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the Institute. To achieve these objectives, KGI expects the full cooperation of all faculty, staff, students, and visitors in observing this policy. This policy applies to all members of the KGI community. *The Participation of Minors in KGI Programs is governed by Policy 150.*

### **Policy**

#### **KGI may regulate the presence of minors on campus.**

KGI reserves the right to condition, restrict, or deny access by persons under the age of 18 (minors) to Institute facilities at KGI’s discretion. All persons under the age of 18, including but not limited to minors participating in KGI programs, shall be subject to all KGI regulations while on campus and may be asked to leave the campus if not in compliance.

#### **Parents and legal guardians are responsible for making arrangements for child care during school breaks and for emergencies.**

While KGI understands that childcare emergencies happen, KGI cannot provide emergency child care on campus. Students, faculty, and staff who have child care emergencies may need to remain at home rather than bring the minor to class or other events on campus, particularly if the minor is ill. Supervisors and faculty members are urged to be lenient in excusing absences that result from child care emergencies.

#### **Minors should not be brought to classes nor routinely to offices during the work day.**

As a general rule, KGI’s campus is not an appropriate environment for minors unless they are specifically invited to campus events or enrolled in a program specifically designed for minors

and appropriately supervised by adults with the proper training and credentials, subject to required criminal background check clearances (see Policy 150). Students and faculty expect to be able to conduct their teaching and research in an adult academic environment; KGI does not have the capacity to provide appropriate places for minors who are not enrolled in specific programs nor formally invited to participate in activities. As a result, parents or legal guardians who find it necessary to bring a minor child to campus on an exceptional or emergency basis must adhere strictly to these rules:

- Minors may not accompany KGI students, faculty, or staff to class;
- Minors under the age of 16 must not be left unattended at any time on campus, including in campus buildings, on campus grounds, other public spaces, parking lots, or in a vehicle, and must be under the direct supervision of a responsible adult at all times;
- Unless they are enrolled in a specific supervised program or activity approved by KGI, minors may only be in private offices, in classrooms while class is not in session, and in student lounges, and only with appropriate adult supervision. Parents or legal guardians of minors considered disruptive or unsupervised will be asked to remove the minors from the campus immediately.
- Incidents involving minors should be reported.

If you see any instance in which a minor is experiencing inappropriate treatment while on KGI's campus, as defined in this policy or according to common sense and basic moral standards, please intervene as possible or summon immediate professional assistance to intervene in the situation. KGI personnel have authority to intervene to protect minors, and all members of the community share the responsibility to ensure the highest standards for protection of children on KGI's campus.

For an emergency involving a minor on campus, call Campus Safety at 657.474.2006 immediately.

#### **Enforcement of this policy is necessary for safety of minors.**

We ask individuals who care for minors as parents, guardians, relatives, or friends to understand that this policy is necessary because of the grave legal liabilities that exist for protection of the safety and well-being of minors. KGI cannot provide casual babysitting services; child care is a heavily regulated activity that only properly trained and licensed specialists should provide. If you need assistance in finding appropriate child care, please let your dean or advisor know, and we will make every effort to put you in touch with credentialed child care providers in the area. To discuss a childcare concern, you may contact the Student Affairs staff at 909.607.0101

#### **Enforcement**

- KGI will call the police if any minor under the age of 16 is found in a closed car or wandering alone around the campus.
- Failure to comply with this policy may be grounds for appropriate disciplinary action.
- Supervisors have the responsibility to inform employees and students of this policy.



## Non-Discrimination Policy

KGI does not discriminate on the basis of race, color, gender, sexual orientation, age, marital status, religion, disability, national origin, ethnic origin, or prior military service in any of its policies, procedures, and practices, including admission policies, educational policies, fellowship and loan programs, employment policies and other Institute-administered programs and activities. This statement is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements of Federal and state law. (See Section II.G).

Student inquiries should be directed to the Division of Student Affairs and/or VP of Academic Affairs.

Inquiries regarding federal nondiscrimination laws and regulations may be directed to:  
Office for Civil Rights  
US Department of Education, Old Federal Building  
50 United Nations Plaza  
San Francisco, CA 94102

## Pregnancy, Childbirth, Adoption, Lactation Policy

Keck Graduate Institute prohibits discrimination on the basis of any characteristic protected by applicable law, including discrimination on the basis of pregnancy. In accordance with federal and state law, KGI has created a Pregnancy, Childbirth, Adoption, and Lactation Policy. [Click Here](#).

## Recording and Taping Policy Purpose

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

### **Advance Permission Required**

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

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

sponsoring party may consult with the host institution's director of public relations, academic or student dean, president, or other appropriate officials.

### **Criteria and Limits**

Generally, recording, photography or videotaping which is carried out by the college and is intended for educational or public affairs use will be permitted (subject to legal, logistical and security concerns detailed below). Recording, photographing or videotaping is permitted at graduation and graduation events ABSENT restrictions to the contrary.

Similarly, recording, photography or videotaping which is carried out by a commercial or entertainment entity designed primarily for entertainment or commercial use, will not be permitted absent appropriate consent from all necessary parties and payment of any required fees.

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

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

### **Individual Faculty and Students**

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

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

## **Safety Policy**

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

### **Purpose and Scope**

This fundamental safety policy applies to all employees, students and visitors to KGI. It is supplemented by the more specific policies and procedures in this series.

## Policy

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

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

## Information about KGI Campus Safety

KGI is served by an assigned security officer in the 517 building, room B122 (phone 657.474.2006)

The function of KGI Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the colleges, to enforce vehicle and parking regulations and to perform other related duties. Safety personnel are on duty 24 hours a day to handle calls for service.

## Sexual Discrimination, Harassment and Misconduct Policy

### What is Title IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. —Title IX of the Education Amendments of 1972 Educational institutions that receive federal financial assistance are covered by Title IX. In compliance with Title IX, KGI prohibits discrimination in employment as well as in all educational programs and activities on the basis of sex.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106), KGI's Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination. For KGI's full

Sexual Discrimination, Harassment, and Misconduct Policy, please click [here](#).

### Scope of Sexual Discrimination, Harassment and Misconduct Policy

This Policy Applies to all KGI community members, including students, student organizations, faculty, teaching/research assistants, lecturers, administrators, staff, volunteers, vendors,



contractors, visitors (including visiting scientists) and individuals regularly employed or temporarily employed, conducting business, studying, living, The Policy applies to conduct occurring on Institute-controlled property, at Institute-sponsored events, Institute programs or activities, and off-campus where the conduct has continuing adverse effects on any member of the KGI community in any KGI program or activity.

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

KGI has two distinct policies that address sex discrimination: a [Title IX Sexual Harassment Policy](#) and a **Discrimination/Harassment/Sexual Misconduct Policy**.

For questions or more information:

**Dean of Students and Title IX Coordinator**

Sino Simons

[shino\\_simons@kgi.edu](mailto:shino_simons@kgi.edu)

## Smoking Policy

### **Purpose and Scope Of Policy**

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

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

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

### **Definitions**

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

### Exceptions

Smoking may be permitted:

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

### Available Resource, Education and Assistance

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

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

- Students are encouraged to contact the Division of Student Affairs for programs or opportunities that may be available.
- Faculty and Staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information contact Human Resources by phone at 909.621.8222 or [hr@kgi.edu](mailto:hr@kgi.edu)

### Accountability

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

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

## Smoking and Vape Free Campus

### Purpose and Scope

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

### Definitions

**Smoking:** The term "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe, including a hookah pipe, or any other lighted or heated tobacco, plant or other product, intended for inhalation, in any manner or in any form.

**Vaping:** The term “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

### **Policy**

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

Smoking is prohibited within the perimeter of the KGI property, including, but not limited to, parking lots, KGI-maintained streets, drives and sidewalks, recreational fields, patios and all open common areas, except in an officially designated smoking area. Smoking materials must be extinguished and disposed of prior to entering KGI property or exiting a vehicle. Improper disposal, including spitting smokeless tobacco or discarding cigarette butts on the ground is not permitted.

Smoking is prohibited in any vehicle owned or leased by KGI.

**Violations:** Any person who repeatedly violates this policy be asked to leave the premises and/or may be removed from campus. Employees may be subject to corrective or disciplinary action and students may be subject to student conduct charges. Students who violate the policy more than once may be required to appear before the Student Conduct Committee.

The following persons and departments are responsible for ensuring that the KGI policy is communicated to employees, students, visitors and others in the KGI community:

- Student Affairs staff regarding students
- Assistant Vice President, Human Resources and Employee Engagement regarding employees
- Assistant Vice President, Campus Operations, who is authorized to control and regulate facilities and grounds use as prescribed by this policy.
- Members of the KGI community may notify the appropriate office of repeat offenders. Related IRB-approved research projects are exempt from this policy.

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

## **Student Accessibility Services Grievance Policy and Procedure**

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

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

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

The following steps explain the procedure:

- The grievance should be submitted in writing and include the grievant's name and contact information, a clear and concise description of the problem which is the basis for the grievance (including relevant facts, any steps taken to resolve the problem, the names of and contact information for persons who may have relevant information concerning the grievance), and a statement of the remedy requested.
- A grievance must be filed within ninety (90) days after the grievant becomes aware of the alleged problem. Grievances received later than ninety (90) days will be dismissed as untimely, unless exceptional circumstances prevented timely filing.
- An investigation, as may be appropriate, will follow the filing of a grievance. The investigation shall be conducted by the Institute's Student Accessibility Services Coordinator, Director of Human Resources or other designee ("grievance officer"). These procedures contemplate a prompt and informal, but thorough investigation which affords the grievant, the party against whom the grievance or the proposed disposition is directed, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the grievance.
- A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the grievance officer and a copy forwarded to the grievant and the party against whom the grievance or the proposed disposition is directed no later than thirty (30) days after receipt of the grievance.
- The disposition proposed by the grievance officer will be put into effect promptly. The grievant or the party against whom the grievance or the proposed disposition is directed may appeal. An appeal will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the appeal officer decides that good cause exists making the suspension of implementation appropriate.
- Within ten (10) days of the receipt of the grievance officer's determination, the grievant or the party against whom the grievance or the proposed disposition is directed may appeal the grievance officer's determination. The appeal, which must be in writing, should state the reasons why the person believes the determination should be changed and state the change(s) sought. All appeals are to be submitted to the Institute's Student Accessibility Services Coordinator, who will direct the appeal and all appropriate records to the appropriate appeal officer (e.g., Dean of Students, Academic Dean, Director of Human Resources, or Vice President for Finance and Operations depending on the circumstances and issues involved) for review and disposition. A copy of the appeal officer's written decision will be expected within 30 days of the filing of the appeal and will be sent to the parties, the grievance officer, Student Accessibility Services Coordinator.
- Whenever the application of the deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the grievance, the urgency of the matter, or other circumstances (including for reasons relating to breaks in the academic calendar), the grievance or appeal officer will determine whether an appropriate expedited procedure can be fashioned or extensions of time are warranted, and the parties shall be advised.

- The Institute’s Student Accessibility Services Coordinator shall maintain the files and records relating to grievances filed.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with a federal or state agency such as the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102, Telephone: 415.486.5555, TDD: 800.877.8339; Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov).
- Retaliation against anyone who files a grievance or cooperates in the investigation under this grievance procedure is against the law and prohibited. Any concerns about retaliation related to this process should be disclosed immediately to the Institute’s Student Accessibility Services Coordinator or Director of Human Resources.

Inquiries concerning KGI’s Student Accessibility Services accommodations and discrimination policies, compliance with applicable laws, statutes and regulations (such as Section 504 and the ADA), and this grievance procedure (including requests for any accommodations needed to use this procedure) should be directed to the Institute’s Student Accessibility Services Coordinator or Director of Human Resources.

Forms are provided by the Associate Director of Student Wellness

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

## Student Conduct | Honor Code

### Statement of Philosophy

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

### General Principles

Principles inherent in this Code include:

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

## Honor Code Procedures

### General Statement

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

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

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

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

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

### Initial Charge and Preliminary Investigation

A faculty member, preceptor, staff member, or student who wishes to make a charge of a violation of the Honor Code against a KGI student must [report violations](#) to the DOS. It is the responsibility of students, staff, or faculty who suspect such a violation to make a charge in writing, using the Honor Code Intake Form. Charges should be filed as soon as possible to the alleged misconduct or discovery of alleged misconduct by an institutional representative in order to ensure a reasonable and effective adjudication process.

Upon receipt of an Honor Code Intake Form, AVPEE or DOS will notify the accused student of the following:

- A complaint has been filed.
- Their rights under the Honor Code Policy.
- Send a Receipt of Acknowledgement document: This document is a statement that the student received the “charges” filed against them.
- Require the student to sign both forms and return within two (2) business days from the date of the written correspondence, whether the student agrees with them or not.

- The Receipt of Acknowledgment Form is just an acknowledgment of the pending charges, not a plea or an admission of guilt.

All letters will be sent via email and require a student signature to demonstrate and confirm proof of delivery.

Anonymous reports may be submitted using the [Silent Witness Form](#). However, anonymous reports have a lower probability of an investigation unless there is some corroborating evidence that has been provided by others regarding a particular student or incident. If an anonymous report is submitted without evidence, there is no requirement to notify the accused student, or that an investigation be launched.

After receiving the Honor Code Intake Form and notifying the student of the complaint, AVPEE or DOS will conduct a preliminary investigation. This investigation will normally entail meeting with the accuser(s), witness(es), obtaining and discussing existing evidence of the alleged misconduct, and a meeting with the accused to discuss the charges and evidence. This meeting may happen in person, by phone or through online technology. All parties involved should make every effort to maintain confidentiality in these discussions.

Students who fail to respond to initial notification will be notified that the decision-making process and consequent sanctioning will proceed without the benefit of their input within two business days of email notification.

### **Process Following Preliminary Investigation**

**FOR CASES WHERE DISMISSED:** Following the preliminary investigation, AVPEE or DOS may drop the charge and dismiss the case (e.g., unable to substantiate based on current evidence, convinced a violation has not occurred). In such cases the accused student will be notified in writing. Should additional information become available, the AVPEE or DOS can re-open the case.

**FOR CASES WHERE THERE IS ADMISSION OF CULPABILITY - RESOLUTION OF COMPLAINT THROUGH ADMISSION OF RESPONSIBILITY:** If the accused student admits responsibility for a violation of the KGI Honor Code, the accuser(s) will be apprised of the charge and the student's admission. If the case involves academic misconduct, the AVPEE and the faculty member may then impose academic sanctions if outlined in that course's syllabus. In nonacademic cases, the DOS may impose sanctions. A letter from the AVPEE or DOS delivered by email will serve as the official notice of the decision and sanctions. The decision letter will be shared with faculty or other administrative units (e.g. Registrar, Campus Safety, etc.) on a need-to-know basis.

### **For Cases Where There Is No Admission of Culpability: Student Conduct Committee (SCC)**

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

### *Organization of Student Conduct Committee (SCC)*

- AVPEE or DOS will serve as chair (ex officio) of the SCC. At least one faculty member from each school (Henry E Riggs School of Applied Life Sciences, School of Health Sciences, School of Pharmacy) and two students from schools other than the student accused will serve on the committee. Each member of the committee has one vote.
- An ad-hoc member will be chosen to replace any member who cannot or chooses not to attend the proceedings. The Dean of the school housing the infraction is responsible for choosing ad-hoc members of the committee. If a member of the SCC is in conflict, he/she will be excused or recused from the committee's proceedings and an ad-hoc member will take their place.

### *Investigation*

The investigation involves an initial report followed by an inquiry into the incident or matter by AVPEE or DOS. This may involve interviewing community members involved in the case and verifying information regarding the alleged violation. It should be noted that the investigation may include information gathered from anonymous sources and confidential reporters.

Be aware that investigation and hearing processes may occur simultaneously.

### *Hearing*

Within five business days of the case's referral to the SCC, the committee Chair will provide a copy of the referral memo to the accused student(s). In addition, the Chair will schedule an initial hearing for any charged student with the Committee. This hearing will allow the accused student to hear and present information related to the disciplinary process.

All hearings are closed and the proceedings may be kept confidential at the discretion of the institution. The hearing may be recorded at the discretion of the institution upon advance notice in writing to participants in the hearing. Information gathered from anonymous (i.e. unknown) sources may be used in the student accountability hearing and as a part of the decision-making process.

For non-Title IX cases: Although hearings are closed, students may request to have a support person present at a hearing. Any such request should be submitted in writing to the adjudicating officer at least three days before the hearing. The support person cannot be a family member or any legal counsel, and they may not actively participate in proceedings. The decision regarding the request will be communicated in writing by the adjudicating officer and this must be done before the support person may attend the hearing or any other disciplinary-related meetings.

This hearing should be held within ten (10) business days of the referral of the case to the Committee. If there is an extenuating circumstance that causes a delay in any of these timelines, the student will be notified. Note: Business day(s) refers to official business days—not holidays, weekends or when regular classes are not in session.

The Chair of the SCC will present evidence at the SCC meeting. The accused student(s) shall meet with the Committee and be afforded an opportunity to defend themselves. The Chair will notify the student of the meeting date in writing at least three (3) business days prior to the hearing.

If witnesses are involved in the hearing process, the testimony of each witness shall be given while the other witnesses in the case are out of the room.

Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be decided by a simple majority.

Deliberation of the Committee shall take place in private and remain confidential. If misconduct is found, AVPEE or DOS will determine the sanctions or implement sanctions recommended by the SCC. A letter from AVPEE or DOS will serve as the official notice of judgment and sanctions; this letter should be delivered by email or by certified mail. The decision letter will be shared with faculty or other administrative units (e.g. Registrar, Campus Safety, etc.) on a need-to-know basis.

#### *The Imposing of Sanctions*

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

- Admonition: An oral statement to the student that they are violating or may be violating institutional policies. The institutional official will review the policy and rationale and explore resources/supports for the student.
- Warning: Verbal or written warnings may be given for unacceptable behavior and the student is advised to change the behavior. (Disclaimer: This sanction may be given without a hearing.). Written warning will be included in the student's permanent file until completion of the degree program.
- Restitution/reimbursement or fine: Damage or misuse of institution property or failure to follow institution policy or procedure may require a student to make restitution or pay a fine.
- Discretionary sanctions: Some students may be required to perform community service, write a paper, or perform any other activity deemed appropriate for the violation of the Honor Code or any other institution policies.
- Community service for a stated number of hours that will require a student to perform tasks that will benefit the community, the School or the Institute. Tasks will be assigned and administered by AVPEE or DOS. Note: These community service hours do not count towards any academic or course requirement(s).
- Grade/Score adjustments: In the case of honor code violations to which a grade apply, a change of score as it pertains to the specific component of the course (or portion of assignment) to which the violation occurred
- Loss of privileges: Some students may lose privileges such as leadership opportunities, co-curricular activities, etc., appropriate to the violation of the Honor Code or any other institution policies.
- Loss of eligibility: Some students may lose their eligibility to hold or run for any elected office, competing for honors and distinctions, represent KGI at various events, etc.

- Honor Code probation: There are two levels of probation. Probation will appear on a student's unofficial transcript. A student may be placed on Honor Code probation for a specified period of time. During this time, further violations of institution policy may result in the student's suspension or expulsion from the institution. Recommended level of probation will be determined by the level of seriousness and history. While typical sanctions are described below, additional sanctions may be assessed.
  - LEVEL ONE: This level of probation is intended for minor violation(s) of the honor code; along with minor sanctions. For example, warning or grade/score adjustments.
  - LEVEL TWO: This level of probation is intended for violation(s) of the honor code which had either impact on campus community or program culture. Therefore, sanctions for Level Two infractions may limit access to various opportunities. For example, loss of leadership opportunities or eligibility for attendance at KGI sponsored activities. Violation of the terms of level two probation may result in extended probation.
- Interim suspension: Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence. (This suspension will be for a stated period of time and followed by a student hearing.)
- Institution suspension: Suspension is a temporary state of separation for a definite period from the Institute including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the AVPEE or DOS. If the student is reinstated a letter of reprimand will be included in the student's permanent file. Suspensions will be noted on the student's official transcript.
- Dismissal: Dismissal is a state in which the student is not permitted to continue coursework at the Institute. The student shall be withdrawn from all uncompleted courses in which currently enrolled. The student will not be permitted to re-enter the Institute's educational programs. Dismissal will be noted on the student's official transcript.

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

### *Appeals*

Students wishing to appeal the disciplinary process must do so, in writing via email or hard copy, to the Provost within 3 business days following receipt of sanctions. **Students will have only one opportunity to appeal.** All appeal meetings are closed and the proceedings may be kept confidential at the discretion of the institution. The appeal meeting may be recorded at the discretion of the institution upon advance notice in writing to participants in the hearing.

The appeal shall consist of one or more of the following exclusive grounds for appeal:

- New Information: There is new and significant applicable evidence that has not yet been considered. Information would be considered "new" if it was discovered after the student's hearing. Withheld information is not considered "new" information.
- Excessive Sanctions: Sanctions imposed are excessive to the violation(s) relative to sanctions imposed for similar violations under similar facts and circumstances as determined by the Honor Code accountability process.

- Procedural Irregularity: The written procedure was not followed through the disciplinary process (e.g., the student did not have the opportunity to present information at the hearing).

#### Guidelines for the Letter of Appeal

1. Students must submit a written appeal to the Provost or designee within three business days of the date of the written decision. A written appeal must reflect the guidelines as listed in the following point.
2. The written appeal must include:
  - a. Names of the parties involved
  - b. A clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
    - i. New information
    - ii. Excessive sanctions
    - iii. Procedural irregularity
  - c. A narrative of the incident including:
    - i. Why it occurred
    - ii. How it occurred
    - iii. Where it occurred
    - iv. Who was present
  - d. The information on which the appeal is based
  - e. The desired outcome

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

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

#### **Prohibited Activities with Respect to Academic Matters**

An academic matter means any one of the following: activities which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or co-curricular activities of an academic nature including student publication and competitions. This also includes student behaviors in the classroom or any other academically related activities, including but not limited to various site rotations, internships, team projects, and co-curricular activities provided through academic programs.

In addition, KGI students shall not:

- Use materials during an examination other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an examination, all books, notebooks, briefcases, and the like should be placed in the front or rear of the examination room.
- Use of materials in any research or assignment that are not authorized by the instructor. This includes reuse of the student's own work or the work of others.

- Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services; Internet or electronic database sources for term papers, journal clubs, or case presentations; and other students' work) or permission is considered plagiarism. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment.
- Engage in any form of copyright infringement. Copyright infringement is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without permission is considered copyright infringement. Ignorance is NOT an excuse. The student bears the responsibility for permission to use copyrighted materials.
- Give, solicit, or receive information or assistance to or from any person or source in regard to an examination, group examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.
- Submit modified or changed completed tests, answer sheets, or assignments for re-grading.
- Intentionally deface, remove without authorization, or conceal any material from the KGI premises, library, or any other place within the consortium of colleges where information may be stored.
- Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination and artificial intelligence software. (Please refer to Institutional Policy on the Use of Artificial Intelligence.)
- Use or remove unauthorized prescription or nonprescription medications and/or appliances from the site of any clinical experience or rotation.
- Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the Division of Student Affairs, Student Conduct Committee (SCC), faculty, Dean, or the Dean's designee.

### **Course sanctions**

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

### **Prohibited Activities with Respect to Non-Academic Matters**

As members of the KGI community, students represent not only themselves, but also KGI. Therefore, while they have the right and freedom to exercise individual autonomy, they also have

the responsibility to exercise that autonomy in a manner that will bring honor to themselves and their School.

In addition, the KGI student shall not:

- Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
- Purposely furnish false information, including during the conduct process.
- Perpetrate any form of theft, forgery, falsification, or fraudulent use of the Institute or work-site property.
- Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the DOS, SCC, faculty, Dean, or the Dean's designee.

#### *Violation of Civil Law*

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

#### **Definition**

- To make the process as clear as possible for all involved, a glossary of terms is provided.
- "Anonymous source" refers to an individual who reports information related to an incident and their identity is not known to anyone.
- "Confidential reporter" refers to an individual who reports information related to an incident where their identity is not disclosed to anyone else but the adjudicating officer(s) and other university officials.
- "Day(s)" refers to official business days—not holidays, weekends or summer sessions.
- "Guests" applies to all guests of KGI community members whose hosts may be held accountable for the conduct of said guests.
- "Handbook" refers to the edition of KGI's Student Handbook in effect at the time of the offense.
- "Institution" refers to Keck Graduate Institute.
- "Institutional official" includes any person employed by KGI.
- "Member of KGI community" refers to any student, faculty member, university official, volunteer, or other person employed by the institution.
- "Off-Campus behavior" refers to student behaviors and actions that take place away from official campus grounds or KGI-sponsored events. The Honor Code is based on shared values, and as such, sets a range of expectations for the KGI student no matter where or when their conduct may take place.
- "Policy" is defined as the written regulations of the institution found in but not limited to the student handbook and KGI institutional catalogs.
- "Professor or instructor" refers to any person who is authorized by the Institute to hold and teach a class sponsored by the institution or precepts a student during an off-campus practice experience.

- “Student” includes all persons taking any courses at KGI, both full- and part-time. For the purposes of institutional policy, a student is one who is enrolled in a degree or non-degree program at the institution or is representing the institution between regular academic semesters (including summer break). The student is considered to be enrolled at the institution unless they have completed an official institutional withdrawal process, been dismissed, or graduated from the institution.
- “Student Conduct Committee” (SCC) refers to a committee that is assigned by the Provost to review situations in which students are involved in academic, nonacademic, or professional misconduct.
- “Violation” refers to any behavior that is unacceptable as described in the Honor Code.

### **Student Clinical Code of Conduct**

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

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

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

Students should read, discuss and sign the KGI School of Health Sciences and School of Pharmacy Clinical Code of Conduct prior to enrollment. This code of conduct was created by the faculty of the KGI SHS and KGI SOP. Modifications of this code will require the approval of the Student Handbook Taskforce and the Executive Council of the SHS and the SOP.

### **Respect and Concern for the Welfare of Patients**

The KGI SHS and SOP student will:

- Treat patients and their families and/or caregivers with respect and dignity both in their presence and in discussions with others.
- Recognize when one’s ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of one’s involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.
- Respect the rights of others
- Work with professional, staff and peer members of the health care team in a cooperative and considerate manner.

- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender identity, sexual preference, or socioeconomic status.
- Respect the patient's modesty and privacy.

### **Trustworthiness**

The KGI SHS and SOP student will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Not falsely represent themselves.
- Accurately acknowledge the sources for all information reported; failure to do so will be considered plagiarism.

### **Responsibility and Sense of Duty**

The KGI SHS and SOP student will:

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

### **Professional Demeanor**

The KGI SHS and SOP student will:

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

### **The KGI SHS and SOP Student**

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

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

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

## Transportation

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

## On Campus Resources

### Alumni Relations

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

- The KGI Alumni group on LinkedIn is a valuable tool for alumni. It provides an opportunity to connect with other alumni and expand your global network, and it frequently posts job openings and alumni event information.
- Invitations to regional networking events, conferences, and webinars.

KGI asks that you remain in touch and let us know when you've moved or changed jobs. We want to include you on our guest lists and celebrate your successes with you. Stay in touch!

If you have any needs or questions, please email us: [alumni@kgi.edu](mailto:alumni@kgi.edu)

### KGI Campus Safety

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

The office is located at 517 Watson Dr. building office #122

You may contact KGI Campus Safety at (909)607-8736 or via email at [KGICampusSafety@kgi.edu](mailto:KGICampusSafety@kgi.edu)

For more information, please visit the KGI Campus Safety website <https://www.kgi.edu/campus-safety/>



If you have an emergency on campus, call 911.

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

## Housing

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

## Huntley Bookstore

The Huntley Bookstore of The Claremont Colleges is the primary bookstore for all of The Claremont Colleges. In addition to selling textbooks and other course material required for classes, the bookstore has a selection of general reading titles in stock as well as a wide variety of student and office supplies, gifts, school merchandise, sundries, and snack foods. Huntley has a computer store, and a full-service ATM is located in the front foyer. The bookstore is located at 800 N. Dartmouth Ave., Claremont, CA. For more information please [click here](#).

## International Student Support and Services

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

**Admissions and International Student Advisor**  
[international@kgi.edu](mailto:international@kgi.edu)

Additionally, the Division of Student Affairs will provide programming designed to help international students build community, succeed in the classroom and develop personal and professional skills.

For more information, contact [student\\_affairs@kgi.edu](mailto:student_affairs@kgi.edu).

## Library

The Claremont Colleges Library is committed to fostering intellectual discovery, critical thinking, and life- long learning. The library staff partners with faculty, students, and staff to provide a vital physical and digital center for research, teaching, learning and other forms of intellectual engagement at The Claremont Colleges.

The Claremont Colleges Library



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

The services of The Claremont Colleges Library are below:

- *Honnold Library Café*: The library offers an in-service café for visitors.
- **Connection**: Providing students, faculty and staff with high-volume digital printing and general office services. Connection is located at the south entrance of the Claremont College Library.
- **Electronic Resources**: The library's large collection of electronic resources provides ready access to a wide variety of bibliographic, full-text and multimedia information. From the library web site, it is possible to search Library Search, or any of hundreds of databases including services such as Lexis- Nexis Academic, the Hathi Trust Digital Library, and the Dryad Digital Repository for research data. The Claremont Colleges Digital Library (CCDL) provides access to a growing number of digital collections from The Colleges as well as from library Special Collections. Digital collections such as Early English Books Online and North American Women's Letters & Diaries make available thousands of additional primary source materials. Most electronic resources are accessible to students, faculty and staff of The Claremont Colleges in their dorms, labs, offices and homes, as well as in the library.
- **Interlibrary Loan**: The Libraries offer Interlibrary Loan service and maintain partnerships that provide access to books, articles, and other materials not held in the collections. These partnerships include the Statewide California Electronic Library Consortium (SCELC), Link+ and the Center for Research Libraries in Chicago. The collections of two affiliated institutions in Claremont, the Claremont School of Theology and Rancho Santa Ana Botanic Garden, are included in Blais and are available to the students, faculty, and staff of The Claremont Colleges.
- **Collections**: The library's general collections in the arts, humanities, sciences, and social sciences include nearly 2 million volumes. The library also has extensive holdings of journals, magazines and newspapers, providing access to articles in over 70,000 periodicals. Honnold/Mudd Library is a depository for publications issued by the United States government and has extensive holdings of publications from the State of California, Great Britain, the United Nations, and other international agencies. The Asian Library Collection at Honnold/Mudd has a large collection of Asian language materials. The library also holds extensive special collections. You can get a copy of A Guide to Special Collections in the Special Collections Reading Room at Honnold/Mudd Library.

## On-Campus Employment

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



## Parking

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

### **How to register your vehicle**

**Online:** [kgi.edu/campus-safety](http://kgi.edu/campus-safety)

### **Shipping and Receiving Office**

535-116A535 Watson Dr.  
Claremont, CA 91711

KGI students may not park in spaces reserved for visitors or otherwise marked as reserved. With the exception of Oasis residents with a proper permit, no automobile shall be left at KGI for more than a 24-hour period. Off-campus students may not leave their vehicles at KGI during vacations, breaks, or in the summer; arrangements must be made for vehicles to be stored off-campus. Oasis Residents with a current rental agreement are allowed to leave their vehicles parked in the residential parking lot for holidays and breaks. Further information regarding vehicle registration, visitor parking, and parking regulations and fines can be found on the KGI Campus Safety [page](#).

## Questions?

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

### **Division of Student Affairs**

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

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