Institutional Policies and Procedures
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Institutional Policies and Procedures

After-hours Room Access

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

- KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, and individual offices in the 517, 535, and 215 buildings in the evening and on weekends. Faculty and staff are reminded to lock their offices when they leave KGI each evening.

- All key card access is logged.

- The staff lounge, the student lounge, classrooms, student computer labs, conference rooms, the 535 student study room, and the autoclave rooms are not locked in the evening or on weekends. Faculty, staff, and students are reminded to keep the doors of the autoclave rooms closed at all times.

- Students requiring after-hours access to a lab may request permission from a faculty member associated with the lab under KGI Policy 536. After-hours lab access requests must be initiated by the faculty member.

- Faculty, staff, and students must carry their KGI ID when on campus and should be prepared to show their KGI ID to Campus Safety, if requested.

- Faculty or staff who require after-hours access for vendors need to e-mail the Campus Safety office their authorization, including the vendor name, room number, date, and time of access.

- Students have access to the Team Master’s Program (TMP) rooms at any time in accordance with TMP protocols.

- KGI discourages student lab work after hours, and standard practice is that no student is permitted to work alone in the labs. If students only have evening or weekend hours available in which to complete student lab assignments, students must follow KGI Policy 536 regarding after-hours lab access and will be required to be accompanied by a faculty member, a lab manager, or another student.

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

- Ask for KGI ID card.

- Indicate in the log book or daily report who was granted access, time of access, and to which building and room numbers.
Alcohol Policy

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

Applicability of this Policy

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

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

Request for On-Campus Event with Alcohol

Students are required to complete the “On-Campus Event with Alcohol Request Form” to request any alcohol consumption at any school event. Student clubs or organizations who plan to host an event on-campus with alcohol will require the approval of the Division of Student Affairs by completing this form at least two weeks in advance of the planned event. On campus is defined as any of The Claremont Colleges. There shall be at least two Event Hosts who shall act as non-alcohol consuming monitors by submitting the Event Serving Alcohol-Registration Form to the Division of Student Affairs at least four weeks before the event. If there is any reason that a designated representative cannot be present and act as the Event Host, an alternate must be appointed, and a revised registration form with their name and contact information (and acknowledgment of responsibility) must be submitted immediately to the Student Affairs office.

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

• The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.

• Hosts serving alcohol at an event must not consume alcohol prior to or during the event.

• Only beer and wine may be served at student group-sponsored event.

• The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol.

• Proof of age should be checked by the Event Host or Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport).

• Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.

• All events with an attendance exceeding 50 may only serve alcoholic beverages by using a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.

• A Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment, and must register the event through the Division of Student Affairs.
Advertising for a Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Student Event must only be placed on designated bulletin boards. KGI reserves the right to remove any advertising (or refuse to send any email) it determines in its discretion not to be in compliance with these requirements (or otherwise).

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

**The following actions are prohibited at all Student Events:**

- Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
- Serving or furnishing alcoholic beverages to someone who appears to have exceeded 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.
Use of Alcoholic Beverages at KGI Sponsored Events

Purpose and Scope
This policy applies to all employees of KGI and visitors to campus. It is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages on campus and at KGI-sponsored/sanctioned off-campus activities or events. This policy should be read in conjunction with KGI’s Drug-free Campus and Workplace Policy (Policy 140). Students are also governed by KGI Drug Free Campus Policy (Policy 340), and Student Use of Alcoholic Beverages On and Off Campus Policy (Policy 341).

Policy

Serving of Alcohol on Campus or at Off-Campus KGI-Sponsored Programs Must Be Approved in Advance
Alcoholic beverages may not be served on KGI-owned or controlled property (“KGI property”) or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advance by the President or Dean.

In the case of spontaneous celebratory toasts, the modest consumption (e.g., a single glass) of alcohol is permitted. If students are involved, a responsible faculty or staff member must be in attendance.

Rules Related to Possession or Consumption of Alcohol

POSSESSION OR CONSUMPTION BY INDIVIDUALS

• No one under the age of 21 may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI property or at a KGI-sponsored/sanctioned off-campus activity or event at any time.

• Individuals violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol. For purposes of this policy, whether a person is intoxicated is a determination that may be made based on the individual’s behavior and observations by third parties (and without any requirement that an individual submit to a Breathalyzer, blood alcohol, or other tests).

• Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action.

SPONSORSHIP OF EVENTS SERVING ALCOHOL

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

• Faculty and staff attending KGI activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.

GUIDELINES FOR KGI-SPONSORED EVENTS SERVING ALCOHOL

The following guidelines apply to events sponsored by KGI where alcohol is served:
The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a KGI shall be in compliance with any and all local, state, and federal laws and statutes.

Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.

The sale of alcoholic beverages is prohibited.

Sponsors are responsible for ensuring that moderation is encouraged during events with approved, lawful consumption of alcoholic beverages.

A person's decision not to use alcohol is to be respected.

Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.

Student Use of Alcoholic Beverages on and off Campus

Purpose and Scope

This policy is intended to sanction only the legal, safe, and appropriate consumption of alcoholic beverages by KGI students on campus and at KGI-sponsored/sanctioned off-campus activity or event. This policy should be read in conjunction with KGI’s Drug-free Campus Policy (Policy 340). Students who are KGI employees are also subject to KGI’s Drug-free Campus and Workplace Policy (Policy 140).

Policy

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

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

Rules Related to Students’ Approved Possession or Consumption of Alcohol

Possession or Consumption by Individual Students

• At events where students’ possession and consumption of alcohol has been approved by KGI in advance, only students 21 years of age and older may possess and consume alcohol.

• Students violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol.

• For purposes of this policy, whether a KGI student is intoxicated is a determination that may be made based on the student’s behavior and observations by third parties (and without any requirement that a student submit to a breathalyzer, blood alcohol, or other tests).

• Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action as outlined in the KGI Honor Code and the School of Pharmacy and Health Sciences Student Clinical Code of Conduct.
STUDENT ORGANIZATIONS’ SPONSORSHIP OF EVENTS SERVING ALCOHOL

• All official student organizations are governed by this policy. A student organization’s violation of this policy and/or of related federal or state law may result in the suspension or revocation of the organization’s official recognition by KGI, thus precluding the organization from functioning on campus.

• Student organizations governed by this policy also may be governed by the policies of national organizations. Where a provision of this policy and a provision of a national organization policy concerning the use or possession of alcoholic beverages are in conflict, the more stringent provision shall apply.

• Student organizations are expected to supervise and conduct their off-campus activities in a responsible and lawful manner. Students attending off-campus student organization activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.

GUIDELINES FOR STUDENT-ORGANIZATION-SPONSORED EVENTS SERVING ALCOHOL

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

• The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a KGI-sanctioned student organization shall be in compliance with any and all local, state, and federal laws and statutes.

• The serving and/or consumption of alcoholic beverages shall be carried out only by individuals at least 21 years old. Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.

• The sale of alcoholic beverages on campus is prohibited.

• No portion of any charge levied for attendance at an event shall be used to pay for alcoholic beverages unless the event is specifically approved by the President or Dean following review of the purpose of the event and the plans to ensure that the provisions of this policy are followed by participants.

• Alcohol consumption shall not be promoted as the primary focus of any event.

• Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.

• A person’s decision not to use alcohol is to be respected.

• Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served.

• Student organizers must ensure that an appropriate number of designated drivers and/or additional transportation will be available at any event in which alcoholic beverages are served. Transportation will be coordinated by the student organizations with assistance from the Division of Student Affairs.

Assistance is available to students with difficulties related to alcohol use or dependency. Every effort will be made to assist students who are experiencing difficulty related to substance use, abuse, or dependency.
Banning Disruptive Persons from Campus

Background

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

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

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

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

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

The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to the 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 the Dean of Students at the college at which the student is enrolled, the scope and extent of the ban from TCCS and property. The student shall normally be permitted to make appointments at TCCS offices and services as needed. For “drop in services” that a student might utilize (i.e. OBSA, CLSA, Chaplains, etc.), the CAO shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

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

Requests for Review, Modification, or Removal of a Ban

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

Effective Date and Application of this Policy to New Institutions

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

Bias-related Incidents—Protocol for Bias Related Incidents

Statement of Purpose

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

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

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

California Law Regarding Hate Crimes

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

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

- Disability
- Gender
- Nationality
- Race or ethnicity
- Religion
- Sexual orientation
- Association with a person or group with one or more of these actual or perceived characteristics.

“Hate crime” includes, but is not limited to, a violation of Penal Code Section 422.6.
California Penal Code § 422.6:

- No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

- No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

- Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars ($5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.

- Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.
Responding to Incidents

- Any person, including faculty, staff, students, and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff and/or campus safety before taking any action (such as disposing or removing evidence, altering scene, etc.).

- College staff and/or campus safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.

- Campus safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.

- Campus Safety and/or college personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.

- The Dean of Students shall preserve the copies of evidence. In incidents of a criminal nature, or where otherwise deemed appropriate, campus safety shall also maintain records of the incident. Communication among the colleges will pass from the Chief Student Affairs Officer or the Chief Administrative Officer of the institution where the incident occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative Officer at TCCS. In the event that the Chief Student Affairs or Administrative Officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the Chief Student Affairs or Administrative Officer as quickly as possible.

  The communication between offices should:

  - Provide a brief description of the incident;
  - List any information about initial steps that have been taken to address the incident;
  - Provide instructions about how to report information about the incident; and
  - Conclude with a standard paragraph on steps community members should take in the event they see a bias related incident.

- Each school and TCCS shall create and/or follow an established internal policy to communicate information regarding the incident. A campus might choose to include one or more of the following:
  - Notification procedures for personnel responsible for the handling the incident are in place, including communications officers;
  - Email/and or web dissemination of the notification to all faculty, staff, and students;
  - Paper mail dissemination of the notification to all faculty, staff, and students;
  - Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
  - Utilizing RAs, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
  - Notifying any other appropriate college-specific body at that institution that may be charged with handling matters of this nature—Diversity Coordinating Committee at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
  - Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident.
• Each institution will ensure that residence life staff members are instructed about response protocols for such incidents.

• Each institution will provide information to its community about reporting protocols.

• TCCS will insure that campus safety officers and dispatchers are instructed about response protocols for such incidents.

• The chief student affairs and administrative officer will keep a log of incident communications originating from 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 afoot or who is using a wheelchair, a powered wheelchair, or a powered scooter for persons with disabilities.
**Policy**

**Bicycles are a Preferred Form of Transportation**

Bicycles are an essential component of a sustainable transportation system, providing safe and equitable access to campus by all users.

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

**All Bicycles On Campus Must Be Registered**

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

**KGI Is Not Responsible for Lost or Stolen Bicycles**

**Bicycles Must Be Parked and Secured in Authorized Areas**

- Bicycles must be stored and secured in a bike rack or other authorized bike storage location. It is recommended that bikes be secured with a "U"-type lock.
- Bicycles may not be parked inside KGI buildings.
- Bicycles may not be locked to trees, handrails, poles, fences, or benches. They also may not be stored in any other areas in which their storage can impede an emergency evacuation, prevent individuals from making use of access ramps, and similar structures.
- Individuals who find that there is no authorized space for securing their bike should notify the campus security office (KGI Building 517 room 122, or call 909.607.8736) to avoid removal of the bike by security and to alert KGI to the need for more bike racks.

**Bicycles Parked in Unauthorized Areas May Be Confiscated**

- Bicycles stored in unauthorized areas may be removed at the owners’ expense and without notice. The locks will be cut and rendered unusable. To retrieve an impounded bicycle, you must provide ID, a detailed description of the bicycle, and proof of ownership or registration to the KGI Facilities staff at Building 215. Note, confiscated bicycles that have not been registered will not be returned until registration is completed.
- Bicycles remaining on campus after the end of the academic year and confiscated bicycles that have not been claimed by the end of the year will be donated to the Green Bike program at Pitzer College.

**Bicyclists Must Comply with Regulations**

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

KGI Policy

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

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

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

General Provisions

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

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

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

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

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

Ownership of CNF Resources

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

FILE CONFIDENTIALITY

Your documents, files, and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network. You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

NETWORK MONITORING

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

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges’ primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types. From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College’s IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.
PASSWORDS AND CODES

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect The Claremont Colleges ownership of electronic information.

ACCESS TO RESOURCES

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

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

• You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to “sniff” or eavesdrop on data on the network that are not intended for you.

• You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource, or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.

• Each College’s Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.

• Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.

• Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., “spam”) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
• Spoofing, or attempts to spoof or falsify e-mail, network, or other information used to identify the source, destination, or other information about a communication, data, or information is prohibited.

• You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by “locking” systems without permission from the appropriate system manager.

• You must conform to laws and College 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 College 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 College. 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 College 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 College will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.
Copyright Policy

Purpose of Policy

This policy communicates to students KGI’s expectations for protection of intellectual property and the policies and sanctions related to copyright infringement under U.S. Copyright Law. KGI is committed to respecting intellectual property rights, including the rights of copyright holders in compliance with copyright laws. KGI recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

All KGI students are required and expected to obey the laws and KGI policies and legal agreements governing use of software, downloading of copyrighted music and video files, and copying of other copyrighted materials. Unauthorized distribution of copyrighted material using the KGI information technology system, including illegal or unauthorized peer-to-peer file sharing, can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are against KGI’s Code of Conduct (Policy 001), KGI’s Policy on Appropriate Use of Campus Computing and Network Resources (Policy 280), the Student Honor Codes for each School and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

KGI Protects Copyright As Defined By Federal Law

KGI RESPECTS COPYRIGHT PROTECTION OF ORIGINAL WORKS OF AUTHORSHIP

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

COPYRIGHT PROVIDES WIDE RANGING PROTECTION

The U.S. Copyright law, Title 17 USC, Section 102, protects original works of authorship sculpture, visual art, etc., such works can also include visual and/or audio recordings, software coding, digital imagery, websites, and writings such as scientific texts, fictional work, instructional narratives, scripts, designs, and combinations of any of these. To use another’s original work protected under the owner’s exclusive rights, an individual must obtain the owner’s permission.

EXCEPTIONS ARE SPECIFIED BY LAW

- An important exception is works produced by the U.S. Government: works published by the U.S. Government are not subject to copyright law
- Use of copyrighted material in the classroom may be exempted
- "Fair use" of copyrighted material may be exempt
ORIGINAL WORKS ARE COPYRIGHT PROTECTED WITHOUT FORMAL GOVERNMENT RECOGNITION

Original works are protected automatically, without needing a copyright notice or being registered with the U.S. Copyright Office. Plagiarism can be a form of copyright violation.

COPYRIGHT DOES NOT APPLY TO:

- Procedures, processes, systems, methods of operation.
- These qualify for protection and ownership under patent law, and patent and copyright do not usually overlap.
- Ideas, concepts, principles, or discoveries of natural phenomena.
- Broadly speaking, these cannot be owned under any form of U.S. intellectual property law. This reflects important values about intellectual freedom and encouraging innovation.
- Titles, names, short phrases, and slogans; familiar symbols or designs, mere variations of typographic ornamentation, lettering, mere listings of ingredients, or contents.
- These are considered to fail the requirement of originality.
- Other unoriginal or unfixed works.

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

COPYRIGHT ENDURES MINIMALLY FOR THE LIFE OF THE AUTHOR

Copyright protection lasts many decades: the basic term is the life of the author, plus seventy years, and for “works made for hire”, the copyright endures for the lesser of 95 years from publication or 120 years from the work’s creation.

EMPLOYEE AUTHORSHIP MAY BE CONSIDERED “WORK FOR HIRE” FOR WHICH COPYRIGHT VESTS IN KGI

The original works and materials produced by student employees of KGI for KGI purposes and during work hours are considered “works for hire,” which means unless specifically exempted, the copyright belongs to KGI.

STUDENTS OWN THE COPYRIGHT IN THEIR ORIGINAL WORK

Students own copyrights in original work, even class assignments, as well as original scholarship, but do not own a copyright in recordings of class sessions, which are considered derivative works.

RIGHTS OF A COPYRIGHT OWNER

A copyright owner is entitled to do, or authorize others to do, the following things:

17 U.S.C. § 106

- Make copies of the work
- Distribute copies of the work (by selling, renting, lending, or giving it away)
- Perform or display the work publicly
- Make derivative works, like translations, adaptations, and reinterpretations

A copyright owner can give some or all of those rights to other people or entities, by transferring ownership or granting licenses. Ownership or license rights can be shared by any number of people or entities.
CAUTION SHOULD BE EXERCISED IN DOWNLOADING, UPLOADING, AND USING COMPUTER TECHNOLOGIES

Multiple computer technologies (i.e., software and hardware) currently make it easy for copyright infringement to occur, and such infringements may take place unawares through use of file sharing programs and access to the Internet. Applications such as KaZaA, Gnutella, Morpheus, LimeWire, GnuNucleus, Bearshare, Aimster, iMesh, Vuze, and others, make it easy to download music or videos, which are usually protected by U.S. Copyright law. Further, these programs typically operate in two directions, both as download agents, and as upload agents to share resources with other interested individuals. Oftentimes, the uploading takes place simultaneously as the download, as well as continuing as long as the application is running, the computer is on, the connection to the Internet is active, and the files are on the computer. The infringement that takes place in these circumstances is not singular, restricted to the single download; instead, it becomes multiple infringements, due to multiple shares. In a court of law, the individual will have broken the law multiple times, thus becoming a criminal on multiple accounts.

Copyright Law Exemptions Related To Educational Uses

Using copyright protected materials requires permission from the copyright holder, or the use may qualify as an exemption to the law, or as a fair use. Copyright law places a high value on educational uses.

CLASSROOM USE EXEMPTION FOR MEDIA USE.

The Classroom Use Exemption (17 U.S.C. §110) only applies in very limited situations, but where it does apply, it gives clear rights. For the exemption to apply, the user must be in a classroom, in person, engaged in face-to-face teaching, and at a nonprofit educational institution, such as KGI, where the media is played. The exemption authorizes performance or display, not the distribution of copies. This exemption permits instructors or students the right to play movies or music at any length, as long as the media being used is legitimate and not an illegal copy. Classroom use does not extend outside the physical classroom nor to online classes.

FAIR USE EXCEPTIONS TO USE OF COPYRIGHTED MATERIALS.

Potential users of copyright protected materials may be able to make Fair Use of copyrighted materials by reproduction in copies or other means specified by section (17 U.S.C. §107) for "purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research," which is not considered an infringement of copyright. (17 U.S.C. §107). Through fair use, certain kinds of uses are allowed, without permission or payment, even in the face of an explicit denial of permission, at any point during the copyright term. There are four factors to fair use, and each factor with each possible use of an existing work must be considered individually in detail, along with all other factors: no one factor is decisive in determining whether a use or intended use meets fair use law. 17 U.S.C. §107

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

Click here for resources to guide use of copyright protected materials under fair use law.
Copyright Infringement: Discipline, Damages, and Penalties

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

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

USE OF COMPUTER NETWORKS OF KGI OR OTHER CLAREMONT COLLEGES IN A WAY THAT INFRINGES COPYRIGHTS, IS PROHIBITED AND IS SUBJECT BOTH TO FEDERAL PENALTIES AND TO DISCIPLINE UNDER KGI POLICY 280, APPROPRIATE USE OF CAMPUS COMPUTING AND NETWORK AND STUDENT HONOR CODES

If KGI or The Claremont Colleges become aware of inappropriate use of network resources for copyright infringement by a KGI student, KGI will investigate and take appropriate action concerning the alleged violation. When any of The Claremont Colleges receives a formal Digital Millennium Copyright Act (DMCA) complaint from legal authorities who represent copyright holders stating that computers on the college network are involved in unlawful distribution of copyrighted materials, the respective college where the alleged infraction took place is notified and required to take action under the terms of the DMCA. If an individual is suspected of infringement, that person will receive a notice from the college about the matter. These individuals may face consequences related to their student employment, to their continuing use of KGI and TCCS computing resources and/or their academic standing and eligibility for student aid, as provided in student handbooks and KGI Policy 280. They also may face civil and criminal penalties, as explained below.

COPYRIGHT OWNERS MAY SEEK MONETARY DAMAGES FOR COPYRIGHT INFRINGEMENT

If a copyright owner discovers that someone has infringed a copyright, the owner can seek monetary damages through legal proceedings. While the copyright owner can provide permission for another person to exercise the owner’s exclusive rights, copyright law limits the owner’s exclusive rights, allowing fair use of any work for educational, scholarly, and informational purposes. This means whenever fair use applies, the law does not require the copyright owner to grant authorization in order for another person to copy or distribute the copyright owner’s work. Explanation of fair use is provided in greater detail in a following section.

CIVIL PENALTIES ARE SPECIFIED BY FEDERAL LAW

An individual found liable for copyright infringement under federal law may be ordered to pay either:

- Actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or
- “Statutory” damages between $750 and $30,000 per work infringed

In the case of a “willful” infringement, a court may award up to $150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys’ fees to the prevailing party. (See 17 U.S.C. §505.)

THE FEDERAL DIGITAL MILLENIUM COPYRIGHT ACT PROVIDES FOR PROSECUTION OF DIGITAL INFRINGEMENTS

Under the terms of the Digital Millennium Copyright Act (DMCA), law enforcement agencies, the Recording Association of America (RIAA), and copyright holders of digital media actively monitor the Internet for such infringements, and have taken aggressive action against criminal infringements under 17 U.S.C. §506 and 18 U.S.C. §2319, including actions against students for downloading and peer-to-peer sharing.
CRIMINAL PENALTIES ARE AVAILABLE UNDER FEDERAL LAW.

Willful copyright infringement can result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Criminal penalties may vary depending on the nature of the offense and whether the infringer has previously been convicted of criminal copyright infringement under 18 U.S.C. §2319. (See 17 U.S.C. §506 and 18 U.S.C. §2319.)

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

Demonstrations

Purpose and Scope

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

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

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

• Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property

• Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or TCCS

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

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

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

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of TCCS, in the case of the property of TCCS, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of 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 judgement should always be used. Students should consult with their course instructor if they have any questions regarding a special class circumstance.

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

- Demonstrate good general hygiene, which includes regular bathing, use of deodorants, and maintaining good dental hygiene.
- Clinging fabrics and tight outfits are not appropriate. Provocative clothing styles are not appropriate.
- Hats will not 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 are not permitted.
- Each student’s school identification must be with them at all times.

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

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

- The OSHA occupational foot protection standard at 29 CFR 1910.136(a) requires the use of protective footwear when employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where there is a possibility of the employee’s feet being exposed to an electrical hazard. (Laboratory or Clinical Settings)
- Artificial Nails fall under National Patient Safety Goal 7 (part of the TJC standards healthcare organizations are surveyed on), CDC Guidelines (2002), and WHO Guidelines (2009): TJC: National Patient Safety Goal 7 requires organizations to “reduce the risk of healthcare-associated infections.” Artificial nails will not be worn in laboratory settings or in clinical environments.
- Nails should be well manicured and of a length which does not interfere with clinical activities.
- Jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
  * This does not apply to nose rings for religious or cultural purpose. The school will not be responsible for lost or stolen jewelry.
- A clean white waist-length laboratory coat is to be worn at all times on lab days.
- Clean KGI approved scrubs may be worn under a lab coat during lab days.
In addition to the minimum dress code standards listed above, PharmD students must also adhere to the following:

- Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
- No visible tattoos.
- Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting. *This does not apply to nose rings for religious or cultural purpose.*
- Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
- Dress shoes should be clean and polished.
- Laboratory coats should be waist-length, white in color, clean, pressed, and in good repair (no visible holes or rips).
- There may be rare occasions when a change in the code is authorized (e.g., jean days). These will be formally communicated in writing.

**Specific settings**

**CLASSROOM**
- 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, neck ties are not to be worn).
- All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs without holes such as the Endeavor style), that are clean and in good condition are permitted.

**CLINICAL ROTATIONS**
Students will adhere to the KGI SPHS 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.
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. A student’s inability to obtain an intern license will result in termination from the PharmD program. This is not applicable to Genetics students.

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

KGI is committed to education and counseling as the primary focus of its substance abuse program and will provide confidential, professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referral are available at the following offices as a part of the overall Claremont Colleges’ program.

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

In particular, the Health Education Outreach Program will provide ongoing, student-centered education and prevention programs including a peer education and training program, health promotional materials, and activities throughout the academic year. For more information, contact the Division of Student Affairs at 909.607.0435. To protect students’ privacy, information regarding a student during participation in any related program will be treated confidentially.
Ineligibility for Title IV Financial Aid After Drug Conviction

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

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

Regaining Title IV Eligibility After a Conviction for Possession or Sale of Drugs

Students who are convicted of possession or sale of drugs may regain eligibility for Title IV funds in a number of ways.

- A student automatically regains eligibility the day after the period of ineligibility ends. Use the Student Aid Eligibility Worksheet for FAFSA Question 23 to determine when your period of ineligibility will end. Contact the Division of Student Affairs for a copy of this worksheet.

- A student may also regain eligibility for Title IV funds when they successfully complete a qualified drug rehabilitation program. An acceptable drug rehabilitation program must include at least two unannounced drug tests, and:
  - Be qualified to receive funds from a federal, state, or local government or from a federally or state-licensed insurance company; or
  - Be administered or recognized by a federal, state, or local government agency or court, or a federally or state-licensed hospital, health clinic, or medical doctor

- Students denied eligibility for an indefinite period can regain eligibility for Title IV funds only after successfully completing a rehabilitation program. It is the student’s responsibility to certify they have successfully completed an acceptable rehabilitation program.
Drug Free Campus and Workplace

Purpose and Scope of Policy

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

All faculty, staff, and student employees of KGI are subject to this policy. Persons who are not employees of KGI but who perform work at KGI for KGI’s benefit (such as contractors and their employees, temporary workers provided by agencies, visitors engaged in joint projects, volunteers, etc.) are also required to comply with this policy.

Prohibitions

KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including 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 employee or otherwise receiving actual notice of such conviction. Federal law also requires that, within 30 days of receiving notice of a conviction, KGI impose a sanction on the convicted employee or require satisfactory participation in an approved drug treatment program, or both.

Available Resources, Education, and Assistance

Employees

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

Student employees

Resources available to students are detailed in Policy 341.
Explosives, Firearms, and other Weapons

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

Definition

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

Policy

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

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

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

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

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

This Intellectual Property Rights policy addresses rights to patentable inventions, tangible research property, software, trademarks and copyrightable works, including educational materials and electronic media, collectively termed “technology,” that have been made or created by faculty, students, and staff at KGI. It also incorporates directly or by cross-reference related policies regarding trade secrets, consulting, conflicts of interest, and research agreements. Student Inventors collaborating with faculty or companies, as in a TMP, should consult with the faculty member/principle investigator or TMP director. The complete policy appears in the KGI Operational policies and KGI Graduate Faculty Handbook, excerpted as follows:

All faculty, staff and students at Keck Graduate Institute including, without limitation, visiting faculty, fellows and students, who participate in research sponsored by governmental or industrial entities or by non-profit foundations or in KGI-funded research or who use significant funds or facilities administered by KGI (“Participants”) must sign an “Invention and Proprietary Information Agreement.” Among other terms and conditions, this agreement requires KGI inventors to assign to KGI or such other appropriate person as provided by law or by a contract binding upon KGI, title to any intellectual property created through the use of such funds or facilities unless otherwise agreed. The form of the Invention and Proprietary Information Agreement shall be established by the President (or designee) with such terms and conditions as may be approved from time to time. An Invention and Proprietary Information Agreement shall be signed upon hire and before any of the above individuals participates in sponsored research, or as soon thereafter as circumstances permit.

**Intercampus Complaints**

Complaints by a student, including alleged discrimination on any basis, relating to an individual affiliated with one of the other Claremont Colleges may be directed to the Dean of Students.

When a KGI student is on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that college as well as those of the Institute. If a student of another of The Claremont Colleges violates the regulations of the host college, judicial action may be brought against that student at their home college. The name of the student concerned, along with all pertinent information, will be sent to the dean of students of the college involved.

The administration of the host college may, at its own discretion, prohibit a student from coming onto its campus judiciary 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 publically 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 undesignated persons may still gain access to your networking site.

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

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

- Make sure your posts are relevant and accurate.
- Make clear that you are speaking for yourself and not on behalf of KGI. You may consider adding a disclaimer such as “The views expressed on this (blog, website, etc.) are my own and do not reflect the views of my employer/school, KGI.”
- You may also include a disclaimer that you are not providing medical advice when posting medical education information.
- Seek permission from co-workers prior to posting any personal information or photographs related to KGI interactions or activities.
- KGI discourages clinicians from having social media relationships with patients.
- Include citations whenever possible to prevent copyright and intellectual property issues.
Suggested Best Practices for e-Professionalism

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

**Adapted and modified from the guideline for use of online social networks for medical students and physicians-in-training, Indiana University School of Medicine and the policy on use of social networking sites, University of Florida, College of Medicine and the University of Mississippi Medical Center policy and guidelines for personal use of social media.**

Adopted by the KGI President’s Cabinet 4/21/14, formatted revision adopted 11/11/14
Minor Children on Campus

Purpose and Scope

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

The Participation of Minors in KGI Programs is governed by Policy 150.

Policy

KGI may regulate the presence of minors on campus.

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

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

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

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

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

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

Incidents involving minors should be reported.

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

For an emergency involving a minor on campus, call Campus Safety at 909.607.2000 immediately.

Enforcement of this policy is necessary for safety of minors.

We ask individuals who care for minors as parents, guardians, relatives, or friends to understand that this policy is necessary because of the grave legal liabilities that exist for protection of the safety and well-being of minors. KGI cannot provide casual babysitting services; child care is a heavily regulated activity that only properly trained and licensed specialists should provide. If you need assistance in finding appropriate child care, please let your dean or advisor know, and we will make every effort to put you in touch with credentialed child care providers in the area. To discuss a childcare concern, you may contact the Student Affairs staff at 909.607.0435.

Enforcement

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

Non-Discrimination Policy

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

Office for Civil Rights
US Department of Education, Old Federal Building
50 United Nations Plaza
San Francisco, CA 94102
Recording and Taping Policy

Purpose
As educational institutions, The Claremont Colleges seek to further their mission of education, the free and open exchange of ideas and beliefs, research and public service and to minimize activities that disrupt or are inconsistent with that mission. This policy requires advance permission for, and in some cases, limits or does not allow, tape recording, photographing, and videotaping and/or otherwise recording unless the student has an approved accommodation with Disability 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 the Department of Campus Safety
KGI is served by The Claremont Colleges Services Department of Campus Safety, and by a locally assigned security officer in the 517 building, room B122 (phone extensions 18170 and 72677).

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

Claremont Colleges Services Department of Campus Safety
150 E 8th St, Claremont, CA 91711
Off-campus 909.621.8170
On-campus, extensions 18170 and 72677
For emergencies, call ext. 72000.
Scientific or Research Misconduct

Scientific or research misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, and does not include honest error or honest differences in interpretation or judgments of data. (Further information can be obtained from the U.S. Office of Research Integrity, Department of Health and Human Services. Click Here). Suspected incidences of misconduct are to be reported to the Dean of Research who will initiate appropriate processes.

Sexual Discrimination, Harassment and Misconduct Policy

What is Title IX?

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

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

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

Scope of Sexual Discrimination, Harassment and Misconduct Policy

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

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

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

To view the entire policy, click here.

For questions or more information:

Title IX Coordinator
Brittany Raygoza
535 Watson Dr. Office #30
909.607.9649 | Brittany_raygoza@kgi.edu
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.

Smoking Policy

Purpose and Scope Of Policy

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

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

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

Definitions

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

Exceptions

Smoking may be permitted:

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

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

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

• Students are encouraged to contact The Claremont Colleges Services, Student Health Services for programs or opportunities that may be available. For more information contact Student Health Services by phone at 909-621-8222 or click here.

• Faculty and Staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information contact Human Resources by phone at 909.621.8222 or hr@kgi.edu

Accountability

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

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

Smoking and Vape Free Campus

Purpose and Scope

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

Definitions

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

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

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

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

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

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

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

- Student Affairs staff regarding students
- 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 Conduct | Honor Code

Statement of Philosophy

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

General Principles

Principles inherent in this Code include:

- Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.

- Students shall conduct themselves in a manner that upholds their reputation of honesty and integrity in order to promote an environment of trust.

- It is the obligation of the students to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.

- KGI students shall report to the Dean of Students (DOS) any firsthand knowledge of any violation to any of the provisions of this Honor Code.
Prohibited Activities with Respect to Academic Matters

An academic matter means any one of the following: activities which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or co-curricular activities of an academic nature including student publication and competitions.

In addition, KGI students shall not:

- Use materials during an examination other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an examination, all books, notebooks, briefcases, and the like should be placed in the front or rear of the examination room.

- Use of materials in any research or assignment that are not authorized by the instructor. This includes reuse of the student’s own work or the work of others.

- Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services; Internet or electronic database sources for term papers, journal clubs, or case presentations; and other students’ work) or permission is considered plagiarism. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment.

- Engage in any form of copyright infringement. Copyright infringement is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without permission is considered copyright infringement. Ignorance is NOT an excuse. The student bears the responsibility for permission to use copyrighted materials.

- Give, solicit, or receive information or assistance to or from any person or source in regards to an examination, group examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.

- Submit modified or changed completed tests, answer sheets, or assignments for re-grading.

- Intentionally deface, remove without authorization, or conceal any material from the KGI premises, library, or any other place within the consortium of colleges where information may be stored.

- Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination.

- Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the Dean of Students, Student Conduct Committee (SCC), faculty, Dean, or the Dean’s designee.
Prohibited Activities with Respect to Nonacademic Matters

As members of the KGI community, students represent not only themselves, but also KGI. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves and their School.

In addition, the KGI student shall not:

• Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.

• Purposely furnish false information.

• Perpetrate any form of theft, forgery, falsification, or fraudulent use of the Institute or work-site property.

• Willfully conceal or misrepresent information and/or material to an investigation of any alleged violation of this Honor Code when the information is sought by the DOS, SCC, faculty, Dean, or the Dean’s designee.

• Use or remove unauthorized prescription or nonprescription medications and/or appliances from the site of any clinical experience or rotation.

Violation of Civil Law

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

Penalties

The instructor of the course may define penalties for a student who violates a particular course regulation. The professor must clearly state these regulations and penalties in their course syllabus which has gone through the curriculum committee approval process. The student has the right to appeal such penalties if the student believes as though the penalty has been enforced incorrectly. This appeal must go to the DOS. One or more of the penalties will be applied to offending students depending on the severity of the infraction and whether or not the student has previously been in violation of the Honor Code or Clinical Code of Conduct.

Committee Sanctions

One or more of the penalties will be applied to offending students depending on the severity of the infraction and whether or not the student has previously been in violation of the Honor Code or Clinical Code of Conduct.

Probation

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

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

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

• In the case of honor code violations to which a grade apply, a change of score as it pertains to the specific component of the course (or portion of assignment) to which the violation occurred, and may include;

LEVEL TWO

This level of probation is intended for violation(s) of the honor code more serious than those in Level One. In addition to penalties in Level One, penalties for Level Two infractions will have a Level Two Probation for a period of time that will include:

Loss of eligibility for one or more of the following:

• Holding or running for elected office in student professional organizations;

• Representing the Institute in any capacity both on campus and away from campus;

• Competing for honors and distinctions;

• Active participation as an elected representative or member of an honorary organization.

*Note: Violation of the terms of level-two probation may result in extended probation, additional level-two penalties, level-three probation, or in the student’s suspension.*

LEVEL THREE

This level of probation is intended for violation(s) of the honor code that are more serious than those in Level Two. In addition to penalties in Levels One and Two, penalties for Level Three infractions will have a Level Three Probation for a period of time that will include one or more of the following:

• Loss of eligibility for attendance at all KGI and/or non-class-related sponsored activities for a stated probationary period,

• Community service for a stated number of hours that will require a student to perform tasks that will benefit the community, the School or the Institute. Tasks will be assigned and administered by the DOS. Note: These community service hours do not count towards any academic or course requirement(s).

• Course failure.

• Suspension or separation from the program and the Institute.

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

Suspension

Suspension is a temporary state of separation for a definite period from the Institute including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Dean. If the student is reinstated a letter of reprimand will be included in the student’s permanent file.
Separation

Separation is a state in which the student is not permitted to continue coursework at the Institute. The student shall be withdrawn from all uncompleted courses in which currently enrolled. The student will not be permitted to re-enter the Institute's educational programs.

Honor Code Procedures

General Statement

- The process of adjudicating alleged violations involves several KGI offices and committees, as follows:
- The Dean of Students is responsible for the overall administration of all honor code procedures.
- The Dean of Students also coordinates an initial investigation of all alleged violations, are responsible for scheduling the SCC meetings and hearings, and overseeing penalties.
- The SCC serves as a hearing board for incidents of misconduct involving violations of the KGI Honor Code and SPHS Student Clinical Code of Conduct. The SCC is responsible for conducting investigations and making recommendations to the Dean as to whether a violation occurred in all cases in which the student accused of a violation denies guilt. In cases where a violation has been found to occur, the Dean may ask the SCC for a recommendation as to the penalty.
- The Dean is responsible for deciding upon penalties in cases where a student has admitted to guilt or in cases where the SCC has been asked to make a decision but not recommend a penalty.
- The Dean is also responsible for implementing academic penalties, suspensions, or separation from the Institute.
- The Dean will address appeals regarding recommendations made by the SCC.
- The President will address appeals when one of the following situations is thought to have occurred: a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error took place.

Organization of Student Conduct Committee

Each School will have their own SCC appointed on the basis of school bylaws. A minimum of one faculty member and one student from each school will serve on the committee. Each member of the committee has one vote. An ad-hoc member will be chosen to replace any member who cannot or chooses not to attend the proceedings. The Dean of the school housing the infraction is responsible for choosing ad-hoc members of the committee. If a member of the SCC is in conflict, he/she will be excused or recuse oneself from the committee’s proceedings and an ad-hoc member will take their place.

If a student of one school violates the regulations in the other school or in a mixed class, the misconduct action may be brought against that student at their home school. The name of the student concerned, along with all pertinent information, will be sent to the Dean of Students in the appropriate school.
Process

Initial Charge and Preliminary Investigation

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

Upon receipt of an Honor Code Intake Form, the Dean of Students will notify the accused student that a complaint has been filed and inform the accused student of their rights under the Honor Code Policy. A Receipt of Acknowledgement document will be sent to the student. This document is a statement that the student received the “charges” filed against them. Both forms are to be signed and returned to the Dean of Students 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 charges that are pending, and not a plea or an admission of guilt. All letters will be sent via email or hand delivered requiring a student signature if the student is on campus. This will demonstrate and confirm proof of delivery.

Anonymous reports may be submitted using MYSAFECAMPUS. However, anonymous reports have a lower probability of resulting in an investigation unless there is some corroborating evidence that has been provided by others regarding a particular student or incident. If an anonymous report is submitted, there is no requirement that the Dean of Students (DOS) notify the accused student, or that an investigation be launched.

After receiving the Honor Code Intake Form and notifying the student of the complaint, the DOS will conduct a preliminary investigation. This investigation will normally entail meeting with the accuser(s), witness(es), obtaining and discussing existing evidence of the alleged misconduct, and a meeting with accused to discuss the charges and evidence. This meeting may happen in person, by phone or through the use of online technology. Dated notes should be taken by the DOS to describe these discussions. Every effort should be made by all parties involved to maintain confidentiality in these discussions.
Process following preliminary investigation

FOR CASES WHERE DISMISSED BY DOS

Following the preliminary investigation, the DOS may drop the charge and dismiss the case (e.g., unable to substantiate based on current evidence, convinced a violation has not occurred). In such cases the accused student will be notified in writing. A copy of the charge and written summary information from the preliminary investigation shall be placed in the DOS’s office until the student graduates or leaves KGI. Should additional information become available, the DOS can re-open the case.

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

If the accused student admits responsibility for a violation of the KGI Honor Code or SPHS Student Clinical Code of Conduct, the accuser(s) will be apprised of the charge and the student’s admission. If the case involves academic misconduct, the faculty member may then impose academic penalties if outlined in that course’s syllabus. In other cases, the Dean may assess additional penalties or the SCC may recommend additional penalties to the Dean. A letter from the Dean’s office delivered by email or hand delivered will serve as the official notice of the decision and penalty. A record of disciplinary action is normally maintained by the DOS until the student graduates or leaves the Institution. Students may examine the contents of their file by appointment with the DOS.

FOR CASES WHERE THERE IS NO ADMISSION OF CULPABILITY

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

Within five (5) business days of referral of the case to the SCC, the Chair of the committee will provide a copy of the referral memo to the accused student(s). In addition, the Chair will schedule an initial hearing for any charged student with the Committee. This hearing should be held within ten (10) business days of the referral of the case to the Committee. If there is an extenuating circumstance that causes a delay in any of these timelines, the student will be notified. Note: Business day(s) refers to official business days—not holidays, weekends or when regular classes are not in session.

The Chair of the SCC will present evidence at the SCC meeting. The accused student(s) shall meet with the Committee and be afforded an opportunity to defend him/herself. The accused student does have the right to solicit advice and to offer witnesses to support their position.

The Chair will notify the student and witnesses of the meeting date in writing at least three (3) business days prior to the hearing.

All sessions of the Committee will be closed to all individuals except those immediately concerned in the case. No attorney shall be present, as this is not a court of law. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case. Revelation of such details will be considered a violation of the Honor Code.

The testimony of each witness shall be given while the other witnesses in the case are out of the room. Scheduling of all witnesses must be cleared with the chair of the SCC beforehand. The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee. The
Committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority.

Deliberation of the Committee shall take place in private and remain confidential. Voting on decisions of culpability shall be by secret ballot. The result of deliberations will be reported to the Dean. If misconduct is found, the Dean will determine the penalties or implement penalties recommended by the SCC. A letter from the Dean’s office will serve as the official notice of judgment and penalties; this letter should be delivered by email, by hand or by certified mail.

Appeals

APPEAL TO THE DEAN

Any decision reached by the Student Conduct Committee may be appealed to the Dean of the appropriate school. An appeal shall be requested by the student in writing and received by the Dean, within seven (7) business days after receiving the notice of imposed sanctions.

The Dean will review the SCC written report, interview the Chair of the SCC, and/or involved faculty as appropriate and will schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal.

All appeals to the Dean should be delivered in person or by certified mail to:

Keck Graduate Institute
Dean’s Office
535 Watson Drive
Claremont, CA 91711

APPEAL TO THE PRESIDENT

Within seven (7) business days after receiving the Dean’s response to appeal or the notice of Dean imposed sanctions, any accused student wishing to appeal will give written notice of such intention to the President. Only appeals that address a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error will be acknowledged by the President. The accused student will include a focused statement of the basis for such an appeal within the written notice and may include new information that may have been obtained since the charge was filed.

The President will notify the Dean, Chair of the Student Conduct Committee, Dean of Students (DOS), and the involved faculty member, if any, of the appeal.

The President will review the SCC written report, interview the Dean, Chair of the SCC, and/or involved faculty as appropriate and will schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal.

Factual findings of the SCC will not be overturned on appeal absent a showing that the findings are not supported by relevant evidence. The decision of the President is final.

All appeals to the President should be delivered in person or by Certified Mail to:

Keck Graduate Institute
President’s Office
535 Watson Drive
Claremont, CA 91711
Rights of the Student

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

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

NOTES AND DEFINITION

• The word student in this manual refers to any person who is enrolled in any course offered by the KGI.
• The words professor or instructor in this manual refer to any person who is authorized by the Institute to hold and teach a class sponsored by the university or precept a student during an off-campus practice experience.
• The words institute and school refer to KGI and Riggs School, KGI SPHS or KGI MSGC or MSGDA, respectively.
• The phrase SCC refers to that committee that is assigned by the Dean of each school to review situations in which students are involved in academic, nonacademic, or professional misconduct.
• The word handbook in this document refers to the edition of KGI’s Student Handbook in effect at the time of the offense.
• The word day(s) refers to official business days—not holidays, weekends or summer session.

KGI reserves the right to change, delete or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.
Student Clinical Code of Conduct
School of Pharmacy and Health Sciences

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

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

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

Students should read, discuss and sign the KGI School of Pharmacy and Health Sciences Clinical Code of Conduct prior to enrollment in the KGI School of Pharmacy and Health Sciences.

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

Respect and Concern for the Welfare of Patients

The human genetics and pharmacy program student will:

- Treat patients and their families and/or caregivers with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of one's involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.
- Respect the rights of others
- Work with professional, staff and peer members of the health care team in a cooperative and considerate manner.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, or socioeconomic status.
- Respect the patient’s modesty and privacy.
Trustworthiness
The human genetics and pharmacy program student will:

• Be truthful in communication to others.
• Maintain confidentiality of patient information.
• Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
• Not represent himself/herself as a genetic counselor, pharmacist, physician, physician's assistant, or other health professional.
• Accurately acknowledge the sources for all information reported; failure to do so will be considered plagiarism.

Responsibility and Sense of Duty
The human genetics and pharmacy program student will:

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

Professional Demeanor
The human genetics and pharmacy program student will:

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

The human genetics and pharmacy program student:

• Should be challenged to learn, but should not be belittled, humiliated, or abused in front of patients, peers, or other health professionals.
• Should not be sexually harassed, either verbally or physically.
• Should not be discriminated against on the basis of gender, race, religion, or sexual preference.
• Should be a participant in patient care decisions whenever possible.
• Should have 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.*

**Student Grievances**

For procedural purposes grievances are classified as either Non-Grade-Related or Grade-Related. Student grievances may be associated with academic life (e.g. teaching, testing, advising, etc.) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). Students applying for admissions also have the right to appeal admissions decision if they perceive that they have been treated unfairly. For a student to have a grievance addressed, he or she must use the following procedures, based on school:

**Grade-Related Grievances | Riggs School of Applied Life Sciences**

All students shall be treated fairly with respect to evaluations made of their academic performance, standing, and progress. KGI presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives. Nonetheless, KGI believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the Student Handbook or Faculty Handbook. Issues concerning admission or readmission into a program cannot be appealed beyond the actual Enrollment process.

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

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

Matters related to grading disputes shall include issues regarding grades awarded or processes by which grades are determined. The process must always begin with a discussion with the faculty member(s) who awarded the grade. The student is also encouraged to meet with his or her faculty mentor and may do so at any point in the process. If the situation is not resolved through discussion with the faculty member(s) involved, the student may initiate the grievance process by completing a Grade-Related Grievance form that will be available from the Associate Dean of Academic Affairs. The Grade-Related Grievance form must be submitted to the faculty member(s) who awarded the score. This form must be submitted within five (5) business days following the posting of the score being disputed. Non-written complaints or written complaints received after this deadline may not be accepted.

The faculty member who awarded the grade will review the grievance and respond to it within five (5) business days or sooner in most cases. Their response will be e-mailed to the student and the course coordinator (second level appeal). If the course coordinator is also the faculty member, the response shall be sent directly to the student and the Department Chair. The Department Chair shall review the form and response from the faculty member/ Course Coordinator and make their decision (third level appeal). Their decision will be sent by e-mail to the student and the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will then review the form and the response from the earlier levels, and make their decision (fourth level appeal). Their decision will be forwarded to the student and the Dean (fifth and final level appeal). The Dean will review the form and the response from all earlier levels, and make their decision. The Dean’s decision will be final. This process may stop at any level if the grievance is resolved in favor of the student.

If the student wants to withdraw the grievance for any reason, they must do so immediately by sending an email to the faculty member and the Associate Dean of Academic Affairs. Once a student sends an email confirming that they want to withdraw the grievance, no further action is required.

If a student has a pending grievance that affects whether they can continue to the next semester or can participate in remediation, they shall be allowed to continue in classes until the grievance is resolved. If the grievance is resolved in the favor of the student, and they are allowed to continue in the semester or remediation, then all grades/scores received by the student during this transition shall remain valid. However, if the student’s grievance is denied, any scores/grades received by the student during the pending grievance shall be considered invalid.

QUICK REFERENCE GRADE-RELATED GRIEVANCES

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

1. Discuss the issue with the Instructor(s) who assigned the grade; if not resolved ►
2. Discuss the issue with the Course Coordinator(s); if not resolved ►
3. Discuss the issue with the appropriate Department Chair; if not resolved ►
4. Initiate a formal grievance, in writing to the Instructor(s) who assigned the grade, after receiving a form from the Associate Dean of Academic Affairs ►
5. Instructor will respond to the grievance and forward their response to the student and Course Coordinator (Department Chair, if Instructor is the same as Course Coordinator)

6. Response at each level (Course Coordinator, Department Chair, Associate Dean of Academic Affairs and the Dean) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student

7. The student may choose to withdraw the grievance at any time by sending an email to the Instructor(s) who assigned the grade and the Associate Dean of Academic Affairs

8. If the grievance reaches the level of the Dean, Dean will notify the student of the results in writing; Dean's decision is final.

*Please note: Although the final authority rests with the Dean of the School of Pharmacy and Health Sciences for both Non-Grade-Related and Grade-Related grievances, the final decision will be written with the knowledge and concurrence of the KGI President. The individual receiving the grievance will adhere to the process above. Deviation from said process will disqualify the grievance.*

**Experiential Education Grade-Related Grievances | School of Pharmacy and Health Sciences**

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

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

The student MUST formally submit the list of the competencies in which they are challenging the grade, along with examples of how they met the criteria for the grade which they desire for each competency to the Course Coordinator/Director of Experiential Education. The Course Coordinator/Director of Experiential Education will review the list and discuss with the preceptor.

If the issue is not resolved, the Course Coordinator/Director of Experiential Education, will submit the information to the Dean of Experiential Education.

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

The Course Coordinator/Director of Experiential Education will review the grievance and respond within five (5) business days or sooner in most cases (first level appeal). Their response will be emailed to the student and the Dean of Experiential Education.

The Dean of Experiential Education will review the form and response from the Course Coordinator/Director of Experiential Education (second level appeal). Their response will be emailed to the student and the Associate Dean of Academic Affairs.
The Associate Dean of Academic Affairs will review the form and the responses from the earlier levels, and make their decision (third level appeal). Their decision will be forwarded to the student and the Dean (fourth and final level appeal).

The Dean will review the form and the responses from all earlier levels, and make their decision. The Dean's decision will be final.

This process may stop at any level if the grievance is resolved in favor of the student.

If the student wants to withdraw the grievance for any reason, they must do so immediately by sending an email to the Course Coordinator/Director of Experiential Education and the Associate Dean of Academic Affairs. Once a student sends an email confirming that they want to withdraw the grievance, not further action is required.

**QUICK REFERENCE EXPERIENTIAL EDUCATION GRADE-RELATED GRIEVANCES**

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

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

1. The student **must** formally submit the list of the competencies in which they are challenging the grade, along with examples of competency to the Course Coordinator/Director of Experiential Education; if not resolved

2. Discuss the issue with the Dean of Experiential Education; if not resolved

3. Email the Associate Dean of Academic Affairs to formally request the “Grade-Related Grievance” form. This form **must** be submitted within five (5) business days following the posting of the score (in E*Value) being disputed.

4. Initiate a FORMAL grievance, in WRITING, to the Course Coordinator/Director of Experiential Education who assigned the grade

5. Director of Experiential Education will respond to the grievance and forward their response to the student and Dean of Experiential Education within five (5) business days of receiving the “Grade-Related Grievance” form

6. Response at each level (Course Coordinator/Director of Experiential Education, Dean of Experiential Education, Associate Dean of Academic Affairs and the Dean) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student

7. The student may choose to withdraw the grievance at any time by sending an email to the Director of Experiential Education and the Associate Dean of Academic Affairs

8. If the grievance reaches the level of the Dean, Dean will notify the student of the results in writing; Dean's decision is final.

*Please Note: Although the final authority rests with the Dean of the School of Pharmacy and Health Sciences for both Non-Grade Related and Grade-Related grievances, the final decision*
Didactic Non-Grade-Related Grievances | Keck Graduate Institute

Consulting with the Faculty Member(s) or Staff Involved

The student shall first attempt to resolve the grievance with the faculty member(s) or staff involved. The student is also encouraged to meet with his or her faculty mentor at any point in the grievance process. If the student and the faculty member(s)/staff involved in the matter cannot resolve the grievance, the student shall consult with the chair or immediate supervisor of the appropriate department. Faculty and/or supervisor should complete a “Student Encounter Form” to document the conversation.

Consulting with the Appropriate Department Chair or Immediate Supervisor

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

Consulting with Dean of Students

After receipt of the written complaint, the DOS will provide a copy of the complaint to the personnel involved and they will be given an opportunity to respond in writing no later than five (5) business days after receipt of the complaint. In the event that the issue is still not resolved, the written complaint and personnel response will be taken to the personnel’s immediate supervisor. The immediate supervisor will then respond in writing to the appeal. If the student does not accept the decision, the DOS will meet with the student, hear the grievance, review written materials and respond in writing with a decision within five (5) business days after receipt of the complaint.

If the student wishes to appeal the decision of the DOS, they must do so in writing to the Dean within five (5) business days of receipt of the written decision. The DOS will forward all written materials to the Dean for consideration. The Dean will meet with the student and appropriate personnel, and provide a written decision within ten (10) business days of receiving the appeal. The Dean’s decision is final.

QUICK REFERENCE NON-GRADE-RELATED GRIEVANCES

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

1. Meet with Faculty Member(s)/staff involved; if not resolved ▶
2. Meet with Department Chair/Immediate Supervisor; if not resolved ▶
3. Student makes written statement to DOS
4. DOS meets with the personnel involved, and personnel will respond in writing with a resolution; if not resolved ▶
5. Department Chair/Immediate Supervisor will review materials, meet with student and personnel, and respond in writing with a decision; if not resolved ▶
6. DOS meets with student regarding the grievance and respond in writing with a decision; if not resolved ▶
7. Dean will review materials, meet with student and personnel, and respond in writing with a decision; Dean’s decision is final.
Experiential Education Non-Grade-Related Grievances | Keck Graduate Institute

Consulting with the Office of Experiential Education member/staff or preceptor involved.

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

Consulting with the Immediate Supervisor of the OEE member/staff or the Director of Experiential Education (if the preceptor is involved)

If the student and the Immediate Supervisor of the OEE member/staff or the Director of Experiential Education (if the preceptor is involved) cannot resolve the grievance, the student must submit written statement to the Dean of Students (DOS) describing the specifics of the grievance within five (5) business days following the occurrence of the incident. Non-written complaints or written complaints received after this deadline may not be accepted.

Consulting with Dean of Students

After receipt of the written complaint, the DOS will provide a copy of the complaint to the personnel involved and they will be given an opportunity to respond in writing no later than five (5) business days after receipt of the complaint. In the event that the issue is still not resolved, the written complaint and personnel response will be taken to the personnel’s immediate supervisor. The immediate supervisor will then respond in writing to the appeal. If the student does not accept the decision, the DOS will meet with the student, hear the grievance, review written materials and respond in writing with a decision within five (5) business days after receipt of the complaint.

If the student wishes to appeal the decision of the DOS, they must do so in writing to the Dean within five (5) business days of receipt of the written decision. The DOS will forward all written materials to the Dean for consideration. The Dean will meet with the student and appropriate personnel, and provide a written decision within ten (10) business days of receiving the appeal. The Dean’s decision is final.

Non-Grade-Related Experiential Education Grievances

- Consult with the OEE member or preceptor involved: if not resolved
- Consulting with the Immediate Supervisor of the OEE member or the Director of Experiential Education if the preceptor is involved; if not resolved
- Student makes written statement to the Dean of Students (DOS)
- DOS meets with the OEE member involved or the Director of Experiential Education (if preceptor is involved); if not resolved
- Immediate Supervisor will review materials, meet with student and OEE personnel, and respond in writing with a decision; if not resolved
- DOS meets with student regarding the grievance and respond in writing with a decision; if not resolved
- Dean will review materials, meet with students and personnel, and respond in writing with a decision; Dean’s decision is final.
Technical Standards for Admission, Continuation and Graduation

KGI is committed to providing degree programs without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in KGI’s certificate and degree programs and meet the professional competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the program’s curriculum in order to pursue any career path in professional practice. Thus, the standards are prerequisites for admission, continuation, and graduation from KGI. The program faculty will monitor the student’s ability to meet these standards.

KGI will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in the Technical Standards for which the student has applied for. All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. KGI reserves the right not to admit any applicant who cannot meet the Technical Standards set for each program with reasonable accommodations. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. To matriculate into a program, the applicant must sign the Technical Standards Certification Form documenting their ability to meet the standards. This form is part of the supplemental application. However, if a student cannot demonstrate the necessary skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about the technical standards is strongly encouraged to discuss the issue with the Dean of Students prior to the interview process. If appropriate, and upon the request of the applicant/student, the school will consider technological and other facilitating mechanisms needed in order to train and function effectively as a professional student.

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