Student Life
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Student Life

Academic Resource Center
The services provided at the Academic Resource Center (ARC) are designed to support students' academic growth and success at KGI. Students have access to time management workshops, assistance with test preparation, peer tutoring, peer mentoring, academic success seminars, NAPLEX review sources and personalized action plan coaching. For more information, click here or email student_affairs@kgi.edu.

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

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

Invitations to regional networking events, conferences, and webinars.

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

If you have any needs or questions, please email us: alumni@kgi.edu

Campus Safety
Campus Safety protects the persons and property of students, faculty, staff, and visitors to The Claremont Colleges, assisting law enforcement and other emergency service providers as needed, by being the first responder to emergencies of any kind. We also provide around-the-clock escort service on campus to anyone, as needed. The office is located at Pendleton Business Building 150 East 8th Street.

- **Download LiveSafe App**: LiveSafe is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.

- **If you have an emergency on campus, call 909.607.2000**.

For more information please visit their website.

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

Student Affairs Suite
517 Watson Drive, Claremont, CA 91711
career_services@kgi.edu
Chicano Latino Student Affairs

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

Tranquada Student Services Center, 2nd floor
757 College Way, Claremont, CA
909.621.8044 | clsa@claremont.edu | website

Counseling Services

Monsour Counseling and Psychological Services (MCAPS) is staffed by a psychiatrist, psychologists, and graduate psychology interns who provide therapeutic and educational services, including individual, couples, and group therapy. Referrals to other counseling resources are made for more extensive or ongoing help. The services of Monsour are available to all registered students free of charge. MCAPS will be available on-call and after hours for students in crisis or distress that need to speak with someone immediately.

Tranquada Student Services Center
757 College Way, Claremont, CA
909.621.8208 | website

Dean of Students & Division of Student Affairs

The Dean of Students serves as the primary student advocate and liaison to the KGI Administration, overseeing the Division of Student Affairs. The Division of Student Affairs provides support, fosters campus leadership, and enhances the co-curricular experience of the student community. The Division of Student Affairs mission is to support, motivate, and enhance the personal and professional growth of the KGI student community.

Dean of Students & Division of Student Affairs
517 Watson Drive, 1st Floor, Claremont, CA
909.607.7855 (option 8) | student_affairs@kgi.edu | website

EmPower Center

The EmPOWER Center formally is the Violence Prevention and Advocacy Center of The Claremont Colleges. The Center works to support 7C-wide educational programs and provide holistic, confidential support to students impacted by sexual violence, dating/domestic violence, or stalking. Free, confidential counseling services are offered through the Center by collaborating with Project Sister Family Services. The EmPOWER Center is located at 1030 Dartmouth Ave, Claremont, CA.

EmPower Center
1020 Dartmouth Avenue, Claremont, CA
909.621.8277 | website
Family Resources

KGI knows that bringing your family to school can be stressful as you navigate options in a new city. The Division of Student Affairs can help bridge the gap experienced when moving into a new area with your family. There are a number of consortium resources that will benefit both you and your family. Email student_affairs@kgi.edu for more information.

Health Education Outreach

Health Education Outreach (HEO) assists students in finding the most appropriate health and wellness information and support available. HEO provides educational workshops, services, and resources that enable students to play an active role in achieving, protecting and sustaining health and wellness, including the following: nutrition information and diet analysis, body composition measurement, sexual health information, free and anonymous HIV testing on campus, wellness counseling, referrals to local and national information and help lines, earplugs, and a library of health and wellness books, periodicals, pamphlets, CD-ROMs and videos.

Tranquada Student Services Center, 1st Floor
757 College Way, Claremont, CA
909.607.3602 | heo@claremont.edu | website

Housing

On-campus housing is available through Oasis KGI Commons. Amenities, rates and floorplan information can be found on their website or by contacting the Housing Office at 213.444.8235. For tour availability, please email oasis@americancampus.com.

Huntley Bookstore

The Huntley Bookstore of The Claremont Colleges is the primary bookstore for all of The Claremont Colleges. In addition to selling textbooks and other course material required for classes, the bookstore has a selection of general reading titles in stock as well as a wide variety of student and office supplies, gifts, school merchandise, sundries, and snack foods. Huntley has a computer store; a full-service ATM is located in the front foyer. The bookstore is located at 175 East 8th Street, Claremont, CA. For more information please click here.

Intellectual Property & Technology Transfer

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

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

**Admissions and International Student Advisor**
Catharyne Magro
909.607.7176 | Catharyne_Magro@kgi.edu

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

For more information, contact student_affairs@kgi.edu.

KGI Café

The KGI Cafe and Bon Appetit catering is committed to bringing the KGI Community "food service for a sustainable future". Whatever your priorities, be that from-scratch cooking, nutritional choices, or locally sourced or humanely raised products, the bottom line is that we strive to cook delicious food that's good for you, the animals, the workers, the community, and the Earth!
**Library**

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

**The Claremont Colleges Library**  
800 North Dartmouth Avenue Claremont, CA  
909.621.8150 | [Website](#)

The services of The Claremont Colleges Library are below:

- **Honnold Library Café**: The library offers an in service café for visitors.

- **Connection**: Providing students, faculty and staff with high-volume digital printing and general office services. Connection is located at the south entrance of the Claremont College Library.

- **Electronic Resources**: The library's large collection of electronic resources provides ready access to a wide variety of bibliographic, full-text and multimedia information. From the library web site, it is possible to search Library Search, or any of hundreds of databases including services such as Lexis-Nexis Academic and ISI Web of Science. Other resources include electronic books and journals, such as the ACM Digital Library and Congressional Quarterly Library. The Claremont Colleges Digital Library (CCDL) provides access to a growing number of digital collections from The Colleges as well as from library Special Collections. Digital collections such as Early English Books Online and North American Women’s Letters & Diaries make available thousands of additional primary source materials. Most electronic resources are accessible to students, faculty and staff of The Claremont Colleges in their dorms, labs, offices and homes, as well as in the library.

- **Interlibrary Loan**: The Libraries offer Interlibrary Loan service and maintain partnerships that provide access to books, articles, and other materials not held in our collections. These partnerships include the Statewide California Electronic Library Consortium (SCELC), Link+ and the Center for Research Libraries in Chicago. The collections of two affiliated institutions in Claremont, the Claremont School of Theology and Rancho Santa Ana Botanic Garden, are included in Blais and are available to the students, faculty, and staff of The Claremont Colleges.

- **Collections**: The library's general collections in the arts, humanities, sciences, and social sciences include nearly 2 million volumes. The library also has extensive holdings of journals, magazines and newspapers, providing access to articles in over 70,000 periodicals. Honnold/Mudd Library is a depository for publications issued by the United States government, and has extensive holdings of publications from the State of California, Great Britain, the United Nations, and other international agencies. The Asian Library Collection at Honnold/Mudd has a large collection of Asian language materials. The library also holds extensive special collections. You can get a copy of A Guide to Special Collections in the Special Collections Reading Room at Honnold/Mudd Library.

- **Reference staff assists with locating and using both traditional and electronic information sources. One of the major activities of the Libraries is teaching students how to find, evaluate, and effectively use information. Tours, workshops, and instruction for classes and other groups, as well as individual appointments for instruction and research assistance, may be scheduled in each of the Libraries. Most of the Libraries' classes and workshops are held in the Keck Learning Room, the Libraries' state-of-the-art, hands-on teaching facility, located in Honnold/Mudd Library.**
Office of Black Student Affairs
The Office of Black Student Affairs (OBSA) is a cultural center and service unit within the Claremont University Consortium. On behalf of The Claremont Colleges, OBSA is dedicated to providing support, resources and space for students of African descent to feel safe, valued, informed and connected. OBSA offers a range of programs, services and activities on behalf of enrolled 7C students of African descent, faculty, staff and allies. Our key service areas include identity-based workshops, skill building activities, mentoring, arts engagement activities, student organizational support, professional/career development workshops, the sharing of 7C resources and referrals, heritage-month programming and other monthly celebrations, and collaborative partnerships with 7C colleges, departments and organization.

Office of Black Student Affairs
139 E. Seventh Street, Claremont, CA
909.607.3669 | obsa@claremont.edu | website

Office of Research & Sponsored Projects
The Office of Research & Sponsored Projects (ORSP) oversees all activities related to extramurally-sponsored grants and contracts. We are here to support faculty, staff and students in identifying appropriate funding sources; assist with proposal and budget preparation; route proposal documents for institutional approvals; review contractual documents to ensure alignment with federal and institutional policies; accept awards; and manage all post-award activities.

Students should check with ORSP prior to submitting any proposals for extramural funding. There may be circumstances that should be explored, even for fellowships or scholarships.

ORSP is also the office responsible for maintaining KGI’s subscription to the Collaborative Institutional Training Initiative (CITI) which is used to complete compliance-related training (e.g., human subjects research, institutional biosafety, responsible conduct of research). ORSP can provide assistance if you have questions on how to use CITI or which trainings may be required.

Office of Research & Sponsored Projects
909.607.9313 | ORSP@KGI.edu

Office of the Chaplains
Keck Graduate Institute is served by the Interfaith Chaplaincy of The Claremont Colleges. The chaplains support numerous programs designed to improve the spiritual, ethical and social aspects of life at The Claremont Colleges. From religious worship to secular volunteerism, pastoral care to intellectual panels, the chaplains provide a variety of paths to engage with fellow students, faculty and staff in our community. Please join us for our diverse holiday celebrations throughout the year, our weekly programs that support close to a dozen religious traditions or simply to enjoy a quiet space to meditate and pray.

The McAlister Center for Religious Activities
919 North Columbia Avenue, Claremont, CA
909.621.8685 | chaplains@claremont.edu | website
On-Campus Employment

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

Parking

Parking at The Claremont Colleges is regulated and a valid parking permit is required to park on campus property. All vehicles must be registered with Campus Safety and display a permit issued by Campus Safety. Vehicles parked improperly or without a permit are subject to citation.

KGI charges students a parking registration fee of $50 per semester. This fee covers the cost of parking enforcement, which is required by the City of Claremont.

How to register your vehicle

- Online
- In-person by going to
  Campus Safety Office
  150 East 8th Street, Claremont, CA 91711
- In-person on campus
  Campus Safety will host an on campus registration day at KGI at the beginning of each academic year

KGI students may not park in spaces reserved for visitors or otherwise marked as reserved. With the exception of Oasis residents with a proper permit, no automobile shall be left at KGI for more than a 24-hour period. Off-campus students may not leave their vehicles at KGI during vacations, breaks, or in the summer; arrangements must be made for vehicles to be stored off-campus. Oasis Residents with a current rental agreement are allowed to leave their vehicles parked in the residential parking lot for holidays and breaks.

Further information regarding vehicle registration, visitor parking, and parking regulations and fines can be found on the TCCS Campus Safety Website.

Queer Resource Center

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

Queer Resource Center
395 E 6th Street, Claremont, CA 91711
909.607.1817 | website
Student Disability Resources

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

Tranquada Student Services Center, 1st floor
757 College Way, Claremont, CA
909.607.7419 | website

KGI Student Disability Services
Students with disabilities are an integral part of KGI’s rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

Disability Coordinator, Student Affairs Suite
517 Watson Dr., room 117, Claremont, CA 91711
909.607.0896

Mission of Disability Services
Students with disabilities are an integral part of KGI’s rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

American with Disabilities Act of 1990
Prohibits discrimination against individuals with physical and mental disabilities in all areas of public life, including jobs, schools, transportation, and access to all public and private places that are open to the general public. Institutes of higher education must provide reasonable accommodations to qualified students. Enforced by U.S. Civil Rights Division, Department of Justice (DOJ) and the Equal Employment Opportunity Commission (EEOC).
Section 504 Rehabilitation Act of 1973

Prohibits discrimination against an otherwise qualified individual with a disability, solely on the basis of the disability, in any program or activity that receives federal financial assistance. Enforced by Office of Civil Rights, U.S. Department of Education.

Housing Accommodations:

Keck Graduate Institute complies with the Fair Housing Act (Title VII of the Civil Right Act of 1968). If a student requires housing accommodations for the Oasis KGI Commons, please email Oasis@americancampus.com.

Confidentiality:

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

Students with Disabilities

What is a Disability?

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

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

Eligibility and Documentation

In order to establish eligibility for accommodations the student must provide documentation which identifies that the condition substantially limits performance in one or more major life activities. It is the responsibility of the student or guardian to submit the documentation to the KGI Disability Coordinator. In the event that a parent or family member is serving in such capacity consistent with the ethical guidelines of mental or medical health care professionals the documentation should state as such. Appropriate documentation must be provided by the treating health care professional on letterhead and should address the following guidelines:

- Licensure and experience of health care professional
- A specific diagnosis of limitations
A description of how the diagnosis was reached methods and procedures, test results and evaluation of test results

A description of the specific changes that have occurred since the original report and recommendations were made that indicate a need to adjust accommodations as originally made

What and how any major life activities are limited by the impairment

How the disability causes any academic difficulties

A list of any and all accommodations, which might be needed to facilitate the student’s participation in the academic program

The student must complete the following intake process:

1. Please contact amozqueda@kgi.edu to schedule an in person intake appointment.

2. Student must complete the AIM student application form before scheduled meeting.

3. Student must submit the following forms:
   - FERPA Student Release Form
   - Information Release Form
   - MCAPS Referral Information Form
   - Physician Verification Form
   - Student Release Form from KGI to SDRC

4. KGI Disability Coordinator will review accommodation intake packet and approve or decline. If Application is denied the coordinator will schedule a follow up meeting to discuss.

5. If KGI Disability Coordinator approves, they will send a Letter of Accommodation to student.

6. It is the responsibility of the student to submit their Letter of Accommodation to the faculty member/course coordinator they need accommodations for.

7. Approved accommodations will be provided to student.

**Accommodations**

Accommodations make it possible for a student with a disability to learn the material presented and for an instructor to fairly evaluate the students’ understanding of the material without interference because of the disability. A student needs official authorization from Disability Services before receiving accommodations. The student is responsible for providing the Disability Coordinator with current documentation from qualified professionals regarding the nature of the disability. After meeting with the student, the Disability Coordinator determines appropriate accommodations based on the nature and extent of the disability described in the documentation. Per the Americans with Disabilities Act (ADA), federal institutions are mandated to provide reasonable accommodations to students registered with Disability Services. To provide reasonable accommodations, it is recommended that accommodations be requested at least 14 business days in advance to provide adequate timing to review and approve accommodation intake packet and schedule appropriate accommodations.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, universities are required to make reasonable accommodations for qualified students with disabilities. Keck Graduate Institute will provide reasonable accommodations.
for qualified students with disabilities to facilitate equal access to educational programs, housing, student activities and other campus facilities. It is the student’s responsibility to provide the Disability Services Coordinator with current documentation from qualified professionals regarding the nature of the disability. After meeting with the student, the Disability Services Coordinator determines appropriate accommodations based on the nature and extent of the disability described in the documentation. A student must have an approved Letter of Accommodation from the Disability Services Coordinator to receive accommodations. To provide reasonable accommodations, it is recommended that accommodations be requested at least 14 business days in advance to provide adequate timing to review physician documentation and approve accommodations. Student must be aware that it may also take up to 6 business weeks to schedule and implement appropriate accommodations. Once accommodations have been approved, they are applied proactively and not retroactively. Please note that students are able to register for accommodations as soon as they are accepted into KGI.

**Letter of Accommodation:**

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

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

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

Per the Americans with Disabilities Act (ADA), federal institutions are mandated to have instructional media with closed captioning (videos, recorded lectures and presentations). This includes any items posted on Sakai. KGI Disability Services has researched free resources for faculty members to conduct their own free captioning. It is encouraged that faculty members complete their own captioning for their instructional media. If faculty members need KGI Disability Services to assist with captioning, videos must be submitted to the KGI Disability Coordinator at least 6 business weeks prior to the student view date and in mp4 file format. It is the responsibility of the student registered with Disability Services to request captioning accommodations with the KGI Disability Coordinator. For more information on requesting captioning on videos please email the KGI Disability Coordinator.

Exam Accommodations

If students are approved of exam accommodations, the student will need to schedule the exam with the Disability Coordinator at least 10 business days prior to the exam. Students can opt-out of using their exam accommodations by submitting a written request at least five (5) business days prior to the exam. Once their written request has been acknowledged, the student will be expected to sit in the main classroom for the exam.

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

Experiential Internship Accommodations

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

• Inform the KGI Disability Coordinator at least 45 business days before their internship submission to provide a reasonable amount of time to organize accommodations. Students should be prepared to provide appropriate physician documentation for the requested accommodation(s) to the KGI Disability Coordinator. If accommodations are approved the student will receive a letter of accommodation.

• Communicate and provide their letter of accommodation to the Office of Experiential Education (SPHS), Team Master’s Project Director (Riggs), Program Director (MSGC) and Program Coordinator (MSGDA) at least 30 business days in advance before their internship submission.

• Communicate with their internship supervisor their letter of accommodation and requested accommodations once they are placed.

Audio Recording Accommodations Policy

All academic accommodations must be registered with KGI’s Disability Coordinator in order to use accommodations in the classroom. It is important to make an intake appointment with the KGI Disability Coordinator as soon as possible to determine reasonable accommodations. Documentation is required and will be requested for specific accommodations. It is the students’ responsibility to meet with the Disability Coordinator in order to receive approved accommodations.

Students who have been granted the accommodation of Audio Recording must abide by each provision. Audio recording outside of the classroom e.g. labs, clinical rotations, internships, etc. should be discussed on a case-by-case basis in collaboration with the instructors, programs, site and KGI Disability Coordinator.
Classes Involving Sensitive Material and an Instructors Right to Privacy

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

An instructor’s right to privacy or concern over copyright does not override the student’s right to accommodation. The KGI Disability Coordinator is responsible for meeting with the Instructor if there is any issue about privacy and copyright.

Rights of Students Approved for Audio Recording Lectures

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

Conditions of Agreement

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

Animal Policies

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

Pet Animal

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

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

WASTE

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

Service Animal

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

ACCOMMODATION

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

DISRUPTIVE BEHAVIOR

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

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

WASTE

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

Emotional Support Animal

Could be any type of animal, it is not limited to either a dog or miniature horse. Certain species of animals will not be allowed such as: birds, reptiles, rodents, and skunks. The emotional support animal provides general therapy comfort to one’s physical, social, emotional or cognitive state. Defined by the section 504 of Rehabilitation Act and by the Fair Housing Act. Emotional support animals are only allowed at Oasis KGI Commons if approved by the KGI Disability Coordinator and Oasis KGI Commons. Emotional support animals are not allowed on KGI campus property including classrooms and laboratories.

DOCUMENTATION

Students who use emotional support animals are required to connect with Disability Services to complete the appropriate documentation.

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

VACCINATION AND HEALTH

In order for an emotional support animal to be approved by the Disability Office, the owner must provide the following documentation:

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

FOOD

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

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

**COMPLIANCE**

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

**WASTE**

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

**Disability Grievance Policy and Procedure**

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

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

All such student grievances should be addressed to the attention of the KGI’s Disability Coordinator.

The following steps explain the procedure:

- The grievance should be submitted in writing and include the grievant’s name and contact information, a clear and concise description of the problem which is the basis for the grievance (including relevant facts, any steps taken to resolve the problem, the names of and contact information for persons who may have relevant information concerning the grievance), and a statement of the remedy requested.

- A grievance must be filed within ninety (90) days after the grievant becomes aware of the alleged problem. Grievances received later than ninety (90) days after the grievant became aware of the alleged problem will be dismissed as untimely, unless exceptional circumstances prevented timely filing.

- An investigation, as may be appropriate, will follow the filing of a grievance. The investigation shall be conducted by the Institute’s Disability Coordinator, Director of Human Resources or other designee (“grievance officer”). These procedures contemplate a prompt and informal, but thorough investigation which afford the grievant, the party against whom the grievance or the proposed disposition is directed, and their representatives, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the grievance.
A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the grievance officer and a copy forwarded to the grievant and the party against whom the grievance or the proposed disposition is directed no later than thirty (30) days after receipt of the grievance.

The disposition proposed by the grievance officer will be put into effect promptly. The grievant or the party against whom the grievance or the proposed disposition is directed may appeal. An appeal will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the appeal officer decides that good cause exists making the suspension of implementation appropriate.

Within ten (10) days of the receipt of the grievance officer’s determination, the grievant or the party against whom the grievance or the proposed disposition is directed may appeal the grievance officer’s determination. The appeal, which must be in writing, should state the reasons why the person believes the determination should be changed and state the change(s) sought. All appeals are to be submitted to the Institute’s Disability Coordinator, who will direct the appeal and all appropriate records to the appropriate appeal officer (e.g., Dean of Students, Academic Dean, Director of Human Resources, or Vice President for Finance and Operations depending on the circumstances and issues involved) for review and disposition. A copy of the appeal officer’s written decision will be expected within 30 days of the filing of the appeal and will be sent to the parties, the grievance officer, Disability Coordinator.

Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the grievance, the urgency of the matter, or other circumstances (including for reasons relating to breaks in the academic calendar), the grievance or appeal officer will determine whether an appropriate expedited procedure can be fashioned or extensions of time are warranted, and the parties shall be advised.

The Institute’s Disability Coordinator shall maintain the files and records relating to grievances filed.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with a federal or state agency such as the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102, Telephone: 415.486.5555, TDD: 800.877.8339; Email: ocr.sanfrancisco@ed.gov.

Retaliation against anyone who files a grievance or cooperates in the investigation under this grievance procedure is against the law and prohibited. Any concerns about retaliation related to this process should be disclosed immediately to the Institute’s Disability Coordinator or Director of Human Resources.

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

Forms are provided by the KGI Disability Coordinator

Note, where in the judgement of the Institute it is more appropriate to do so, the Institute may administer or investigate a grievance regarding disability discrimination, harassment or retaliation through procedures set forth in other applicable Institute polices. Also in the case of students, a dispute arising from a request for a modification or waiver of academic requirements or standards may, in the first instance, be referred to the [insert name of appropriate faculty committee or review body].
Student Government

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

Student Health Insurance

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

As part of Keck’s commitment to providing best in class medical insurance plan students will have access unique medical and counseling services. All these services are free of charge to students so please use these services.

Coverage is mandatory of all domestic students taking 6 or more credit/hours. However, students with comparable coverage can opt out of the student medical insurance plan. You will receive an email from Claremont that will link students to United Healthcare’s waiver management system site. If your existing coverage meets the minimum requirements the waiver management system will remove you from coverage. It’s a simple and quick process.

For additional information about the health insurance plan, coverage and costs please visit the Student Affairs page on the KGI website.

Student Health Services

Student Health Services (SHS) Committed to promoting the physical health and wellness of all students at The Claremont Colleges. Primary health care, provided by a staff of physicians, nurse-practitioners, and nurses, is available at the Student Health Services located in Tranquada Center. Student Health Services provides medical evaluation, consultation and treatment, health counseling and education, as well as medication and contraceptive information. All medicines, laboratory tests, and special supplies are available at a nominal cost.

The Student Health Services is open Monday through Friday, 8:30 am to 5:00 pm when classes are in session; it is closed summer and during winter and spring breaks. Students not enrolled in the Student Health Insurance Plan (SHIP) may also utilize SHS.

**Tranquada Student Services Center**, 1st Floor
757 College Way, Claremont, CA
909.621.8222 | SHSrecords@claremont.edu | website
Student Meeting Spaces

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

Student Organizations

Maintaining/Starting a New Organization

Every fall semester all student organizations must submit a Student Club Registration Form. You should also submit a copy of the organization's constitution or by-laws when any changes are made to it. Copies of each of the above documents should also be submitted to Student Government for their records. If your organization does not submit the above documents by the deadline noted, your organization may be considered inactive and any corresponding funding may be reallocated.

Criteria for Active Status

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

- Submit a Student Club Registration Form, listing all current board members and contact information no later than the fourth week of the fall semester
- Submit a budget request for the year
- Draft a constitution pertaining to their goals, purposes and functions, including rules for election of officers and terms of office, criteria for membership (which does not include any discriminatory policies), and any other rules and procedures, as well as a list of board members and contact information
- Obtain a faculty or staff advisor.
- Abide by student government by-laws.

Transportation

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