KGI Academic Policies and Procedures
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KGI Academic Policies and Procedures

Academic Calendar
To view KGI’s academic calendar, please click here.

Academic Freedom
KGI believes fervently in the importance of academic freedom to its mission, goals, and its academic quality. Faculty and students are encouraged to explore intellectually without limit, and to publish and speak out without fear of retribution. Intellectual discourse, including disagreement and debate, is fundamental to the processes of learning and research and is protected by this policy statement of the Institute. KGI explicitly recognizes the rights of the faculty and students to publish and disseminate the conclusions from their research and publicly espouse their opinions without regard to the effect on the Institution or related interests.

Academic Standards
High academic standards are critical to ensuring academic integrity and quality at KGI. Each academic semester, students identified as not meeting the requirements for minimum progress are reviewed by the Dean and/or Associate Dean, Academic Review Committee (ARC) for Riggs School programs, SPHS Student Progression Committee (SPC), or other program-specific progression committees will determine whether the problem lies with administrative matters, such as reporting of grades, or with academic performance.

Students have the opportunity to explain any special circumstances. See the section on "Satisfactory Academic Progress and Financial Aid Eligibility" on page G–4: students placed on academic probation are required to work with Academic Affairs and the Dean of Students (DOS)/Division of Student Affairs to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester.

Students that are placed on academic probation will be ineligible to continue to hold leadership positions in professional organizations, clubs, and committees. Each organization/club is responsible for holding special elections to replace the vacated position. The DOS will replace students on committees.
Attendance Policy

Attendance Policy (Didactic Courses)

1. Attendance

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

2. Student responsibilities

Students should make prior arrangements in the event that missing a non-assessment day class is unavoidable; such request should be made to the instructor or course coordinator prior to absence. Documentation for excused absences must be submitted to the instructor or course coordinator in writing within three (3) business days upon return to school. Review of the documentation will determine whether an excused absence is warranted. The student must present appropriate documentation to be granted an excused absence. If able, the student should contact the instructor or course coordinator as soon as possible.

The following are considered excused absences:

- Personal illness or injury. For an excused absence, written documentation from a physician or other qualified medical professional will be required as supporting documentation. However, no protected health information or confidential medical information is required to be submitted or documented.

- A personal emergency or emergency in the student’s immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student) such as death, hospitalization, or other emergency situation.

- Attendance at a professional meeting provided that the absence has been pre-approved by the course coordinator.

- Jury duty and Immigration/Naturalization Interview. Students can contact the Office of the Registrar for assistance in requesting a postponement of Jury Duty. For Immigration/Naturalization Interview, students should contact KGI’s International Student Advisor.

- Religious observance accommodations will be considered. Each student must individually submit a request for absences due to religious observances by the first day of each semester and work with the course coordinator to minimize disruptions to the educational process and to schedule makeup activities. Only holidays recognized by the TCC Chaplain Services will be considered.
Falsification of documentation is considered a violation of the School’s Honor Code and will result in disciplinary action up to and including termination.

The student will be held responsible for all work of a class missed during any absence. Opportunities to make up missed points in the form of class activities and quizzes will be at the discretion of the instructor or course coordinator.

3. Policy regarding missed assessments

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

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

- If a student has a significant pre-scheduled event which conflicts with an assessment, the student must contact the course coordinator two weeks prior to the examination or quiz to obtain approval for a rescheduled assessment. For holy days, civic procedures, citizenship interviews, and necessary medical procedures that have been verified by the course coordinator, approval may be granted.

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

4. COVID-19 Related Absences (refer to [kgi.edu/coronavirus](http://kgi.edu/coronavirus) for more information)

- Students who feel ill, have a fever, or have respiratory symptoms, should stay home. The student must contact the course coordinator as soon as the student determines they must be absent. The student must work with the course coordinator or faculty member to make up any missed exams, assignments, or coursework.

- Students who are not allowed to attend class on campus due to temperature screening, must comply with the determination that they are not allowed in the building. The student may attend class remotely if available or contact the course coordinator as soon as the student knows s/he will be absent. The student must work with the course coordinator or faculty member to make up any missed exams, assignments, or coursework.

- Students who are absent without excuse or who do not contact the course coordinator at the time of the absence, may not be allowed to make up missed work.

- Students who are absent for three days or more, should provide documentation or a doctor’s note.
Attendance at Experiential Activities

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

Absences—PharmD

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

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

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

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

Attendance for Online Courses

Online students are subject to the following attendance policy. Student attendance in an online course is defined as active participation in the course. Participation in this course may take the form of posting to discussion forums, submitting assignments to drop boxes, or completing quizzes or exams. Students need to participate each week in some way to satisfy the attendance requirement. (Note: logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement).

Students can be dropped seven calendar days after the start of the semester if they:

1. Fail to meet the attendance requirement (as defined above) during the first week of class, OR
2. Fail to contact the instructor in the event of a technical problem, OR
3. Fail to contact the instructor during the first week of class regarding their inability to complete either #1 or #2 above

In addition, any student failing to meet the attendance requirement for more than two consecutive weeks may be sent a “stopped attending” letter. At midterm, the institute will administratively drop any student who has failed to meet the attendance requirement as set forth by the instructor. After midterm, students who stop participating in a class without officially dropping a class and who are not administratively dropped may receive a grade of “F” for the course. This may also have an impact on certain financial aid awards. It is ultimately the responsibility of the student to drop a course. Any student who can’t meet the attendance requirements for a given week should contact their instructor immediately.
Tardiness

Arriving late to class is disruptive to other students and faculty as it interrupts the teaching and learning process. Students arriving late to class will forfeit any points that may have been earned through quizzes or other activities prior to their arrival to class, unless a valid excuse is submitted and approved by the instructor.

Audit Policy

Students may audit a course only with the written permission of the instructor. Faculty may set requirements for students auditing courses that may include class attendance, participation, and other activities. If these requirements are not met, a notation of “AX” will be entered into the student transcript to indicate the course was not completed successfully. A notation of “AU” appears on the transcript when the course is completed successfully. After a grade has been issued, a course may not be changed from letter grade to audit status, or vice versa. An audited class will not be counted toward degree or certificate credit requirements.

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

Canceling Classes

Background Assumptions

The mission of each of The Claremont Colleges states that education is the primary service which each provides to students; therefore, it is the policy of The Claremont Colleges that classes will not be canceled. Only overriding considerations of the most serious kind (safety, health, etc.) may justify interrupting instruction.

Because the Constitution of The Claremont Colleges provides for free cross-enrollment, each member of The Claremont Colleges has an interest in each other member continuing to provide instruction without interruption. Therefore, a member institution that cancels classes must immediately contact the Chair of the Council of Presidents, the CEO of TCCS, and Campus Safety to inform them of the cancellation.

The structure of various members of The Claremont Colleges is such that there are special considerations for different institutions. For example:

- Most instruction at Claremont Graduate University is given in late afternoon or early evening, relatively few students live in Claremont, and many students travel considerable distances to attend classes;
- Instruction at Keck Graduate Institute is done on a different daily schedule than for the other member colleges;
- Cross-enrollment among the five undergraduate colleges is so extensive and complex that it is extremely difficult for all of them if even one of the undergraduate colleges cancels class
Procedure for Canceling Classes

- Only a President or Acting President of a member college may cancel classes on a single campus.
- Any President or Acting President shall inform the member Colleges and may initiate a request to cancel classes on the other campuses by contacting the Chair of the Council of Presidents.
- Upon receiving notice of cancellation or a request to cancel classes, the Chair of the Council shall convene the Council at the earliest possible time—either by personal meeting or by telephone conference—to discuss the scope, duration, and nature of the interruption, as well as the process for communicating the resumption of classes.
- If possible, any announcement canceling classes should include a statement about how or when canceled classes will be made up.
- The Chair of the Council of Presidents bears responsibility for communicating any such interruption at the earliest possible time (and in any case prior to the first canceled class hour) to the following at each of The Claremont Colleges:
  - The Office of the President
  - The Office of the Dean of Faculty
  - The Office of the Registrar
  - The CEO of TCCS shall also be notified
- Notice shall be given by telephone and by email.
- The Council of Presidents should inform students and faculty both by email and by posting the cancellation notice in prominent places (for off-campus students).
- The Registrars' Committee of The Claremont Colleges may be helpful in scheduling makeup times and places, particularly if more than one campus is involved.

This protocol was drafted and adopted by the Council of Presidents of The Claremont Colleges on June 9, 2004.

Credit Hour Policy

All full-time students at KGI are required to be enrolled in a minimum of 12 semester credit hours. In order to be considered full-time for purposes of federal financial aid, graduate students must be enrolled in at least 12 credits per semester. (The one exception is the PhD program: to be considered full-time, PhD students must be enrolled in 15 semester credits per term). To maintain full-time status, and to comply with federal guidelines, more than 50% of all earned academic credit must be completed in coursework where “seat-time” does apply. In order to be considered half-time, graduate students must be enrolled in at least six credits per semester and obtain permission prior to the start of the semester from the Dean.

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

KGI is on the semester system. Each semester or term is approximately 15 weeks.

Course credit hour calculations are based on a 15 week semester.

For all KGI courses bearing academic credit, the “semester credit hour” is defined using the Carnegie Definition as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
Definitions

Credit Hour
Except as specified in 34 CFR 668.8(k) or (l) a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, clerkships, rotations, and other academic work leading to the award of credit hours.

Classroom Hours
Class or supervised meeting times for lecture, exams, or classroom discussion.

Non-classroom Hours
Supervised or non-supervised student work out of class.

Total Work Hours
Combined classroom and non-classroom hours. Instructors may reasonably adjust the classroom and non-classroom work hours, but the total work hours must remain consistent.

THE FOLLOWING REPRESENT KGI COURSE CREDIT HOUR CALCULATIONS:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Classroom Hours</th>
<th>Non-classroom Hours</th>
<th>Expected Total Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>90</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>1.5</td>
<td>22.5</td>
<td>45</td>
<td>67.5</td>
</tr>
</tbody>
</table>
Semester Credit Hours are Granted for Various Types of Instruction

Lecture, Discussion, Didactic Courses
A credit hour is assumed to be a 50-minute (not 60-minute) period. In courses such as those offered online in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

Laboratory and Recitation Courses
For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time. Forty-five 50-minute sessions of such activity would normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

Experiential Courses
When learning takes place in a work setting and is to be credited as a portion of an academic program design, as in an internship, clerkship, or rotation, one semester credit hour will be awarded for each 40 to 45 clock-hour week of supervised academic activity that provides the learning considered necessary for the program.

Independent Study
One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

Short (Intensive) Courses
Intensive courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling these intensive courses so that there is adequate time for students to complete homework assignments or by arrangement laboratory assignments. Please see the chart above for semester hour and total work hour equivalents for intensive course.

Cross registration

Cross-Registration for Summer Courses
KGI offers summer upper-level courses. Cross-registration is not available during the undergraduate summer sessions, and therefore KGI students and students from any of the other Claremont Colleges may not cross-register for any of these courses. Additional tuition is required for enrolling in summer courses at KGI. Any student taking a course offered at KGI or any of the other Claremont Colleges must pay the appropriate costs and tuition for all courses and/or credits in which they wish to enroll. The application deadline is one week prior to the course start date. Please note that there is no priority given to any students since we will accept students on a rolling basis. It is possible the class may fill before the application deadline. Please note the minimum enrollment for each class is six students. If the minimum is not met, the class may be cancelled.
Intercampus Exchange (CGU/Drucker)

Please note that entrance into Claremont Graduate University courses is not guaranteed. For all course areas (except Management-MGT*) please contact and obtain permission directly from the instructor or school. Once permission has been obtained, please request a form from the Office of the Registrar by emailing registrar@kgi.edu.


Students should always consult with their program director before enrolling in any courses outside of their program requirements.

Curriculum and Course Descriptions

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

- Henry E. Riggs School of Applied Life Sciences, click here.
- School of Pharmacy and Health Sciences, click here.

Grading

The grading and assessment of student performance is a critical part of the educational process and is taken very seriously at KGI. There is a wide range of course formats, project requirements, and presentation requirements that require different means of assessment. While the form may vary, the faculty are responsible for reporting on the performance of each student enrolled in a course. Only courses in which A, B, C, or Pass are earned may be counted in satisfaction of degree or certificate requirements. A course in which you receive an F grade does not count towards meeting the unit requirement for a degree or certificate, but does count in computing the grade point average. The GPA listed on a student’s transcript will include all courses taken. However, only KGI courses will be considered in determination of the student’s academic standing.

Standard Grading Basis

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th></th>
<th>B</th>
<th></th>
<th>C</th>
<th></th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
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<td></td>
<td>B+</td>
<td>3.3</td>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
<td>B</td>
<td>3.0</td>
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<td>F</td>
</tr>
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<td></td>
<td>B-</td>
<td>2.7</td>
<td>C-</td>
<td>1.7</td>
<td></td>
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<tr>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

P/NP = Pass/No Pass. Selected courses only, not included in the GPA calculation.

For PharmD students, grades of A+ and C- are not applicable.
For MSPA program students, grades of A+/-, B+/-, and C+/- are not applicable.
Other Notations

I  ➤ Incomplete (Note: requires an Incomplete Contract that must be filed with the Office of the Registrar)

AU/AX  ➤ Audit

W  ➤ Withdrawal (Excused or voluntary withdrawal from a course)

WF  ➤ Withdrawal—Fail (Unexcused failure to complete other course requirements including attendance, papers, etc. or resolve an Incomplete during the allotted time).

GP  ➤ Grade Pending

CE = Currently Enrolled

Grades Not Calculated in GPA

AU/AX  ➤ Audit

P  ➤ Pass

NP  ➤ No Pass

W  ➤ Withdrawn (student withdrew after drop deadline)

I  ➤ Incomplete

–  ➤ In Progress

Additional note for PharmD students: The Introductory Pharmacy Practice Experiences (IPPEs) are not counted in the GPA calculation.

Incompletes

A grade of Incomplete ("I") is assigned when work in a course is of passing quality but the student is unable to complete the course due to a hardship. Before students request an Incomplete, they should consider all the factors involved. If a student is doing well in a course but is unable to complete the work because of illness, personal emergency, or other factor beyond the student's control after the drop or withdrawal deadline, an Incomplete is appropriate. Please check the academic calendar for drop and withdrawal dates in order to understand these deadlines. Generally, a student must complete the course requirements inside of the second week of the following semester unless otherwise indicated by the instructor. If the "I" is not removed by the end of the time specified in the Incomplete Contract (or one year, whichever is sooner), the grade will revert to "F" on a student's transcript.

The time limit may be extended if a petition is submitted and approved by the dean in advance of the one year deadline.

Under no circumstances should students formally re-enroll in a course in an attempt to make-up an incomplete.
School Codes of The Claremont Colleges

If a course has a three letter suffix, the course was taken at a different college or school within The Claremont Colleges:

- Claremont Graduate University ➔ CGU
- Claremont McKenna College ➔ CMC
- Harvey Mudd College ➔ HMC
- Pitzer College ➔ PIT
- Pomona College ➔ POM
- Scripps College ➔ SCR

Official Transcript Requirement

All applicants must have received—or be on track to receive before matriculation as a graduate student—a baccalaureate degree from a college or university of recognized standing or met the KGI program admissions requirements prior to enrolling at KGI. For students with international credentials, an equivalent international degree is required. Transcripts are required for every college or university an applicant has attended.

The online application requires applicants to upload an unofficial copy of each official transcript. However, admitted students are required to submit official electronic transcripts (e-transcripts) directly to the Admissions Office after accepting the offer of admission and before enrolling.

Failure to provide official transcripts may jeopardize the student's continued enrollment at KGI and could lead to dismissal from KGI. Click here for more information.

Holds

Where admissions requirements or financial obligations to the Institution have not been met, KGI will not register a student for future terms, nor release grades or diplomas for students.

Leave of Absence

A student may request a leave of absence due to occurrence of medical problem(s), serious personal problems, pregnancy, or military deployment. Students requesting a leave of absence must submit the request in writing to the Division of Student Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician, the Monsour Counseling Center, or a personal psychologist/psychiatrist describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery.

When a student in the Reserves or in the National Guard is called to active duty, the student must notify the Dean of Students and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-delivered. It may take the form of general orders cut by the company commander. International students must meet with the International Student Advisor to understand how taking a leave of absence will affect their immigration status.

The Dean of Students shall notify the Dean who shall determine whether or not the leave is to be granted and the conditions under which the student may return to KGI. It is the student's responsibility to keep the Dean of Students informed of any change of address or circumstances while on a leave of absence. The terms and conditions of the leave will be determined by the Dean and will be documented prior to the student taking the leave.
General Leave of Absence Policy

The usual limit for a leave of absence is two academic semesters. Leaves of absence may be extended to a maximum of two years. A leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program, unless an extension is filed prior to the deadline
- Students must return to classes, rotation, or internship
- Students must be currently enrolled in academic courses; if a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved
- Students who receive financial aid should meet with a financial aid counselor before going on a leave
- After the eleventh week of the semester, a student may apply for a leave of absence only for medical reasons or due to military deployment
- Students who take leaves should be aware that more than six months on leave will cause many student loans to go into repayment; Students should see their financial aid counselor for more information on how their loans may be affected by a leave of absence
- When a student is activated for military duty during the semester, KGI will:
  - Excuse tuition for that semester; any payment made will be credited to the student’s account
  - Expunge the student’s record of registration so that the student is not penalized for being called to active duty
  - If a student is called to active duty near the end of the semester, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

Academic Standing

A leave of absence will not be granted to a student who is currently on academic probation unless it is a leave due to a serious medical issue or condition and only with the permission of the Dean.

Returning From A Leave of Absence

Students returning from an approved leave of absence must submit an Application for Reinstatement to the Division of Student Affairs and to the Office of Academic Affairs. It should be submitted no later than June 1 for the fall term, November 1 for the spring term, and March 1 for the summer term. Students should meet with their program advisor to ensure appropriate selection of courses upon returning from a leave of absence, if applicable. Students need to make arrangements for registration with the Office of the Registrar. Students who are withdrawn and have intent to graduate may be re-entered after a leave of absence pending approval, prior to the semester in which they will graduate.
Non-Degree/Non-Certificate Seeking Students

Non-degree and non-certificate seeking students must obtain instructor approval and are required to pay KGI’s per-course tuition. Non-degree and non-certificate seeking students who wish to audit courses are also required to obtain instructor approval and pay the full per-course tuition. The audit price is $400 per credit. Students enrolled in KGI short courses and Executive Education courses typically pay tuition that is established specifically for those courses.

Registration and Enrollment

To be considered registered, a student must be enrolled in coursework, pay tuition and fees, and complete required items for the semester. A student is considered non-registered if they have not enrolled, have not paid tuition and fees, or not completed required items. The Institute holds each student fully responsible for checking the accuracy of their initial registration and any subsequent changes submitted to the Office of the Registrar for assuring that the Registrar is provided with a correct address, and for carefully reviewing the status of registration report on the student portal to make sure that it accurately reflects their registration. Students should take prompt steps to eliminate any discrepancies. Students should keep a copy of any petitions or forms that have been submitted to the Registrar’s office.

Students must register every semester if they are regular or part-time.

KGI policy requires continuous registration for students from the first semester of enrollment in a program until completion of the degree or certificate. Non-registered students include those who are on leave from the Institute. This category also includes students who have withdrawn from KGI.
**Full-Time Status**

KGI's definition of full-time status may differ from that for federal financial aid eligibility. If a student requires financial aid, they must meet the federal higher education enrollment standards for financial aid eligibility.

A graduate or professional student is considered a full-time student if enrolled in a minimum of 12 credits for the semester. A doctoral student is considered a full-time student if enrolled in a minimum of 15 credits for the semester.

Students will only be considered full time if they are continuously enrolled for at least two consecutive semesters annually. The following considerations also apply:

- Students enrolled in doctoral research are considered full time.
- All graduate students who are in Dissertation Continuation may be considered full time.
- Students who are engaged in an "internship" experience as part of their degree requirements may be considered full time at the discretion of Academic Affairs.
- International students must maintain full-time status to be in compliance with Visa regulations. They should consult with the International Student Advisor if they have questions about their individual status. Note that timely registration for courses is especially important so that they may remain in compliance with Visa regulations.

**Part-Time Status**

Graduate students may apply for part-time status through the Dean. Doctoral students who have advanced to candidacy are not eligible for part-time status.

**Adding/Dropping**

Adding and dropping courses for Riggs School programs prior to the deadlines are accomplished online through the student portal or thru the online add/drop form on the Registrar’s webpage found here. Add/drop dates will be listed on the academic calendar.

Course adds/drops are generally not allowed for required courses in the MSGC, MSGDA, MSPA, and PharmD programs. They may be considered for elective courses, which will be in the P-3 or P-4 year for PharmD students and second year for MSGDA students. Changes to electives should be discussed and approved by the Academic Affairs office and for PharmD students, the Office of Experiential Education. All changes to the student’s registration will be communicated to the registrar by the Program Director or Coordinator or Associate Dean of Academic Affairs.

**Late Registration**

It is important to enroll, register, and pay fees in a timely manner to avoid any financial implications. Registration deadlines fall towards the end of the prior semester and are based on a well-publicized billing cycle. Students who are not paid in full will not be admitted to class.

**Student Portal**

KGI students have access to Empower, their student portal, by clicking here. If a student has questions about registration, please contact the Office of the Registrar at registrar@kgi.edu.
Satisfactory Academic Progress (SAP)

- Human Genetics programs: minimum GPA of 3.0
- Henry E. Riggs School of Applied Life Sciences programs: minimum GPA of 3.0 for masters degree programs; minimum GPA of 2.5 for certificate programs; and passing required elements of pass/no pass courses or milestones.
  
  Note: a minimum 3.0 GPA is required to transfer to another program within Riggs
- Master of Science in Physician Assistant Studies program: minimum semester and cumulative GPA of 3.0
- Doctor of Pharmacy program: minimum GPA of 2.5

Students obtaining a GPA below their program’s minimum standards are in jeopardy of not progressing successfully through their program and are expected to work with faculty, teaching assistants, tutors, the Office of Academic Affairs, and the Division of Student Affairs staff to ensure they avail themselves of every opportunity to succeed. Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to meet their program’s specific GPA standard. Failure to meet this requirement will result in dismissal from the Institute. For more specific policies, MSPA program students should refer to the MSPA Program Student Handbook.

Time to Completion

Students are expected to make satisfactory academic progress as outlined in the requirements of their program. A student who exceeds his/her time to completion by more than 150% time may be subject to academic dismissal from their program, in which case they would need to leave the Institute. For example, the PharmD program is a four year program in length and six years would represent 150% time; MBS and MS are both two year programs and three years would represent 150% time.

*Excludes any time spent on a Leave of Absence or approved program deceleration

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

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

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

Please note:

- Under extenuating circumstances, the 150% rule may be appealed to the Dean.
- Repeated coursework is allowed as stated in KGI’s student handbook. However, these repeated courses count towards the calculation of the 150% time limit.
ADDITIONAL NOTES

Riggs School students obtaining a GPA below the minimum standard for their program will be unable to take more than 18.0 credits per semester.

If a Riggs School student is dismissed at the end of spring semester, they may complete an internship at the Dean's discretion, but not as a KGI student. International students on probation or subject to dismissal must consult with the international student advisor to understand implications to internship, work and residency requirements. International students are subject to federal regulations and academic probation and dismissal may impact their immigration status and the ability to remain and work in the U.S., including the ability to complete an internship and may impact Optional Practical Training (OPT) eligibility.

Students on academic probation will be issued a Financial Aid Warning, which stipulates that failure to make Satisfactory Academic Progress (SAP) after the end of the probation term will result in the suspension of future federal student aid eligibility. Students who fail to make SAP after their probation term that want to receive Federal Student Aid will be required to submit an appeal explaining why they failed to meet SAP standards and how they plan to meet SAP standards in future terms. Students failing SAP are also required to obtain an academic plan from their program director stipulating that they can finish their degree requirements within the allowed timeframe for their program.

Standards for Graduation

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

Transcript Validation

An official transcript is printed on secure paper. When photocopied, the word “COPY” appears across the face of the document. KGI assumes no responsibility for a transcript which is not sent directly by the Office of the Registrar.

Official transcript fee is $12.50 per transcript. There are two ways to request a transcript: online or transcript request form.

Benefits of e-transcript Ordering:

• Students and alumni can request official transcripts at their convenience, 24/7 online
• Secure credit card processing
• FERPA Compliant
• Automatic notifications are sent when the transcripts are processed and received thus reducing the anxiety of "did the transcript actually arrive?"
• Students can request a transcript two weeks prior to the end of term and select the option to send after final grades have been posted, avoiding last minute requests
• Both traditional paper and certified .PDF (a blue ribbon on the notification bar across the top of Adobe reader ensures the recipient the digital signature is authentic and the contents of the eTranscript hasn’t been altered) transcripts are available
Click [here](#) to download and print the transcript request form. Deliver the completed and signed form to us via one of these methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Address/Contact</th>
</tr>
</thead>
</table>
| Mail:       | Office of the Registrar  
Keck Graduate Institute  
Attn: KGI Transcripts  
535 Watson Drive  
Claremont, CA 91711 |
| In Person:  | 215 York Bldg., Room 100                             |
| Fax:        | 909.607.0150                                         |
| Email:      | registrar@kgi.edu (attach an electronic copy of your signed form) |

Official transcript fee is $12.50 per transcript. Payments for fees can be made online, by cash or check. The online payment form is only valid for paper transcripts, not an electronic file.

The Office of the Registrar will take checks payable to KGI or cash payment at the time of request. All fees must be paid prior to processing of transcript request(s).

- Only transcripts printed on KGI transcript paper are considered to be official
- All transcripts which are pdf transcripts are considered to be unofficial