Additional Academic Policies and Procedures by School

Henry E. Riggs School of Applied Life Sciences
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Advising Policy

**Student Advising**

As a professional school, KGI is dedicated to providing services to students to help them prepare for careers in the life sciences industry, government and non-profit organizations, and in medicine and other healthcare professions. Both curricular and co-curricular activities are designed to prepare the graduate with the skills to network, market themselves, apply, interview, and secure rewarding positions after their studies at KGI. The following individuals provide these services, and students are encouraged to avail themselves of these resources.

**Student Affairs**

- Academic and Support Services: Disability and testing services, peer mentoring, peer tutoring, student health insurance, and the Academic Resource Center.
- Student and Campus Life: Provides support for aspects of student life, student wellness, student government, and clubs.
- Career Services: Advice and support for co-curricular career preparations, including resume-writing, interview skills, networking, internship program, and job opportunities.

**Academic Affairs**

- Academic standing, academic performance, curricular and academic support, and program requirements. Advice regarding degree requirements, electives, majors, transcript requests, academic petitions, and registration.
- Additional support specific to every program in the Riggs School can be provided by the respective faculty members, Program Director, Assistant Dean, and/or Dean.
- Advice regarding Financial Aid
- Financial Aid Counselor and/or Director of Financial Aid
- Advice regarding International Student Visa
- Admissions and International Student Advisor
Faculty Advising

Riggs School students are assigned faculty advisors, and can also reach their program director or any faculty member for advice on topics of interest, and should utilize the online faculty directory to identify areas of expertise of faculty for advice in subject areas of interest. Students are encouraged to attend faculty office hours and set up appointments through email requests to meet with faculty. Faculty can provide advice regarding the choice of electives, focus areas, and the relationship of KGI curriculum to careers.

Furthermore, faculty will write letters of recommendation for students as requested. Students should provide ample advance notice for these requests.

Course Section Changes

Riggs School students will require instructor permission to change from one course section to another for 300-level core courses. This permission should be forwarded to the Office of the Registrar at registrar@kgi.edu. Section changes will only be granted until the add deadline.

Dean’s List

Students whose academic performance is 3.900 or above based on that semester’s GPA are placed on the Riggs School Dean’s List after each semester.

P/NP

With instructor approval, Riggs School students may opt to take a course P/NP; however, unless the course is designated as a P/NP course (i.e. graded on a P/NP basis for all students), the credits in a course with a grade of "P" will not count toward degree/certificate requirements. The Assistant Dean or Program Director can provide specifics for each academic program.
Repeated Courses

Any student may, with the consent of the course instructor and the Dean, repeat a course in which they received a grade of F or No Pass. In addition, only the most recently received grade shall be used in calculating a student’s grade point average and total credits required for completion of the degree or certificate. All units attempted and grades received shall remain part of the student’s permanent record. Any repeated course, except for one offered only on a P/NP basis, must be taken for a letter grade (A, B, C, and F). Additional tuition fees may apply.

Waitlist

On the student portal, students may add their name to a waitlist if a course is full. When on a waitlist, students will be notified when a seat becomes available. Students may inquire with the course instructor. If permission is gained, please notify the Office of the Registrar.

Withdrawals

A student who withdraws from a course after the official drop date (and before the final date to drop with a “W”) will receive a notation of “W” on their transcript for the course. Students who choose to withdraw from a course, must first contact the program director or course coordinator. Withdrawals must be made through and approved by petition submitted to the Office of the Registrar. The petition must be submitted during the semester during which the course in question occurs, and in accordance with the deadlines posted in the academic calendar and may not be made retroactively. The Dean will approve or deny the petition. Neither a grade nor credit will be given for a withdrawal; if successful completion of the class is required for graduation, the student may attempt the class again.