School of Pharmacy and Health Sciences
Student Handbook
MSGC & MSGDA
2018-2019
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I. Introduction

A. About This Handbook
This Student Handbook provides information about Keck Graduate Institute (KGI) policies and procedures, as well as resources available to students. The School, Institute, and Claremont Consortium have student rules, regulations and guidelines pertaining to all students.

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

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

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

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

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

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and KGI. The policies and procedures contained in this Student Handbook are subject to revision at any time with little or no advance notification. To the degree possible, substantive changes will only be made between academic years.
II. Message From The Dean

Dear Genetic Students:

Welcome to the KGI School of Pharmacy. We are glad that you chose to join the KGI family. Your decision to join the genetics counseling or genomic data analytics program and our School will set you on a journey to explore many career opportunities. Genetics professionals can function in different capacities in numerous areas of healthcare and industry, and the options will continue to grow. KGI has developed a program to allow students to acquire the knowledge, skills, and attitudes to practice in current and future areas of practice. Self-assessment, strategic planning, professionalism, and teamwork will allow you to be the best that you can be. Your growth and success is dependent on your ability to communicate, think critically, and continue learning. Our goal is to expose you to the career possibilities so that you can discover your passion and provide you with the tools to navigate through the various stages of your career.

This handbook is designed to help you navigate through your time in our program. Institute and School governance structure and personnel are identified. Information on standards for grading policies, progression, absences and dress code are clearly defined. Curriculum requirements and course descriptions are provided. The handbook collects academic standards, policies and procedures, student resources, as well as expected behaviors in a single location. This handbook is revised and reprinted annually and strategically updated as needed by our constituency. It is your responsibility to maintain familiarity with the basic content and changes that may occur.

The content of the program as described in the handbook is meant to help students develop social and personal responsibility combined with scientific and technological knowledge to create a professional who is committed to the public good and the process of lifelong learning. Collaboration with other science and healthcare professionals as well as students during your tenure at KGI will prepare you for your professional practice. Adoption of professionalism from the beginning of your matriculation, throughout your time in our program and your career will maximize the trust that you will garner from your patients, their families, and your colleagues.

We look forward to guiding you on your journey.

Sincerely,

Kathy D. Webster
Founding Dean and Professor
KGI School of Pharmacy
III. Mission Statement, and Goals

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

B. Human Genetics and Genetic Counseling Program Mission Statement
The KGI Human Genetics and Genetic Counseling program is dedicated to the education of innovative genetic counselors who will serve the needs of individual patients, the healthcare system, and the bioscience industry. Our program emphasizes interprofessional collaboration, systematic problem solving, the safe, efficient and ethical use of technology and biotechnology, and personalized patient care.

C. Human Genetics and Genomic Data Analytics Program Vision
The KGI Human Genetics and Genomic Data Analytics program is dedicated to the education of innovative genomic data analysts who will be able to utilize their foundation in genetics and genomics along with a practical knowledge of data analytics to be able to translate patient sequencing data into actionable clinical recommendations and bridge the gap between research scientists and clinical practitioners. Our program emphasizes interprofessional collaboration, systematic problem solving, the safe, efficient and ethical use of technology and biotechnology, and personalized patient care.

D. Human Genetics and Genomic Data Analytics Core Values
   a. Core Values
   We believe in:
   - An Interactive Learning Environment
   - Collaborative Interactions and Independent Growth
   - Reflective Development
   - Evidence-Based Decision Making
   - Entrepreneurial Approach to Practice
   - Ethical and Responsible Behaviors
   - Interdisciplinary Translational and Applied Research
   - Shared Governance

E. Human Genetics and Genetic Counseling Program Goals
The goals of the KGI Human Genetics and Genetic Counseling Program are to:
- Recruit, educate and train highly qualified students with diverse backgrounds, who will be professional, motivated, ethical and culturally-sensitive genetic counselors.
- Recruit, develop and retain highly qualified faculty with diverse background, who are forward thinking and leaders in education, professionalism, clinical and industry settings.
• Use innovative and active techniques to provide an academic program that fosters critical thinking, problem-solving, clinical reasoning, and self-directed learning skills.
• Collaborate with leaders of the health care and bioscience industry to advance curricular development.
• Prepare graduates with the added ability to practice effectively in a wide variety of currently existing and potential future roles in hospitals and medical centers, community settings, academia and the biotechnology industry.
• Produce graduates who can communicate effectively with patients, caregivers, and health care, regulatory and industry professionals.
• Sustain a culture of professionalism and collegiality in relationships among and between faculty, students and professionals.
• Develop and maintain a research infrastructure that promotes and enhances in the innovation, and discovery of educational, basic, translational, and clinical health care.
• Promote life-long learning, through participation in professional development, organizations, and scholarship.
• Utilize continuous quality improvement through assessment and evaluation of desired outcomes in all phases of the program.

F. Human Genetics and Genomic Data Analytics Program Goals

The goals of the KGI Human Genetics and Genomic Data Analytics Program are to:
• Recruit, educate and train highly qualified students with diverse backgrounds, who will be professional, motivated, ethical and culturally-sensitive genomic data analysts.
• Recruit, develop and retain highly qualified faculty with diverse backgrounds, who are forward thinking and leaders in education, professionalism, clinical and industry settings.
• Use innovative and active techniques to provide an academic program that fosters critical thinking, problem-solving, clinical reasoning, and self-directed learning skills.
• Collaborate with leaders of the health care and bioscience industry to advance curricular development.
• Prepare graduates with the added ability to practice effectively in a wide variety of currently existing and potential future roles in hospitals and medical centers, academia and the biotechnology industry.
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• Sustain a culture of professionalism and collegiality in relationships among and between faculty, students and professionals.
• Develop and maintain a research infrastructure that promotes and enhances in the innovation, and discovery of educational, basic, translational, and clinical health care.
• Promote life-long learning, through participation in professional development, organizations, and scholarship.
• Utilize continuous quality improvement through assessment and evaluation of desired outcomes in all phases of the program.
G. Four Pillars Of The Program

Our programs are founded on the principle that we will focus on:

- Teamwork
- Assessment
- Professionalism
- Strategic planning

IV. Institute Organizations

A. Board Of Trustees

As a private institution and a public trust, KGI is governed by an independent Board of Trustees. Members serve renewable three-year terms. This Board has the fiduciary responsibility for the long-term financial strength of KGI and for its quality. The Board of Trustees awards degrees, oversees academic policies, and appoints all corporate officers of KGI and approves their compensation. The President is a member of the Board of Trustees.

B. Administration

The President is the chief executive officer of KGI, with general oversight responsibility for academic, fiscal, physical, and disciplinary aspects of the institution. He or she is responsible for representing KGI to its external constituencies. The President reports to the Board of Trustees and serves at the pleasure of the Board. Academic Deans provide leadership to the faculty in developing and implementing innovative and effective curricula. The Deans take the lead role in recruiting, developing and retaining a strong faculty, and supervises the faculty with regard to teaching and research. The faculty carries primary responsibility for curricular content and pedagogy, for oversight of student admission criteria, for peer review of faculty, for setting KGI's research agenda and for certification of degrees; the faculty also share in the overall governance of KGI. The Senior Cabinet, which confers regularly on major operational, budgetary, and policy matters, is comprised of the President, Vice President for Finance and Operations, the Academic Deans, the Dean of Research, the Dean of Students, the Dean of Admissions and Financial Aid, the Vice President of Institutional Development/Secretary to the Board of Trustees, the Associate Vice President & Director of Corporate Partnerships, and Director of Human Resources.

C. The Claremont Colleges

The Claremont Colleges is a consortium of seven independent, private institutions, five at the undergraduate level and two at the graduate level. The Claremont Colleges have a structure and organization unique in American higher education. The Claremont Colleges Services (TCCS), an eighth corporate entity, operates many central services and programs for the benefit of all seven academic members. These include, and are not limited to; the
joint library system, the Huntley Bookstore, such fiscal services as the joint business office and the employee benefits office, student services such as the health and counseling centers, Office of Black Students Affairs, and the Chicano/Latino Student Affairs Center, Student Disability Resource Center and many other services such as mail, telephone, and computer network, and campus safety. In addition to these central programs and service (CP&S), many other cooperative arrangements involve from two to all seven of the institutions. Open enrollment is maintained by all institutions for the benefit of all matriculated students. The consortium was started in 1925 under the leadership of Pomona College. Claremont Graduate University was formed in 1925; Scripps College in 1926; Claremont McKenna College in 1946; Harvey Mudd College in 1955; Pitzer College in 1963; and Keck Graduate Institute in 1997. Rancho Santa Ana Botanic Gardens, which offers graduate training in botany, is one of several institutions affiliated with the Claremont Colleges.

V. Human Genetics Program Directory
For a complete list of faculty and staff visit our website: https://www.kgi.edu/academics/school-of-pharmacy-and-health-sciences/faculty/

VI. Human Genetics Program Academic Calendar
To view the academic calendar visit our website: http://www.kgi.edu/wp-content/uploads/media/201819-Academic-Calendar.pdf

VII. Admissions Requirements
Proof of the following credentials is required of admitted students prior to entrance into the program.

To view the full list for MSGC Students click HERE.
To view the full list for MSGDA Students click HERE.

Technical Standards
The Human Genetics programs maintain technical standards required of all students for admission, progression, and graduation. Full set of technical standards are found in Appendix A-1 and Appendix A-2. You can also find the MSGC and MSGDA Technical Standards on our website.

TECHNICAL STANDARDS FOR ADMISSION, CONTINUATION, AND GRADUATION
The Human Genetics programs are committed to providing a degree without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Human Genetics degree programs and meet the professional
competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the curriculum in order to pursue any career path in genetic counseling. Thus, the standards are prerequisites for admission, continuation, and graduation from the Human Genetics programs.

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

VIII. Financial Aid Information

A. Student Rights And Responsibilities

You have the following rights:

- You have the right to be notified when money is credited to your account.
- You have the right to privacy.
- You have the right to know what financial aid programs are available at KGI.
- You have a right to a complete explanation of the award process.
- You have the right to know the KGI Financial Aid Office's Satisfactory Academic Progress (SAP) Policy.
- You have the right to know the KGI School of Pharmacy refund policy.
- You have the right to cancel a student loan within 10 days from the time the funds were posted to your account.

You have the following responsibilities:

- To read and understand all forms and agreements you sign.
- To ask for an explanation of any terms, forms or agreements that you do not understand.
- Follow all directions carefully.
- Submit honest and accurate information regarding your financial circumstances.
- Submit required documentation in a timely fashion.
• Complete Federal Entrance Counseling if you are a first time KGI borrower.
• Complete a Federal Master Promissory Note for each type of Federal Loan you borrow (Unsubsidized and Graduate PLUS).
• Inform the KGI Financial Aid Office of additional sources of financial aid received.
• Submit your FAFSA and Graduate PLUS application(s) each year you will be borrowing.
• Complete Federal Exit Counseling when you leave your program (graduate, withdrawal, leave of absence).

B. Tuition and Fees, and Cost of Attendance
For the current tuition, fees and cost-of-attendance please visit the following: http://www.kgi.edu/pharmacy/admissions/cost-and-financial-aid

C. Types of Financial Aid
For the current types of financial aid please visit the following: https://www.kgi.edu/admissions-and-aid/tuition-financial-aid/funding-your-degree/

D. Financial Aid Process
For step-by-step instructions and links please visit the following: https://www.kgi.edu/admissions-and-aid/tuition-financial-aid/funding-your-degree/

E. Satisfactory Academic Progress and Financial Aid Eligibility
Human genetics and genetic counseling students must be enrolled full-time in the School of Pharmacy in order to be eligible for financial aid.

Satisfactory Academic Progress
All students are required to maintain a cumulative GPA of 2.75 each semester determined from grades received in KGI SPHS courses. Failure to meet this standard will result in academic probation. Students on academic probation are given one semester to raise their cumulative GPA to 2.75. Failure to meet this requirement will typically result in dismissal from the Institute. Students obtaining a 2.75 or below are in jeopardy of not progressing successfully through the program and are expected to work with faculty, teaching assistants, tutors, and the Division of Student Affairs staff to ensure they avail themselves of every opportunity to succeed.

F. Total Withdrawal Refund Policy and Return of Title IV Funds
If a student withdraws, is administratively withdrawn, or is expelled from the KGI SPHS, the student is responsible for 100% of the tuition and fees for the entire term. If the student has received Federal Direct Unsubsidized or Graduate PLUS Loans, KGI must complete a Federal Return to Title IV (R2T4) calculation based on the federal formula. The R2T4 dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The student is responsible for reimbursing KGI if federal funds must be returned based on the R2T4 calculation. If the student received financial assistance from
outside sources, a portion of the refund may be required to be returned to the grant, scholarship, or loan source from which the assistance was received.

**From Volume 5, Chapter 1 of the Federal Student Aid (FSA) Handbook:**

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

**G. Consumer Information**

For KGI Consumer Information Disclosures please visit: [https://www.kgi.edu/policies/](https://www.kgi.edu/policies/)

**H. Financial Literacy**

If you need additional information to help you better understand financing your education. The following resources are recommended:

- Bank of America and Khan Academy - Better Money Habits
- Federal Student Aid - Financial Awareness

**I. Yellow Ribbon And Education Programs**

KGI is proud to participate in the Yellow Ribbon Program. The Yellow Ribbon program has been approved for the Master of Bioscience (MBS), Master of Engineering (MEng), Master of Science (MS) in Applied Life Sciences, Master of Science in Translational Medicine (MSTM), Postbaccalaureate Premedical Certificate (PPC), Postbaccalaureate Premedical Certificate (PPA), the Postdoctoral Professional Masters (PPM), Master of Human Genetics and Genetic Counseling (MSGC), Master of Science in Human Genetics and Genomic Data Analytics (MSGDA) and Doctor of Pharmacy (PharmD). KGI will provide funds toward tuition and fees and Veterans' Affairs (VA) will match KGI's contribution for each eligible veteran student.

Eligibility criteria and benefits for veterans vary. Listed below are various education programs or chapters that veterans may be eligible for from the U.S. Department of Veteran Affairs (USDVA).

- Chapter 30: Montgomery G.I. Bill-Active Duty
- Chapter 31: Vocational Rehabilitation and Employment
- Chapter 33: Post 9/11 GI Bill - Yellow Ribbon Program
- Chapter 35: Dependents Education Assistance (DEA)
- Chapter 1606: Montgomery G.I. Bill-Selected Reserve
- Chapter 1607: Reserve Educational Assistance Program (REAP)

**IX. Pre-matriculation Requirements**
Accepted students will be required to complete and furnish information prior to and during the matriculation process, these items include: immunizations, health physical, HIPAA, laboratory safety certifications, and evidence of health insurance. In addition, MSGC students are required to complete a background check and drug screening. MSGDA students may be required to complete a background check and drug screening prior to their summer industry internship.

A. Criminal Background Check Requirement

MSGC students are required to have a criminal background check report on file with the SPHS Student Affairs. The criminal background check is performed by Certiphi Screening, Inc., at the expense of the student. Please note the following:

- The criminal background check is MANDATORY for MSGC students.
- Information from the criminal background check must be on file with Student Affairs in the SPHS before the student secures a seat in the class.
- Additional background checks may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these criminal background checks are the sole responsibility of the student.
- Information on obtaining the initial criminal background check is emailed to each student who has accepted an offer of admission with the SPHS for the incoming class.

B. Drug Screening Requirement

MSGC students are required to have a drug screening on file with the SPHS Student Affairs. The drug screening test is performed by Certiphi Screening, Inc. at the expense of the student. Please note the following:

- The drug screening test is MANDATORY for MSGC students.
- Information from the drug screening must be on file with Student Affairs, in the SPHS before the student secures a seat in the class.
- Additional drug screening may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these drug screening are the sole responsibility of the student.
- Information on obtaining the initial drug screening test is emailed to each student who has accepted an offer of admission with the SPHS for the incoming class.

Failure to successfully pass a drug screening test, refusal to submit to a drug screening, or any other violation of the KGI Student Drug-Free Campus Policy, will have consequences that may result in an offer of admission being rescinded, dismissal from the program, legal issues and/or financial complications for the student.

See the KGI Student Drug-Free Campus Policy in Appendix J.

C. Physical Examination & Immunization Health Requirements

1. Physical Examination

Each student admitted to the Human Genetics programs are required to have a physical examination at his/her own expense. The results of the physical examination must be
signed by a licensed medical professional and submitted to the Student Health Services located in Tranquada Center situated 8th Street and College Way (909-621-8222) or through the KGI SPHS Student Affairs Sakai site dropbox. A copy will be kept on file in the KGI SPHS Sakai site to be accessed by the Division of Student Affairs.

2. **Required Immunizations**

All students required to provide proof of up-to-date immunization status for measles, mumps, rubella (MMR) and tuberculosis (TB) prior to registering for and attending classes. Students living in campus housing must also meet the meningitis requirement. A copy of immunizations must be submitted to the Student Health Services located in Tranquada Center situated 8th Street and College Way (909-621-8222) or through the KGI SPHS Student Affairs Sakai site dropbox. A copy will be kept on file in the KGI SPHS Sakai site to be accessed by the Division of Student Affairs. Failure to submit your health and immunization records by the deadline will affect your access to the classroom.

The following immunizations are required:

- Tetanus (within last 10 years)
- Diphtheria-Pertussis-Tetanus (if no DPT or DTAP, then TDAP is required)
- Hepatitis B Series
- Varicella (chickenpox) [if no history of having the disease]
- MMR (Measles, Mumps and Rubella) — 2 doses
- PPD (Tuberculosis skin test) — within the previous 6 months
- Meningitis Vaccine or waiver — (on campus student)

**DEADLINE FOR SUBMISSION OF HEALTH AND IMMUNIZATIONS RECORDS:**

Submit records directly through the KGI SPHS Student Affairs Sakai site dropbox by 8/1/2018.

Students entering a fieldwork or internship site may require additional immunizations and must be cleared by the appropriate Program Director or Program Coordinator thirty (30) days prior to start of the experience.

D. **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.

E. **Student Health Insurance**

Keck takes the health of its students seriously and we are pleased to offer excellent medical insurance through UnitedHealthcare. This comprehensive coverage benefits for examinations, prescription drugs, surgery, hospitalization, emergency care and more.
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 UnitedHealthcare’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.

G. HIPAA Privacy Training

It is required that all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) and Security trainings. To meet this government mandated requirement, all KGI SPHS students are required to complete the trainings through the online Pharmacist’s Letter courses “HIPAA & Privacy: A survival Guide to the Law” and “HIPAA & Security: A Survival Guide to the Law.”

H. Laboratory Safety Training

KGI is required to ensure that the necessary work practices, procedures, and policies are implemented to protect employees and students working in the Institute owned and/or operated laboratories from hazardous chemicals. Hazardous chemical substances, for purposes of this plan, shall be defined as chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems and agents which damage the lungs, skin, eyes, or mucous membranes. Chemicals with physical hazards such as flammability and reactivity are also considered hazardous.

All Human Genetics program students will complete the KGI Laboratory Safety Training offered by Jasmine Yu, Laboratory Safety Manager. Laboratory Safety Training will be conducted according to OSHA standards of Occupational Exposure to Hazardous Chemicals in Laboratories.”

X. Disclosures
A. Family Educational Rights and Privacy Act FERPA

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students’ education records without the consent of a parent or eligible student, unless an exception to FERPA’s general consent rule applies. In some emergency situations, schools may only need to disclose properly designated “directory information” on students that provide general contact information. In other scenarios, school officials may believe that a health or safety emergency exists and more specific information on students should be disclosed to appropriate parties. Understanding the options available under FERPA empowers school officials to act quickly and decisively when concerns arise. FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students.

For more information and details about FERPA see Appendix B.

B. Health Insurance Portability and Accountability Act (HIPAA)

**HIPAA Privacy Rule and Compliance**

The HIPAA Privacy Rule (45 CFR Part 160 and Part 164) establishes national standards to protect individual’s medical records and other personal health information. The Privacy Rule applies to health plans, health care clearinghouses, and health care providers that conduct health care transactions electronically.

The HIPAA Privacy Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

The Privacy Rule also gives patient’s rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Students are required to adhere to the Health Insurance Portability and Accountability Act (HIPAA) during all rotations, volunteer experience, and research. Violations of HIPAA and patient confidentiality will result in removal from rotation, a failing grade for that rotation, and may result in civil or criminal penalties as prescribed by current HIPAA Privacy Rule regulations. Additionally, California law provides for severe civil and criminal penalties for violating patient confidentiality.

**What patient information must we protect?**

All information about an individual who is a patient of a health care service is private or confidential. The information may be written on paper, saved on a computer or spoken. HIPAA refers to this information as Protected Health Information (PHI).

PHI includes:

- A person’s name, address, phone numbers, e-mail address, age, birth date, social security number
- Medical records including the reason for seeking health care, diagnosis, prescribed treatment and medications, x-rays, lab work, test results
• Billing records including claim information, referral authorizations, benefits explanations research records

If you have access to any of this information—including the simplest fact that a person received health services—and reveal it to someone who does not need to know it, you have broken the law and compromised a person’s confidentiality.

**What is not considered PHI?**

Health information is not protected health information if it is de-identified. De-identified information may be used without restriction and without patient authorization. The de-identification standard provides two methods for which health information can be designated as de-identified. The first method requires the removal of all 18 identifying data elements listed in the regulations. If the resulting information cannot be used to identify the individual, then it is no longer PHI. The second method requires an expert to document their determination that the information is not individually identifiable (“Expert Determination”).

**How does HIPAA affect you while on internships, clinical rotations, volunteer experiences, and research?**

As part of your experiences with access to patient data you must protect the privacy of PHI.

**When can you use PHI?**

You can only access and use PHI to fulfill your educational responsibilities while performing your internship, volunteer experience, or research. You should, at all times, protect a person’s information as if it were your own information. You may look at a person’s PHI only if you need it as part of your internship, volunteer experience, or research; use a person’s PHI only if you need it to complete your responsibilities on your internship or genetic counseling experience(s), give a person’s PHI to others when it is necessary for them to do their jobs, and/or talk to others about a person’s PHI only if it is necessary to the internship, volunteer experience, or research.

**Need to Know?**

Use common sense in making decisions about whether you need to see or share PHI to perform your task. Ask yourself, “Do I need to know this to be effective in the pharmacy practice experience, volunteer experience, or research I am doing?” If you do not, do not access the information. *It is none of your business! But if it is your business, you have nothing to worry about.*

**What else should I be thinking about to protect privacy of PHI?**

Strong computer security practices are protective of private information. These are some best practices to implement:

• Use common sense when receiving attachments from strangers. Don’t open a file unless you have reason to have expected to receive one.
• Pay attention to "cries for help" from your computer. If hackers have gained access, you might notice the disk drives chattering when you aren’t asking the computer to do anything. Subtle changes to your desktop might suggest someone is running "remote control" software against you.
• Clear off disk drives before disposing of computers. Use a "disk wipe" program or a low level format.
• Use a screen saver that locks your desktop when you are away from your desk.

The following links provide additional information and resources regarding HIPAA:
http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html

C. Americans with Disabilities Act of 2008 and Section 504 of the Rehabilitation Act of 1973

1. Provision of Services

KGI is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 2008 and Section 504 of the Rehabilitation Act of 1973. To provide accessibility to the entire educational experience for students with disabilities, reasonable accommodations will be provided to students who register with the campus Disability Coordinator and provide appropriate documentation. Approved accommodations will specifically address those functional limitations presented to the student as a result of the disability.

2. Definitions

"Disabled" means having a physical or mental impairment, which substantially limits one or more major life activities.

"Qualified Disabled Student" means a disabled person who meets the academic and technical standards (see technical standards) requisite to admission and participation in the educational program or activity.

"Accommodations" - Such modifications to the course, program or educational requirements as are necessary and appropriate so that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Academic requirements that are essential to a course or to the program of instruction being pursued by the student or which relate directly to licensing requirements will not be regarded as discriminatory within the meaning of this section. Potential modifications that may be considered include (but are not limited to): changes in the length of time permitted for completion of the degree, extended time on an examination or paper, and other appropriate accommodations, which do not fundamentally alter the essential nature of a course or academic program.

3. Resources

The Assistant Director for Student Affairs serves as the Disability Coordinator for the institution, and is responsible for determining, and coordinating appropriate
accommodations, auxiliary aids and services for registered students with disabilities.

4. Eligibility

Students are eligible for consideration for accommodations and/or auxiliary aids and services if they have a documented disability and the student has met with the Disability Coordinator and determined that functional limitations of the disability require such accommodation, auxiliary aids and/or services. Students may be eligible for provisional accommodations as documentation is gathered. The time frame of the provisional accommodations will be determined on a case by case basis by the Disability Coordinator. Failure to show proof of documentation by the end of the designated allotted time for provisional accommodations may jeopardize the approval of future accommodations.

5. Student Responsibility

Each student bears the responsibility of self-identifying as student with disability and seeking accommodations, auxiliary aids and/or services with the Disability Coordinator prior to the time such an accommodation, auxiliary aid and/or service is needed.

6. Documentation

Once specific academic accommodations, auxiliary aids and/or services are identified and discussed with the Disability Coordinator, the student will be asked to provide appropriate documentation to support the request. The Disability Coordinator has discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation, auxiliary aid and/or services requested. The request for an accommodation will be evaluated as expeditiously as possible once the documentation has been received.

7. Confidentiality

If a qualified individual with a disability seeks an accommodation, the individual is referred to Student Affairs. The individual will provide appropriate and sufficient documentation to verify the disability and the need for an accommodation; and will request such accommodation. The individual with a disability will be an active participant in the interactive process to identify appropriate accommodations.

Disability and medical information is confidential and is not shared except where disclosure is required by law or is necessary to facilitate legitimate Institute processes, including granting access to appropriate accommodations, addressing direct threats or investigating claims or charges.

8. Accommodations
Accommodations make it possible for a student with a disability to learn the material presented and for an instructor to fairly evaluate the student’s 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.

9. 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. Any disability-related issues that may arise should be communicated to the Disability Coordinator immediately.

10. 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 $300 pet deposit and $30 monthly pet fee will apply. Contact the Oasis housing office for breed restrictions.

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 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 Animals: 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. Only recognized as a Service Animal under Title I of the ADA.

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 Animals: could be any type of animal, it is not limited to either a dog or miniature horse. It 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.

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.

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:

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.

D. Nondiscrimination Policy

KGI does not discriminate on the basis of race, color, gender, sexual orientation, age, marital status, religion, disability, national origin, ethnic origin, or prior military service in any of its policies, procedures and practices, including admission policies, educational policies, fellowship and loan programs, employment policies and other Institute- administered programs and activities. This statement is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements of Federal and state law. (See Section II.G). Student inquiries should be directed to the Dean of Students. Inquiries regarding federal nondiscrimination laws and regulations may be directed to: Office for Civil Rights, US Department of Education, Old Federal Building, 50 United Nations Plaza, San Francisco, CA 94102.

KGI Human Genetics and Genetic Counseling Program Student Handbook 2018-19
nondiscrimination laws and regulations may be directed to: Office for Civil Rights, US Department of Education, Old Federal Building, 50 United Nations Plaza, San Francisco, CA 94102.

E. Accreditation Statement

Keck Graduate Institute (KGI) is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue, #100, Alameda, CA 94501. Phone: 510-748-9001

The Master of Science in Human Genetics and Genetic Counseling program at Keck Graduate Institute is accredited by the Accreditation Council for Genetic Counseling (ACGC), located at 4400 College Blvd., Ste. 220, Overland Park, KS 66211, gceducation.org. ACGC can be reached by phone at 913.222.8668.

XI. Student Grievance Policy And Procedures

- The KGI SPHS espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The School believes that most student grievances can be satisfactorily resolved in this manner.
- The student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints without fear of retribution, which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, or handicap.
- The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

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

1. Consulting with the Faculty Member(s) or Staff Involved

The student shall first attempt to resolve the grievance with the faculty member(s) or staff involved. If the student and the faculty member(s)/staff involved in the matter cannot resolve the grievance, the student shall consult with the Program Director. Faculty member should complete a “Student Encounter Form” to document the conversation.

2. Consulting with the Program Director or Program Coordinator

If the student and faculty member cannot resolve the grievance, the student must submit a written, signed statement to the appropriate Program Director or Program Coordinator describing the specifics of the grievance within five (5) business days following the occurrence of the incident. Non-written complaints or written complaints received after this deadline may not be accepted. The Program Director will provide a written decision to the student.
3. **Consulting with the Associate Dean of Academic Affairs (ADAA) for the SPHS**

If the student wishes to appeal the decision of the Program Director, they must do so in writing to the Associate Dean of Academic Affairs for the SPHS within **two (2) business days** of receipt of the written decision from the Program Director. The Program Director will forward all written materials to the ADAA for consideration. The ADAA will provide a written decision to the student.

4. **Consulting with the SPHS Dean**

If the student wishes to appeal the decision of the ADAA, they must do so in writing to the SPHS Dean within **two (2) business days** of receipt of the written decision from the ADAA. The Program ADAA will forward all written materials to the Dean for consideration. The Dean will meet with the student and appropriate personnel, and provide a written decision within **ten (10) business days** of receiving the appeal. The Dean’s decision is final.

A. **Admissions-Related Grievances**

   1. **Consulting with the Program Director or Program Coordinator**

   The prospective student shall first discuss the grievance with the Program Director or Program Coordinator. If the grievance cannot be resolved through discussion, the student must submit a written signed statement to the Program Director or Coordinator describing the specifics of the grievance within **ten (10) business days** following receipt of the admissions decision. Non-written complaints or written complaints received after this deadline may not be accepted. The Director or Coordinator should respond in writing within **ten (10) business days**. Students who disagree with the decision may appeal to the Associate Dean of Academic Affairs. The appeal should be made in writing within **ten (10) business days** from the date the decision was received by the student.

   2. **Decision by the Dean**

   No later than **ten (10) business days** after receipt of the written complaint, the Dean will render a decision regarding the matter in writing. Students who disagree with the decision may appeal to the President. The appeal should be made in writing within **ten (10) business days** from the date the decision was received by the student.

   3. **Final Decision by the President**

   No later than **ten (10) business days** after receipt of the written complaint, the President will render a decision regarding the matter. The student shall be notified in a timely manner in writing of the President’s decision. The decision of the President is final, and there shall be no further appeal.

B. **Intercampus Complaints**

Complaints by a student, including alleged discrimination on any basis, relating to an individual affiliated with one of the other Claremont Colleges may be directed to the Dean of Students.
When a KGI student is on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that college as well as those of the Institute. If a student of another of The Claremont Colleges violates the regulations of the host college, judicial action may be brought against that student at his/her home college. The name of the student concerned, along with all pertinent information, will be sent to the dean of students of the college involved.

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

C. Complaints Related to ACGC Standards

Any person concerned about the quality of a Genetic Counseling Program accredited by the Accreditation Council for Genetic Counseling (ACGC) may contact the ACGC Executive Office. Complaints regarding a program should be made in writing to the ACGC Executive Office. The ACGC Board will consider and investigate those complaints containing allegations which, if substantiated, may indicate noncompliance with accreditation standards. For more specific information on these policies and procedures for filing a complaint, please visit the website (http://gceducation.org/Pages/Appeal-and-Complaint-Policies.aspx).

D. Complaints Related to WASC Standards

KGI has an obligation to respond to any written complaints by students lodged against the School that are related to the standards of the accrediting body. At any time, the student or prospective student can contact WASC directly through the website (http://www.wascsenior.org/comments) to access the standards and the procedures for filing a complaint.

If the student or prospective student prefers to discuss the complaint locally with the School’s administration, the student is encouraged to present the complaint (in writing) to the Office of the Dean. These complaints will be recorded and provided to WASC upon request.

E. State of California Complaint Process

An individual may contact the Bureau for Postsecondary Education for review of a complaint. The bureau may be contacted at:

- Address: Bureau for Postsecondary Education
  2535 Capital Oaks Drive, Suite 400
  Sacramento, CA 95833

- Telephone: 916-431-6924
- FAX: 916-263-1897
- Website: http://www.bppe.ca.gov

XII. Student Professionalism and Conduct

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

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

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

For more information and details about Campus Computing and Networking Resources Policy see Appendix C.
Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont Colleges Services.

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

1. Scope:

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

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

2. Purpose:

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

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

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

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

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

4. **General Policy**

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

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

b. **Individuals are responsible for their own use.**

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

5. **Prohibited Uses:**

a. **Social media postings must not violate HIPAA.**

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

b. **Social media postings must not violate FERPA.**

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

c. **Social Media postings shall not be unprofessional nor discriminatory.**

You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role at KGI.

d. **You may not disclose any financial, proprietary, or other confidential information of KGI.**

e. **You may not present yourself as an official representative of, or spokesperson for, KGI.**

f. **You may not utilize KGI’s trademarks or logos without permission of the Marketing Department of KGI.**

g. **You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.**

h. **You may not utilize websites and/or applications in a manner that interferes with your work responsibilities.**

That is, do not tie up KGI or institutional partner computers or phone lines with personal business when others need access.

i. **Faculty shall employ the highest professional and ethical standards in any social media interactions with students enrolled at KGI.**

6. **Violations/Enforcements**

The disciplinary procedure for faculty and staff described in the KGI Faculty and Staff Handbooks is applicable to violations of this policy. Student disciplinary actions will be undertaken according to established policies and procedures within the school Handbook in which a student is enrolled. Failure to comply with the policy requirements may result in sanctions ranging from counseling to suspension pending termination. Violations of federal and state laws may also result in criminal or civil action undertaken by the government.

7. **Employee Affirmation/Acknowledgement**

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

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

8. **Guidelines For Ethical And Professional Behavior**
a. **General Guidance**

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

b. **Social Media Best Practices/Permitted Uses**

Individuals in the KGI community must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful. Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Further, litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

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

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

c. Suggested Best Practices for e-Professionalism

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

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

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

C. Scientific or Research Misconduct
Scientific or research misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, and does not include honest error or honest differences in interpretation or judgments of data. (Further information can be obtained from the U.S. Office of Research Integrity, Department of Health and Human Services, who’s Web site can be found at www_ori_dhhs_gov.) Possible incidences of misconduct are to be reported immediately to the Dean of the School of Pharmacy, who will initiate the appropriate procedures.

D. Dress Code Policy

Students must maintain a neat and clean appearance appropriate for a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. General requirements that apply to all academic settings are as follows:

Demonstrate good general hygiene, which includes regular bathing, use of deodorants, and maintaining good dental hygiene. Wear clothing that is clean and is not torn. Wear clothing that covers the midriff and does not expose breasts, buttocks, or underwear. Hats* are not permitted. Wear shoes (flip-flops not permitted). Clothing with profane or offensive language or pictures will not be worn.

*This does not apply to headgear considered a part of religious or cultural dress.

- Each student’s school identification must be worn at all times.
- Hair should be kept, well groomed and neat.
- No visible tattoos, unless unavoidable.
- Body piercing, other than earrings, should be removed or covered. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.

* This does not apply to nose rings for religious or cultural purpose.

- Clothing should be clean, neat, and in good repair (no visible holes or rips).
- Shoes should be clean.

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

It is important for students to dress appropriately at all times in the clinical and community settings, even if there just to observe, or to work on case prep or follow-up. This is an essential part of appearing as a professional. Be mindful of your grooming, hygiene and posture as supervisors and patients pay attention to how you carry yourself. Women should wear professional skirts, or dresses, nice ankle-length slacks or khakis, sweaters, and blouses/tops/polo shirts. Men should wear nice ankle-length slacks or khakis, polo shirts, sweaters, or dress shirts with or without a tie. Clinging fabrics and tight outfits are not appropriate. Provocative clothing styles are not appropriate, nor are piercings or attire that might appear unprofessional or culturally insensitive to patients. Clean, professional, and comfortable shoes should be worn; athletic footwear, sandals, bare feet or exposed toes are not appropriate. Shower daily. Avoid distracting perfumes or colognes. Make-up should be kept at a minimum. Nails should be well manicured and of a length which does not interfere
with clinical activities. If there are questions about what is appropriate the student should ask the supervisor or the Program Director.

Beyond dress and demeanor, genetic counseling students are expected to conduct themselves in a professional manner at all times. Please read the NSGC Code of Ethics (https://www.nsgc.org/p/cm/ld/fid=12) for a description of the professional attributes that form the core of the goals and values of the genetic counseling profession.

**REQUIREMENTS FOR DRESS ON CAMPUS OR OTHER ACADEMIC SETTINGS**

On campus academic settings include classrooms, laboratories, clinical activities, and presence on campus for any purpose including after school hours and weekends. The following dress requirements must be followed at all times and will be enforced by faculty and administrators. No exceptions will be made. Noncompliant students will not be permitted to participate in the activity and will be unexcused for that activity.

When working in a laboratory or clinical setting the following policies will be in effect:

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

**E. Honor Code**

1. **Statement of Philosophy**

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

2. **General Principles**

   Principles inherent in this Code include:

   a. Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
   b. Students shall conduct themselves in a manner that upholds their reputation of honesty and integrity in order to promote an environment of trust.
   c. It is the obligation of the students to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.

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

In addition, KGI students shall not:

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

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

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

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

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

f. Submit modified or changed completed tests, answer sheets, or assignments for regrading.

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

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

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

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

Genetic counseling students are subject to the same level of conduct as all KGI students. KGI genetic counseling students shall also conform their conduct to the ethical and moral standards of the pharmacy profession as articulated in the SPHS Student Clinical Code of Conduct.

In addition, the KGI student shall not:

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

b. Purposely furnish false information.

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

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

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

5. **Violation of Civil Law**

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

6. **Penalties**

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

b. Committee Sanctions: One or more of the penalties will be applied to offending students depending on the severity of the infraction and whether or not the student has previously been in violation of the Honor Code or Clinical Code of Conduct.
Probation: Probation can be of three types.

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

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

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

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

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

a) Loss of eligibility for one or more of the following:
   a. Holding or running for elected office in student professional organizations;
   b. Representing the Institute in any capacity both on campus and away from campus;
   c. Competing for honors and distinctions;
   d. Active participation as an elected representative or member of an honorary organization.

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

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

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

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

c) Course failure.

d) Suspension or separation from the program and the Institute.
Note: Violation of the terms of level-three probation may result in extended probation, suspension, or separation.

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

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

7. **Honor Code Procedures**

   a. **General Statement**

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

   i. The Dean of Students is responsible for the overall administration of all honor code procedures. The Dean of Students also coordinates an initial investigation of all alleged violations, are responsible for scheduling the SCC meetings and hearings, and overseeing penalties.

   ii. The SCC serves as a hearing board for incidents of misconduct involving violations of the KGI Honor Code and SPHS Student Clinical Code of Conduct. The SCC is responsible for conducting investigations and making recommendations to the Dean as to whether a violation occurred in all cases in which the student accused of a violation denies guilt. In cases where a violation has been found to occur, the Dean may ask the SCC for a recommendation as to the penalty.

   iii. The Dean is responsible for deciding upon penalties in cases where a student has admitted to guilt or in cases where the SCC has been asked to make a decision but not recommend a penalty. The Dean is also responsible for implementing academic penalties, suspensions, or separation from the Institute.

   iv. The Dean will address appeals regarding recommendations made by the SCC.

   v. The President will address appeals when one of the following situations is thought to have occurred: a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error took place.

   b. **Organization of Student Conduct Committee**

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

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

c. Process
   i. Initial Charge and Preliminary Investigation

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

Upon receipt of an Honor Code Intake Form, the Dean of Students will notify the accused student that a complaint has been filed and inform the accused student of his/her rights under the Honor Code Policy (see below, section H). A Receipt of Acknowledgement document will be sent to the student. This document is a statement that the student received the "charges" filed against them. Both forms are to be signed and returned the document to the Dean of Students within two (2) business days from the date of the written correspondence, whether they agree with them or not. The Receipt of Acknowledgment Form is just an acknowledgment of the charges that are pending, and not a plea or an admission of guilt. All letters will be sent via email or hand delivered requiring a student signature if the student is on campus. This will demonstrate and confirm proof of delivery.

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

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

ii. Process following preliminary investigation.

a. For cases where dismissed by DOS:

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

b. For cases where there is admission of culpability: Resolution of complaint through admission of responsibility

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

c. For cases where there is no admission of culpability:

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

Within five (5) business days of referral of the case to the SCC, the Chair of the committee will provide a copy of the referral memo to the accused student(s). In addition, the Chair will schedule an initial hearing for any charged student with the Committee. This hearing should be held within ten (10) business days of the referral of the case to the Committee. If there is an extenuating circumstance that causes a delay in any of these timelines, the student will be notified. Note: Business day(s) refers to official business days — not holidays, weekends or when regular classes are not in session.
The Chair of the SCC will present evidence at the SCC meeting. The accused student(s) shall meet with the Committee and be afforded an opportunity to defend him/herself. The accused student does have the right to solicit advice and to offer witnesses to support his/her position.

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

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

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

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

8. Appeals
   a. Appeal to the Dean

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

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

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

Keck Graduate Institute
b. Appeal to the President

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

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

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

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

**Appeal to the Dean**

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

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

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

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

c. Appeal to the President

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

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

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

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

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

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

9. Rights of the Student

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

a. The right to a reasonable amount of time to prepare for his/her hearing;
b. The right to a prompt hearing;
c. The right of being presumed innocent until proven guilty;
d. The right to solicit advice;
e. The right to appeal;
f. The right to know his/her accuser;
g. The right to expect that the SCC will deal with his/her case in a confidential manner.

10. Notes and Definition

a. The word student in this manual refers to any person who is enrolled in any course offered by the KGI.
b. The words professor or instructor in this manual refer to any person who is authorized by the Institute to hold and teach a class sponsored by the university or precept a student during an off-campus practice experience.
c. The words institute and school refer to KGI and Riggs School, KGI SPHS or KGI MSGC or MSGDA, respectively.
d. The phrase SCC refers to that committee that is assigned by the Dean of each school to review situations in which students are involved in academic, nonacademic, or professional misconduct.
e. The word handbook in this document refers to the edition of KGI’s Student Handbook in effect at the time of the offense.

f. The word day(s) refers to official business days — not holidays, weekends or summer session.

KGI reserves the right to change, delete or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.

F. Student Clinical Code Of Conduct

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

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

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

The Human Genetics student should read, discuss and sign the KGI Clinical Code of Conduct prior to enrollment.

1. Respect and Concern for the Welfare of Patients

The Human Genetics student will:

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

The Human Genetics student will:

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

3. **Responsibility and Sense of Duty**

The Human Genetics student will:

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

4. **Professional Demeanor**

The Human Genetics student will:

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

5. **The Human Genetics Student**:

- Should be challenged to learn, but should not be belittled, humiliated, or abused in front of patients, peers, or other health professionals.
- Should not be sexually harassed, either verbally or physically.
- Should not be discriminated against on the basis of gender, race, religion, or sexual preference.
- Should be a participant in patient care decisions whenever possible.
- Should have his/her genetic-related education take priority over routine menial tasks.
- Should report committed infractions against the above standards to his/her Program Director as soon as possible so that appropriate actions take place to resolve the matter.
If a student feels that program leadership or other professional has committed infractions against the above standards, he/she has the responsibility of informing program leadership, whether by direct contact or by way of an honest evaluation at the end of a rotation, of such feelings so that they can improve his/her performance.

NOTE: The above standards of conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the KGI Human Genetics and Genetic Counseling Program.

G. Protocol for Bias Related Incidents

1. Statement of Purpose

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

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

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

2. California Law Regarding Hate Crimes

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

a. "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:
   i. Disability
   ii. Gender
   iii. Nationality
   iv. Race or ethnicity
   v. Religion
   vi. Sexual orientation
   vii. Association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

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

4. **Responding to Incidents**

   a. Any person, including faculty, staff, students and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff\(^1\) and/or campus safety before taking any action (such as disposing or removing evidence, altering scene, etc.).

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\(^1\) Preference is for the first level on-call staff to be notified. Appropriate staff include: RAs, proctors, sponsors, and deans.
b. College staff and/or campus safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.

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

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

e. The Dean of Students shall preserve the evidence or copies of same. In incidents of a criminal nature, or where otherwise deemed appropriate, campus safety shall also maintain records of the incident. Communication among the colleges will pass from the Chief Student Affairs Officer or the Chief Administrative Officer\(^2\) of the institution where the incident occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative Officer at TCCS. In the event that the Chief Student Affairs or Administrative Officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the Chief Student Affairs or Administrative Officer as quickly as possible.

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

f. Each school and TCCS shall create and/or follow an established internal policy to communicate information regarding the incident. A campus might choose to include one or more of the following:
  i. Notification procedures for personnel responsible for the handling the incident are in place, including communications officers
  ii. Email/and or web dissemination of the notification to all faculty, staff and students;
  iii. Paper mail dissemination of the notification to all faculty, staff, and students;
  iv. Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;

\(^2\) The chief student affairs officer is the Vice President for Student Affairs and/or Dean of Students. The Chief Administrative Officer refers to the CAO at TCCS.
v. Utilizing RAs, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
vi. Notifying any other appropriate college-specific body at that institution that may be charged with handling matters of this nature—Diversity Coordinating Committee at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
vii. Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident. ³

g. Each institution will insure that residence life staff members are instructed about response protocols for such incidents.
h. Each institution will provide information to its community about reporting protocols.
i. TCCS will insure that Campus safety officers and dispatchers are instructed about response protocols for such incidents.
j. The chief student affairs and administrative officer will keep a log of incident communications originating from his/her institution. The log shall include a description of each incident, and the institutional and/or police response to the incident. ⁴

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

H. Sexual Discrimination, Harassment and Misconduct Policy

What is Title IX?

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

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

Pursuant to Title IX and its regulations (34 C.F.R. Part 106), KGI’s Title IX Coordinator is the designated university official with primary responsibility for coordinating the university’s compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination. For more information and a full copy of KGI’s Sexual Discrimination, Harassment, and Misconduct Policy, please visit our website at: http://www.kgi.edu/about-kgi/consumer-information/safety-and-sexual-misconduct

³ Session(s) may be repeated, and timing should relate to the time and nature of incident.
⁴ Information required to be kept confidential pursuant to law shall not be disclosed in these logs.
For questions or more information please contact the Title IX Coordinator:
Brittany Raygoza
Title IX and Clery Coordinator
Brittany_Raygoza@kgi.edu
909.607.9649

XIII. Academic Policies & Procedures

A. 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.

B. Academic Standards

High academic standards are critical to ensuring academic integrity and quality at KGI. Each academic term, students identified as not meeting the requirements for minimum progress will be reviewed by the Human Genetics Progressions Committee to 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: students placed on academic probation are required to work with The Division of Student Affairs and the Program Director or Coordinator to develop a suitable plan to make every effort to ensure adequate academic progress in the subsequent semester.

C. General Matriculation Rules and Guidelines

1. Student attendance in classes is mandatory.
2. Students are required to stay updated on school/class activities by checking their KGI e-mail account and the Learning Management System (Sakai), daily.
3. Fieldwork or Internships will be provided off-campus. The site will most likely be in an area not near KGI and Claremont. Students are responsible for their transportation and their own housing based on their assigned site during this period. Students must remain flexible to work hours demanded by the site, and will attend all meetings required by their supervisors.
4. A student must complete all graduation requirements in order to graduate.
5. The faculty reserve the right to revise the curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases,
however, the production of well-prepared graduates will prevail as the dominant concern.

6. The Human Genetics programs will graduate only those students deemed ready to accept the moral, ethical, and professional responsibilities of the practice of genetic counseling, and consequently reserve the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.

- Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence, or enroll in a course without having satisfied the prerequisites.
- A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
- A student may be dismissed from the program, after due process, due to violations of the KGI SPHS Academic Progression Policy.

a. MSGC

To qualify for graduation, a student must have achieved:

- 72 Credit Hours completed
  - 40 Credit Hours didactic curriculum
  - 26 Credit Hours of Fieldwork Experiences
  - 6 Credit Hours of Research Thesis completed

- Other KGI financial requirements and obligations must also be met.

b. MSGDA

To qualify for graduation, a student must have achieved:

- 67 Credit Hours completed
  - 48 Credit Hours didactic curriculum
  - 6 Credit Hours of electives from chosen degree emphasis
  - 400 hours of Summer Internship experience
  - 12 Credit Hours of Capstone completed

Other KGI financial requirements and obligations must also be met.

D. Credit Hour Policy

All full-time students at KGI are required to be enrolled in a minimum of 12 semester. 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 10.5 semester credits per term). In order to be considered half-time, graduate students must be enrolled in at least six credits per semester.
E. Cross-Registration for Summer Courses

Keck Graduate Institute offers summer Upper-Level Undergraduate 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 6 students. If the minimum is not met, the class may be cancelled.

F. Registration and Enrollment Procedure

To be considered for registration, a student must be enrolled, pay tuition and fees, and complete Human Genetics and Genetic Counseling program 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 Registrar’s Office.

1. Student Portal

Students have access to their student portal to view their registration at https://kgi.empower-xl.com/. If a student has questions about registration, they should contact the Registrar.

2. Adding/Dropping

Course Adds/drops are generally not allowed for required courses in the Human Genetics and Genetic Counseling program. They may be considered for elective courses. Changes to electives should be discussed and approved by the Program Director or Coordinator. All changes to the student’s registration will be communicated to the registrar by the Program Director or Coordinator.

3. Late Registration

It is important to enroll, register, and pay fees in a timely manner to avoid any financial aid implications. Registration deadlines fall towards the end of the semester in the Human Genetics Programs, students who are not paid in full will not be admitted to class.

4. Holds

KGI will not release transcripts for students with financial obligations to the Institute.

5. Financial Obligations
Tuition, fees are billed and payable as follows:

<table>
<thead>
<tr>
<th>Billing Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 6th</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1st</td>
</tr>
<tr>
<td></td>
<td>September 4th</td>
</tr>
<tr>
<td></td>
<td>January 22nd</td>
</tr>
</tbody>
</table>

The following fees will be charged as appropriate:

- **Late Payment Fee**: The greater of 1% of the past due Student Account Balance or $50**
- **Late Registration Fee**: $50.00
- **Returned Check Fee**: $25.00

For questions regarding your tuition bill, please visit the Student Accounts website [http://www.kgi.edu/current-students/student-accounts](http://www.kgi.edu/current-students/student-accounts) or email Student_accounts@kgi.edu

**Late Payment Fees are assessed and accrued on a weekly basis beginning one week following the tuition due date OR the Monday subsequent to the tuition due date, whichever is later. Please note: unpaid student fees from offices at the Claremont Colleges Services (TCCS), including the Student Health Center, Library, and Campus Safety are added to KGI student accounts and, also, are subject to accrue a 1% late fee. Any unpaid balance may result in removal from registered classes and student systems and programs such as Sakai and Student Government activities. Lastly, a hold will be placed on diplomas, transcripts and registration until the balance is paid in full.**

6. **Withdrawal and Refunds**

A student who attends the first day of class is expected to pay tuition for that semester. A student who decides to withdraw during the first two weeks of class may receive a partial refund. They will forfeit their deposit and will be charged for each day of attendance on a prorated basis.

After two weeks of class, there is no refund. Note that if a student has already received checks from KGI for credit balances on student tuition accounts before withdrawal, the student will be required to reimburse KGI for all or part of the original credit balances. Please see the section on financial aid.

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During orientation</td>
<td>Full refund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up through 60% based on the completed number of days in the term.</td>
<td>Prorated by percentage of calendar days in term before withdrawal</td>
</tr>
</tbody>
</table>
Beyond 60% of the calendar days in the term | No refund

G. Attendance Policy 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.

H. Attendance

Students are expected to attend and appear on time at all classes, workshops, required seminars and other instructional activities associated with the courses in which they are enrolled. Because teamwork is such an integral part of KGI’s learning environment, attendance is important not only for the particular student but also for his or her colleagues. Each instructor will set specific attendance and participation requirements for courses. Students should make prior arrangements with the instructor in the event that missing classes is unavoidable and may be penalized for missing classes if prior arrangements have not been made.

I. Tardiness Policy

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 to the course coordinator.

J. Canceling Classes

1. 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.
   
   a. 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.
   
   b. 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

2. Procedure for Canceling Classes:
   
   a. Only a President or Acting President of a member college may cancel classes on a single campus.
   
   b. 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.
   
   c. 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.
   
   d. If possible, any announcement canceling classes should include a statement about how or when canceled classes will be made up.
e. 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; and
- The CEO of TCCS shall also be notified.

f. Notice shall be given by telephone and by email.

g. 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)

h. 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 June 9, 2004.

K. TCCS Policy on Recording and Taping

1. Purpose

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

2. Advance Permission Required

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

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

3. Criteria and Limits

Generally, recording, photography or videotaping which is carried out by the college and is intended for educational or public affairs use will be permitted (subject to legal, logistical and security concerns detailed below). Recording, photographing or videotaping is permitted at graduation and graduation events ABSENT restrictions to the contrary.
Similarly, recording, photography or videotaping which is carried out by a commercial or entertainment entity designed primarily for entertainment or commercial use, will not be permitted absent appropriate consent from all necessary parties and payment of any required fees.

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

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

4. Individual Faculty and Students

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

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

L. Academic Progression

For a student to successfully progress through the program the student must maintain good academic standing (> 70% or passing in all courses) and complete required coursework in the appropriate sequence. High academic standards are critical to ensuring academic integrity and quality at KGI. A Progression Committee will review student progression and make decisions relative to the promotion, remediation and dismissal of students in the program. The Committee will be comprised of the Program Director, Program Coordinator, Associate Dean of Academic Affairs, a Human Genetics program faculty member, a SPHS faculty member and, as needed, a clinical supervisor involved in the education and training of the student. The Progression Committee will meet when a student fails to meet the criteria for progression as described below.

All students in the program will be required to maintain a GPA>2.75 and pass all courses in a given semester to progress to the next semester. Students will have an opportunity to explain any special circumstances to the Progression Committee. Based on the review of the
student’s performance; the Committee will make a recommendation to the Dean for a remediation plan, placement on probation, or withdrawal from the program.

Students who have only failed one course in the semester will have the opportunity to remediate the course prior to the beginning of the next semester by working with the course coordinator. The course coordinator will develop a remediation plan that will be an abbreviated program of restudy designed to meet the needs of the students who is repeating the course. Remediation may include retaking of the examinations, rewriting of papers or completing special projects to demonstrate proficiency in the course. Students failing two or more courses in a semester will either repeat the courses the next time the courses are available or be withdrawn from the program. A student whose cumulative GPA drops below 2.75 will be placed on probation and will be given one semester to raise their cumulative GPA to 2.75. Failure to meet this requirement will typically result in dismissal from the Institute. Students obtaining a 2.75 or below are in jeopardy of not progressing successfully through the program and are expected to work with program leadership, faculty, teaching assistants, tutors, and student affairs staff to ensure they avail themselves of every opportunity to succeed.

Remediation for clinical internships may be required if a student is not performing at the program’s expected levels of competence. Student evaluations or verbal and written communications with the clinical supervisors, the program leadership may indicate unsatisfactory performance. The Progression Committee will develop a specific remediation plan that may include repeating the clinical internship. Failure to remediate the clinical requirements can result in the student’s withdrawal from the program.

M. Grading and Transcript Validations

The Human Genetics Programs uses the grading system below to determine a student’s level of mastery. Quality points will be used to calculate a grade point average (GPA) for purposes of assigning scholarships, class ranking, and honors at graduation. The Institute is on a 4 point grading system. The following grade notations are used in calculating the GPA, which is the quotient of the total quality points divided by the total hours attempted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Score</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 to 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70 to 76</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>0</td>
</tr>
</tbody>
</table>

*Final percentages ending in the decimal 0.45 or higher will be rounded up. Numbers ending in 0.44 or lower will be rounded down. There will be no exceptions to this policy.*
1. **Grades Not Calculated in GPA:**
   - AU = Audit
   - P = Pass
   - NP = No Pass
   - W = Withdrawn (student withdrew after drop deadline)
   - I = Incomplete
   - -- = In Progress

2. **“Incomplete” (I):**
   The grade of “I” (incomplete) is to be given only to students whose work in a block or course has been qualitatively satisfactory, but due to illness or other circumstances beyond their control the student is unable to complete the requirements for the module during the regularly scheduled time period. In no case should the grade of “I” be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases where this grade is given, the student may not progress in the curriculum until the “I” is removed by completing work assigned by the instructor. Work must be completed prior to the end of the next semester otherwise the “I” becomes an “F”.

3. **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 Services:

- Claremont Graduate University  CGU
- Claremont McKenna College  CMC
- Harvey Mudd College  HMC
- Pitzer College  PIT
- Pomona College  POM
- Scripps College  SCR
- KGI School of Applied Life Sciences  ALS
- KGI School of Pharmacy  PHAR
- KGI Human Genetics Programs (Genetic Counseling, Genomic Data Analytics)  GENE

4. **Official Transcripts:**
   Official Transcript Fee is: $10.00 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 place a request during the semester 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.

Download and print the transcript request form. Deliver the completed and signed form to us via one of these methods:

**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: $10.00 per transcript. Payments for fees can be made by cash or check. 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

**N. Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards**

1. **Probation**

A student who exhibits unsatisfactory or deficient academic performance or inappropriate professional conduct will be placed on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The ADAA, Program Director or Coordinator may recommend that the Dean suspend students who have not fulfilled the terms and conditions of their probation.

a. **Academic Probation/Withdrawal “Not in Good Academic Standing”**

If a student’s performance is unsatisfactory on any academic program requirements, the student will be placed on academic probation. The Program Director or Coordinator will acknowledge the student’s placement on academic probation and will specify the terms of probation in a written document. This letter will be cc’d to the SPHS Dean and ADAA. Included in this document will be:

i. A statement outlining the area of deficiency,
ii. A statement reiterating the School’s Withdrawal Policy, and
iii. The terms and conditions for returning to good academic standards.

This document will be delivered either by email, certified mail or hand-delivered to the student. The student must sign a copy acknowledging receipt of the letter and return it
to the Program Director or Coordinator. A copy of the letter will be submitted to the Dean.

Under normal circumstances, a student will be removed from academic probation once he/she has successfully passed all deficient assessments/objectives. During academic probation a student is required to meet regularly with the Program Director or Coordinator, the Dean of Students, or the faculty mentor.

b. Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by the School or the respective pharmacy practice sites. This also includes online behavior and interactions, including social media. At all times, intentional or otherwise, student pharmacists must be aware that the violation of legal statutes (e.g., HIPAA, etc.), and Institute and School of Pharmacy policies and procedures (e.g., Professionalism Policies, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions up to and including probation or dismissal from the Institute. Please see the section on “STUDENT PROFESSIONALISM AND CONDUCT” in this handbook.

Matters involving a student’s inappropriate professional or personal behavior will be brought to the attention of the Dean of Students in writing. The student will meet with the Dean of Students. The issue will be resolved or referred to the Student Conduct Committee, in either case the outcome will be documented using the student intervention form.

The Student Conduct Committee may recommend that the Program Director or Coordinator place the student on Probation for Professional or Personal Misconduct, and will specify the terms of probation. The Program Director or Coordinator will acknowledge the student’s placement on probation as described above.

The ADSA shall be responsible for monitoring the student’s progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the ADSA shall communicate to the Program Director or Coordinator that the student be reinstated to non-probationary status.

2. Suspension

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct. The Program Director or Coordinator, ADAA or the Student Conduct Committee, after appropriate review, may recommend that the Dean suspend a student from the program.
The Dean will notify the student of his/her suspension, including the terms and conditions of the suspension, as soon as possible but within ten (10) business days. The decision shall be delivered to the student by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in effect. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any School or Institute events that are not open to the general public.

Following the suspension period, the student may petition the Dean in writing, to allow him/her to return. The Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the student.

3. Termination

The Dean of the KGI SPHS reserves the right to terminate a student at any time in order to safeguard the School's standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the School are cause for immediate termination of the student. A student who is terminated may not be reinstated under any circumstances.

a. Total Withdrawal

Attendance at the School is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The Dean of the KGI SPHS reserves the right to require withdrawal at any time they deem necessary to safeguard the school's standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation.

b. Voluntary Withdrawal

Application for voluntary withdrawal from the School must be made in writing to the ADSA in the SPHS. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the SPHS's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Dean of Students will notify the Dean and will provide the student with the forms necessary to process the official withdrawal. A student, who leaves the School without notifying the Division of Student Affairs and completing the established withdrawal procedures within 30 days, will automatically be terminated from the Institute and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Dean of Students, the Dean, the KGI Registrar, and the President of KGI. This form will be available in the Division of Student Affairs.

c. Mandatory Withdrawal
As stated in Academic Policies and Procedures above, students who have made unsatisfactory progress may be required to withdraw from the program “not in good academic standing”. Students, who leave the School without completing the established withdrawal procedure within 30 days, will automatically be terminated from KGI and will not be considered for re-instatement at a later date.

d. Conditions for Readmission for Students Who Have Withdrawn From the Program

A student who withdraws “in good academic standing” (i.e., not on academic probation) is not assured readmission unless it is a part of the final written decision and/or agreement made between the Dean and the student. Students who have withdrawn voluntarily or been required to withdraw for academic or conduct reasons may request readmission. Requests for readmission should be submitted to the Dean of Students in the Division of Student Affairs by June for the fall semester and November for the spring semester. All petitioners are required to fill out the Application for Readmission for the KGI Registrar and provide requested documentation.

If the petitioner was temporarily withdrawn under defined terms, the Dean of Students will forward the Application for Readmission to the KGI Registrar, and notify the Dean, ADAA, and the Program Director or Coordinator.

If the petitioner withdrew with no written terms for return or was withdrawn from the program, the Dean of Students will forward the Application for Readmission to the Admissions Committee for review. The Committee will then send their recommendation to the Dean, who will make a final decision on readmission. The decision will be communicated to the petitioner, DOS, ADAA, and Program Director of Coordinator. If readmission is granted, the DOS will forward the Application for Readmission and supporting documentation to the KGI Registrar, and the Program Director or Coordinator will send the student an academic plan along with any other stipulations of readmission.

Unless circumstances determined by the Dean warrant, a student who is granted readmission must re-enter at the beginning of the next academic year and register for the entire academic year.

e. Conditions for Reinstatement for Students Who Have Temporarily Left the Program

A student who is delayed for academic reasons, has been suspended, or taken a leave of absence is required to fill out the Application for Reinstatement for the KGI Registrar and provide requested documentation. Requests for reinstatement should be submitted to the Dean of Students (DOS) in the Division of Student Affairs by June for the fall semester and November for the spring semester. The DOS will forward the Application for Reinstatement to the Dean.

If reinstatement is granted by the Dean, the DOS will forward the Application for Reinstatement and supporting documentation to the KGI Registrar, and inform the Program Director or Coordinator. The Program Director of Coordinator will send the student an academic plan along with any other stipulations of reinstatement.
0. 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 apply in writing to the Dean of Students in 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/pyschiatrist 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. 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 school. 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.

1. 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 2 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.

2. 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.

3. 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. It should be submitted no later than June 1st for the fall term and November 1st for the spring term. Students are required to pre-register for courses upon returning from a leave of absence, if applicable. 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.

XIV. Curriculum and Course Descriptions

A. MSGC Goal Of Curriculum

The goal of the curriculum for the Human Genetics and Genetic Counseling program is to help post-baccalaureate students acquire the knowledge and develop skills and attitudes to be competent and confident, practice-ready genetic counselors. The knowledge, skills, and attitudes that we expect of our graduates set the foundation for our Learning Outcomes.

B. MSGC Course Descriptions


C. MSGDA Goal of Curriculum

The goal of the curriculum for the Human Genetics and Genomic Data Analytics program is to provide post-baccalaureate students foundational coursework in human genetics, cutting edge courses in the applied life sciences, and an innovative human genomics curriculum that combine to prepare them for the exciting field of genomic data analytics. This unique program gives students an opportunity to work side-by-side with future genetic counselors and applied life scientists while gaining hands-on experience with the technologies and information that are revolutionizing the future of medicine.

D. MSGDA Course Descriptions

XV. Student Life

A. Student Support Services Information

1. Services and Contacts

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, medicine, pharmacy, genetic counseling and other health-care professions. Both curricular and co-curricular activities are designed to prepare graduates 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 Life, Student Government, Student Support Service and Referrals: Dean of Students, or Assistant Director of Student Affairs /Disability Coordinator

Transcript requests: Registrar

Scholarships/Fellowships: Admissions Office

Student Loans: Financial Aid

Bills and Payments: Business Office

2. Housing

KGI does not currently offer student housing. Many new students tend to either live with local family members or lease an apartment in the immediate Claremont area. Resources are available to assist with locating a place to live. Information about off campus housing is available through the Claremont Colleges Services Office of Real Estate and Housing Services, 1229 N. Dartmouth Avenue. You may visit the office or request to have a housing package mailed to you. Additionally, there is the option of accessing and searching on the TCCS Real Estate Housing Services website: http://blogs.cuc.claremont.edu/realestate/. For more information, contact the real estate and housing office secretary at 909-607-2609. Hours are Monday through Friday, 8:30 am to 5:00 pm.

3. 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.

4. Student Health Services

Primary health care, provided by a staff of physicians, nurse-practitioners, and nurses, is available at the Student Health Services (SHS) located in Tranquada Center at 8th Street and College Way (909-621-8222). The service 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 Service 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.

5. 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. Workshops and groups on a variety of topics are also available. 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. The MCAPS crisis line is available continuously throughout the year, even during the winter and summer breaks. MCAPS is located in Tranquada Student Services Center 757 College Way, Claremont, CA and is open 8:30 am to 5:00 pm Monday through Friday during the academic year. Crisis services are available 24/7 by calling the mail line (909) 621-8202. Some appointments are available after-hours.

6. Student Disability Resource Center (SDRC)

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. The SDRC can be reached at (909) 607-7419, and is located at 757 College Way, Claremont, CA.

7. Health Education Outreach

Health Education Outreach (HEO) is located in the Tranquada Student Services Center, 1st floor. The office 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, lubrication, earplugs, and a library of health and wellness books, periodicals, pamphlets, CD-ROMs and videos. (909-607-3602).

8. EmPOWER Center

The EmPOWER Center formally is the Violence Prevention and Advocacy Center of The Claremont Colleges. The Center works collaboratively 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. Dr. Nancy Arzate, a Project Sister certified counselor, is available at the EmPOWER Center for counseling sessions with students Tuesdays and Thursdays when school is in session.
Kellie Cabrera, also a Project Sister certified counselor, is available on Mondays when school is in session. Dr. Arzate and Ms. Cabrera have received specialized, extensive training to support survivors of sexual violence, dating/domestic violence, or stalking. To schedule with either counselor, call Dr. Arzate at (909) 623-1619 during normal business hours. The EmPOWER Center is located at 1030 Dartmouth Ave, Claremont, CA.

9. **Bookstore**

Huntley Bookstore of The Claremont Colleges is located at the corner of 8th Street and Dartmouth Avenue (909-607-1502). 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. Store hours are 8:30 am to 5:30 pm Monday through Thursday; 8:30 – 5 p.m. on Friday, and 10:00 am to 5:00 pm Saturday.

10. **Library**

The Library is partners with The Claremont Colleges in learning, teaching, and research. We are committed to fostering intellectual discovery, critical thinking, and life-long learning. Accordingly, the Library ties our academic community to varied cultural and scholarly traditions by offering user-centered services, building collections, developing innovative technologies, and providing an inviting environment for study, collaboration, and reflection. Honnold/Mudd Library, located at 800 Dartmouth Avenue, across the street from Huntley Bookstore, holds collections in the arts, humanities, sciences, and social sciences. The Honnold Café and Connection, which houses the Copy Center and the Claremont Card Center, are found in Honnold/Mudd Library. The TCCS Records Center, located at 2038 W. 11th Street in Upland, houses most of the paper journals and a small percentage of books from the library collections. Materials at the Records Center may be requested for delivery or may be browsed on site. 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 Studies 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. Use Blais, the library catalog, to search for library materials.

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 Blais, the online catalog, 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. Most electronic resources are accessible to students, faculty and staff of The Claremont Colleges in their labs, offices and homes, as well as in the library.
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.

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.

11. International Place (I-Place)

International Place of The Claremont Colleges seeks to increase international and intercultural understanding and friendship. I-Place provides services for international students and educational programs for the entire community. Orientation programs, home-stays, support groups, and individual assistance are offered to international students. All students, faculty, staff members, and townspeople are invited to participate in Thursday lunch programs, discussion groups on global issues, and social events.

The highlight of the year is the annual Spring International Festival. The I-Place Lounge, open Monday through Friday from 9:00 am to 5:00 pm, is located at 390 E. Ninth Street on the Claremont McKenna College campus. Just drop by or make an appointment (909-621-8344 or 909-607-3910).

12. Office of Black Student Affairs (OBSA)

The Office of Black Student Affairs (OBSA) works to help students of African descent attain their undergraduate and graduate degrees, and become competent, ethical adults who are confident about their futures. The department has a special interest and responsibility in helping students strengthen their cultural understanding and their social and emotional development. OBSA is located at 139 E. Seventh Street (909-607-3669).

13. Chicano Latino Student Affairs (CLSA)

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. Open Monday through Friday from 8:00 am to 5:00 pm, CLSA is located at Tranquada Student Services Center, 2nd floor.

14. Office of the Chaplains
KGI is served by the Interfaith Chaplaincy of The Claremont Colleges. The Chaplaincy represents, coordinates, and directs the programs of McAlister Center for Religious Activities. McAlister Center offers a full schedule of weekday and Sabbath worship, along with a wide range of events and programs for the Jewish, Roman Catholic, Muslim, Protestant, Buddhist, Latter-day Saint, Christian Scientist, and other communities. There is a meditation chapel and a library, as well as a lounge and chaplains’ office. The Claremont Colleges Volunteer Service Center, which offers diverse opportunities in the local community, is also located at McAlister Center under the direction of the chaplains. The chaplains maintain liaison with religious institutions and social service agencies in the surrounding communities. McAlister Center is also available for use by other student religious groups on the campuses. The chaplains assist students who want to make contact with members of their community of belief and offer counseling for members of the campus community. The Chaplaincy is located in the McAlister Center for Religious Activities, 919 N. Columbia Avenue (909-621-8685).

15. Queer Resource Center

The Queer Resource Center of the Claremont Colleges seeks to foster visibility, community, and activism, and provide resources and events for lesbian, transgender, bisexual, intersex, questioning, gay, and allied members of the Claremont Colleges. QRC is located upstairs in Walker Lounge at Pomona College (909-607-1817).

16. Parking Information

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. At the beginning of each academic year, there is a day designated for Campus Safety to conduct registrations on-campus. Students can also register online at https://vehcite.cuc.claremont.edu/vehcite/login.asp or in-person by going to the Campus Safety Office at 150 E. 8th St.

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, and 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.

17. Campus Safety

Campus Safety protects the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium, 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.
If you have an emergency on campus, call ext. 72000.
If you are off campus call 909-621-8170 or 909-607-2000

18. KGI Safety Policy

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

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

For more information and details about Safety Policy see Appendix G.

19. Reporting When a Stalker is Sighted on Campus

In the event that a KGI student, faculty or staff member has received a court ordered CHO (civil harassment restraining order) against a stalker, KGI will take immediate steps to protect the victim and to report the behavior to Campus Security and police. In order to enforce this policy, the victim must inform KGI (a CSA, Dean, Dean of Students or HR) of the restraining order, provide the stalkers name, description and photo and file a report with TCCS Campus Safety and with the Claremont Police Department. KGI will disseminate the name, description and photo of the stalker and issue timely warnings to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. In the event that there is a report that the stalker has been seen on the KGI campus, this procedure will be followed.

For more information and details about Reporting When a Stalker is Sighted on Campus Policy see Appendix H.

20. Minor Children on Campus

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

For more information and details about Reporting Minor Children on Campus Policy see Appendix I.

21. Presence of Minors on Campus
This policy sets forth KGI’s policy regarding children under the age of 18 (Minors) who participate in activities and programs taking place on KGI property and facilities or under the authority and direction of KGI at other locations. KGI expects all members of the KGI community to adhere to and act in accordance with this policy. Failure to comply may lead to disciplinary action and/or revocation of the opportunity to sponsor programs involving Minors and/or to use KGI facilities.

22. Environmental Health and Safety
Environmental Health and Safety (EHS) provides professional health and safety services to The Claremont Colleges and provides leadership for the health and safety programs for the The Claremont Colleges Services. EHS provides review of the Colleges’ safety and health programs, performs safety audits and provides recommendations for safety program enhancements. EHS investigates accidents, reviews the laboratory safety programs for the Colleges and provides a variety of safety services, policies, procedures and guidance documents. EHS serves as liaison with regulatory and compliance agencies and is charged with certain health & safety inspections for a safe and healthy environment for all staff, faculty and students.

23. Smoking and Vape Free Campus

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

B. Definitions
Smoking means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe, including a hookah pipe, or any other lighted or heated tobacco, plant or other product, intended for inhalation, in any manner or in any form.
Vaping: The term “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
C. Policy

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

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

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

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

5. The following persons and departments are responsible for ensuring that the KGI policy is communicated to employees, students, visitors and others in the KGI community:
   - Student Affairs staff regarding students
   - Director of Human Resources regarding employees
   - Director of Facilities, who is authorized to control and regulate facilities and grounds use as prescribed by this policy.

6. Members of the KGI community may notify the appropriate office of repeat offenders.

7. Related IRB-approved research projects are exempt from this policy. For more information and details about Smoking Policy see Appendix T.

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

B. Student Organizations and Leadership

1. Establishing a Chapter or New Student Organization

Application for a New Student Organization (NSO) is restricted to the Division of Student Affairs. The Assistant Director for Student Affairs in the School of Pharmacy and Health Sciences will serve as the liaison between the Student Pharmacists and proposed organizations. The organization seeking registration will abide by the decision of the Genetic Counseling Program Director.

Procedures for Starting a New Student Organization and Maintaining Active Status

Any students interested in starting a new student interest club and professional organization and seeking recognition from Student Government must fulfill the following requirements:
• An organization must submit copies of its proposed constitution, a list of officers and members (student organization roster), mission statement, and yearly objectives to the Assistant Director of Student Affairs (ADSA) for review. Additionally, the organization must have a minimum of 5 currently enrolled full-time students as active members and one faculty or appropriate professional staff advisors (both advisors must be a full-time faculty or staff member) at the time registration is sought. NSO’s must maintain a minimum of 5 active student members.

• Organizations seeking registration shall be notified within thirty (30) workings days of application of the results of their request.

• Until an organization has been officially registered, it can hold no meetings on Institute property except for organizational purposes. Participation at such meetings is to be limited to interested enrolled students and members of Institute faculty and staff.

• When an NSO changes its constitution and/or by laws, those changes are to be submitted to the Division of Student Affairs for review and approval.

• Student organization recognition is granted on an annual basis. All student organizations seeking recognition for the subsequent year must file for recognition by the spring semester of the current year. The appropriate form is available in the Division of Student Affairs. At other times when there is an officer change, it must be reported to the Division of Student Affairs. Failure to do so may result in the loss of recognition as a sanctioned organization on campus.

• Upon registration, NSO’s will be allocated a mailbox. It is the responsibility of the NSO to check their mailboxes on a consistent basis.

All NSO’s must abide by the most current Division of Student Affairs Policies and Procedures as deemed appropriate for their organization. Failure to meet these aforementioned guidelines can result in the loss of recognition as a sanctioned campus organization.

2. Procedures for Posting and Distribution of Materials
The building and grounds at KGI are private property and materials may not be posted or distributed without the permission and approval from the Division of Student Affairs at KGI. Recognized student organizations may post on KGI bulletin boards, by approval only. Student organizations in violation of any posting guidelines are subject to sanction by Student Government and posting privileges will be revoked.

XVI. Additional Policies and Procedures
A. KGI Student Drug-Free Campus
The Keck Graduate Institute of Applied Life Sciences ("KGI") is committed to providing a safe, healthy, and productive learning and working environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy.

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

For more information and details about Drug-free Campus see Appendix K.

B. Drug-Free Campus and Workplace Policy

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

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

For more information and details about Drug-free Campus and Workplace Policy see Appendix K.

C. Student Use of Alcoholic Beverages on and off Campus

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

This policy should be read in conjunction with KGI’s Drug-free Campus Policy (Appendix K). Students who are KGI employees are also subject to KGI’s Drug-free Campus and Workplace Policy.

For more information and details about the Student Use of Alcoholic Beverages On and Off Campus Policy (Appendix L), including Rules Related to Use of Alcoholic Beverages at KGI-Sponsored Events, see Appendix M.

D. Use of Alcoholic Beverages at KGI-Sponsored Events

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

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

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

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

All KGI students are required and expected to obey the laws and KGI policies and legal agreements governing use of software, downloading of copyrighted music and video files, and copying of other copyrighted materials. Unauthorized distribution of copyrighted material using the KGI information technology system, including illegal or unauthorized peer-to-peer file sharing, can lead to monetary damages and/or criminal penalties for the individual violator.

Because such violations are against KGI’s Code of Conduct (Page 40), KGI’s Policy on Appropriate Use of Campus Computing and Network Resources (Appendix C), the Student Honor Codes and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

For more information and details about Reporting KGI Copyright Policy see Appendix N.

G. Policy on Banning Disruptive Persons from Campuses
1. Background
The Claremont Colleges are composed of seven institutions of higher education, including: The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, the KGI, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, the Claremont Colleges Services shall also be considered part of The Claremont Colleges, as well as any property owned by The Claremont Colleges which is located away from the home campuses.

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

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

2. Policy

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

The authority for this policy emanates from each institution’s right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges.

Under normal circumstances, the Deans of Students, the Director of Campus Safety, or the Chief Administrative Officer of The Claremont Colleges Services shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to fit the event.

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

Bans to one or more of The Claremont Colleges may be temporary or permanent, and shall clearly indicate their length and scope to the person who has been banned.
policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals.
The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or function of the college or colleges. These procedures do not apply to faculty or staff.

3. Procedures Governing Individuals With or Without a Relationship to The Claremont Colleges

a. Regarding Individuals with No Direct Connection to The Claremont Colleges:
   - This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents of a current or former student of The Claremont Colleges.
   - Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Director of Campus Safety.

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

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

d. How the Ban of a Current Student Applies to Colleges:
   Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.

e. How the Ban of a Current Student Applies to the Claremont Colleges Services:
   Depending upon the circumstances of the individual student, the CAO shall determine, in consultation with individual TCCS services and the Dean of Students at the college at which the student is enrolled, the scope and extent of the ban from TCCS services and property. The student shall normally be permitted to make appointments at TCCS offices and services as needed. For “drop in services” that a student might utilize (i.e.
OBSA, CLSA, Chaplains, etc.), the CAO shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments. Generally, banned students shall be permitted to use Honnold Library and the Huntley Bookstore, although TCCS reserves the right to limit and/or suspend privileges where circumstances warrant such action. Circumstances under which a student might be restricted from bookstore and/or library usage include, but are not limited to, students who appear to pose a threat to the health, safety or welfare of other patrons and/or theft from the facility.

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

5. Effective Date & Application of this Policy to New Institutions
Should additional institutions formally join The Claremont Colleges, this policy shall automatically apply to those institutions upon incorporation, including their property in Claremont and elsewhere.

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

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

For more information and details about Explosives, Firearms and Other Weapons Policy see Appendix O.

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

For more information and details about Demonstrations at the Claremont Colleges Policy see Appendix P.

Approved by the Council of the Claremont Colleges, November 7, 2001. This policy is not to be amended or changed without approval of the Council. Purpose and Scope addition approved by KGI President Schuster October 28, 2014. Approved by KGI President June 17, 2014, reformatted and updated November 11, 2014.

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

For more information and details about Reporting Using Bicycles on Campus Policy see Appendix Q.

K. After Hours Room Access
This policy applies to faculty, staff, students and their guests entering campus buildings after business hours from 5:30 pm – 8 am and on weekends.

For more information and details about After Hours Room Access Policy see Appendix R.
TECHNICAL STANDARDS

Technical Standards for Admission, Continuation, and Graduation

The Human Genetics and Genetic Counseling program is committed to providing a genetic counseling degree without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Human Genetics and Genetic Counseling degree program and meet the professional competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the curriculum in order to pursue any career path in genetic counseling. Thus, the standards are prerequisites for admission, continuation, and graduation from the Human Genetics and Genetic Counseling program.

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

The objective of the Human Genetics and Genetic Counseling Program at Keck Graduate Institute is to prepare students for entry into the practice of genetic counseling. An entry-level genetic counselor must demonstrate practice-based competencies and a mastery of a broad body of genetics knowledge. The competencies are categorized into the following domains: Genetics Expertise and Analysis; Interpersonal, Psychosocial and Counseling Skills; Education; and Professional Development & Practice. These domains represent practice areas that define activities of a genetic counselor. The didactic and clinical training components of the curriculum of a genetic counseling program are rigorous and must support the development of the competencies.

The technical standards set forth below establish criteria that go beyond academic requirements for admission and define essential abilities candidates admitted to the program must possess in order to complete graduate training. Candidates for selection to the Human Genetics and Genetic Counseling Program must meet the following requirements:
Must possess the emotional health and psychological stability required for the development of mature, sensitive, and effective relationships with patients and other members of the health care team.

Ability to communicate effectively and sensitively with patients to elicit information from them and to provide information to patients and all members of the health care team.

Ability to receive and interpret written communications in a timely manner in both the academic and clinical settings, including information presented on computer screens.

Ability to receive and send verbal communication during life threatening situations within the acceptable norms of clinical settings, including responding to warnings and alarms, interpreting auscultation, and indications of other diagnostic equipment.

Ability to assimilate, analyze, synthesize, and integrate concepts and to problem solve in a timely fashion.

Ability to exercise sound judgment

Ability to understand ethical issues related to the genetic counseling profession

Ability to maintain a professional demeanor and to relate in a professional manner to patients and other health care professionals.

Ability to accept feedback and respond with appropriate behavior or modification of behavior.

Ability to adapt to changing environments and to function effectively under stress.

I the undersigned applicant have read and understand all pages of the technical standards form. I understand that these technical standards are requirements for admission, continuation, and graduation from the Human Genetics and Genetic Counseling Program.

APPENDIX A-2
TECHNICAL STANDARDS: MSGDA
Technical Standards for Admission, Continuation, and Graduation

The Human Genetics and Genomic Data Analytics program is committed to providing a degree without regard to disability, while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Human Genetics and Genomic Data Analytics degree program and meet the professional competency requirements. Students must demonstrate competence in intellectual, physical, and social tasks that represent fundamentals of being able to successfully complete the curriculum in order to pursue any career path in genetics or genomic data analytics. Thus, the standards are prerequisites for admission, continuation, and graduation from the Human
Genetics and Genomic Data Analytics program. The Human Genetics and Genomic Data Analytics program will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in the technical standards. All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The program reserves the right not to admit any applicant who cannot meet the Technical Standards with reasonable accommodations.

Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. To matriculate into the Program, the applicant must sign the Technical Standards Certification Form documenting their ability to meet the standards. This form is part of the supplemental application. However, if a student cannot demonstrate the required skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Director of Admissions prior to the interview process. If appropriate, and upon the request of the applicant/student, the school will consider technological and other facilitating mechanisms needed in order to train and function effectively as a genomic data analyst. The objective of the Human Genetics and Genomic Data Analytics Program at Keck Graduate Institute is to prepare students for entry into the practice of genomic data analytics. An entry-level genomic data analyst must demonstrate a mastery of a broad body of genetics knowledge. The didactic and experiential training components of the curriculum of a genomic data analytics program are rigorous and must support the development of the competencies. The technical standards set forth below establish criteria that go beyond academic requirements for admission and define essential abilities candidates admitted to the program must possess in order to complete graduate training. Candidates for selection to the Human Genetics and Genomic Data Analytics Program must meet the following requirements:

• Must possess the emotional health and psychological stability required for the development of mature, sensitive, and effective relationships with patients and other members of the health care team.

• Ability to receive and interpret written communications in a timely manner in both the academic and clinical settings, including information presented on computer screens.

• Ability to receive and send verbal communication during life threatening situations within the acceptable norms of clinical settings, including responding to warnings and alarms, and indications of other diagnostic equipment.

• Ability to assimilate, analyze, synthesize, and integrate concepts and to problem solve in a timely fashion.

• Ability to exercise sound judgment
• Ability to understand ethical issues related to the genomic data analytics profession.

• Ability to maintain a professional demeanor and to relate in a professional manner to patients and other health care professionals.

• Ability to accept feedback and respond with appropriate behavior or modification of behavior.

• Ability to adapt to changing environments and to function effectively under stress. I the undersigned applicant have read and understand all pages of the technical standards form. I understand that these technical standards are requirements for admission, continuation, and graduation from the Human Genetics and Genomic Data Analytics Program.

APPENDIX B

Family Educational Rights and Privacy Act FERPA

PRIVACY RIGHTS AND RESPONSIBILITIES
In compliance with the federal Family Educational Rights and Privacy Act (FERPA) and the California Public Information Act, students at KGI are assigned the following four rights in regard to maintained education records:

1. Students have the right to inspect and review education records. Education records are defined as records in any format that directly identify the student and are maintained by the various offices of KGI. Some records may be administered by additional privacy laws and regulations that supersede FERPA, and, therefore, may not be available under this policy. Requests for the inspection and review of education records must be submitted directly to the custodian of the record, following policy and procedure of the office in whose custody the record is maintained.

2. Students have the right to seek to amend education records. In compliance with KGI’s policy, individual offices have established procedures for challenging the content of education records. Students may also submit a written request for review of a particular education record to the appropriate office. Under FERPA, grades are exempted from this provision. Students with concerns about individual grades should contact the Dean of Students.

3. Students have the right to have some control over the disclosure of information from education records. Students may request that KGI restrict the release of directory information by submitting a written request to the Registrar’s Office. Such restrictions remain in effect until cancelled in writing by the student. Students may declare themselves to be tax dependents of their parents and authorize KGI to release non-directory information to parents. Such authorizations remain in effect until cancelled in writing by the student.

4. Students have the right to file a complaint with the Federal Policy Compliance Office, a division of the US Department of Education, for any alleged violation of their rights under

In compliance with FERPA, KGI has designated the following items of information as directory information: name and student user name; local and permanent address; local, cellular, and permanent phone number; e-mail address; date and place of birth; major field of study; dates of attendance; enrollment status; degrees and awards received; most recent previous institution attended; photographs; participation in officially recognized activities. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if released. Unless restricted by the written request of a student, KGI may release directory information without the prior consent of a student. Directory information required for course or classroom participation in courses may not be withheld from faculty and students connected with the particular course. Information that is not directory information is non-directory information and, unless accepted by FERPA, requires the prior written consent of the student for release.

As permitted by FERPA, KGI allows access to student directory and non-directory information by education officials when a legitimate educational interest exists for specific education records. A legitimate educational interest exists when an education official demonstrates a need to know specific information to accomplish instructional, advisory, administrative, research, supervisory, or other administrative responsibilities assigned by KGI. Education officials may include employees, faculty, and staff, designated representatives of KGI, and contracted agents and agencies of KGI. KGI may outsource some operations requiring the disclosure of information from education records. Providers of such services include the National Student Clearinghouse. Education officials, including contracted providers, who receive education records must comply with all FERPA regulations regarding re-disclosure and the privacy of such education records.

Under FERPA, and in compliance with other federal and local regulations, privacy rights in the post-secondary environment are reassigned from parents to students. Nevertheless, FERPA permits institutions to disclose information from education records to parents and to other third party entities in specific situations and under certain conditions. Among these situations are the following: to schools where the student seeks, intends, or has enrolled; in connection with financial aid; to certain government authorities, including US military recruiters; to certain entities conducting studies or audits on behalf of KGI, by federal, state, or local education authorities, or by professional and other educational organizations; in compliance with court orders and subpoena where health and safety are at risk or in the event of student status changes; when violations to federal, state, or local regulations have occurred and violations to institutional policy have been determined in regard to crimes of violence or non-forcible sex acts and, for students under the age of 21, the use or possession of alcohol or other controlled substances; and per additional contingencies set forth in FERPA.

For further information from the United States Department of Education, please visit their website:
http://www.ed.gov/

You can find detailed FERPA information at:
You can find information from the Family Policy Compliance Office (FPCO) at:

TRANSCRIPTS
To request a transcript please contact the Registrar’s Office and provide the following:
- Your full legal name (if you attended KGI under a different name, please include both your current and former names)
- Student ID
- Date of birth
- Dates of attendance/intended degree date
- Address to which we should send your transcript

APPENDIX C

Use of Campus Computing and Network Resources

KGI Policy
1. KGI is committed to responsible, considerate and ethical use of computing and networking resources. KGI and the Claremont Colleges make available computing and network facilities (CNF) resources for use by students, faculty and staff, to carry out the educational mission and legitimate business of the Colleges. We expect and require that all KGI users will demonstrate responsible, considerate and ethical behavior in using these resources.
2. KGI follows the Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources. The Claremont Colleges Policy below applies to all institutions comprising The Claremont Colleges, including the Claremont Colleges Services.
3. Inappropriate use is subject to disciplinary action. KGI or any Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Claremont Colleges Policy
An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.
The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to
collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment. Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

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

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

2. Ownership of CNF Resources

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

3. Privacy & Security

3.1 FILE CONFIDENTIALITY

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

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

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

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

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

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

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

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

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

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

f. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., “spam”) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.


g. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

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

i. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

j. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.

k. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

l. You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable
steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.

m. Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.

n. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

o. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

APPENDIX D

Sexual Discrimination, Harassment and Misconduct Policy

APPENDIX E

Credit Hour Policy

KGI is on the semester system. Each semester (Fall/Spring) is approximately 15 weeks.

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.

Credit Hours Policy
All full-time students at KGI are required to be enrolled in a minimum of 12 credits semester. 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. In order to be considered half-time, graduate students must be enrolled in at least six credits per semester. KGI awards credits in accord with the following criteria: for each 1 credit, a course meets for 1 hour per week in a 15-week semester, as further defined in Section III 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 offers 1.5, 3 and 6 credit courses as outlined below.

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Semester Hours</th>
<th>Total Classroom</th>
<th>Non-classroom</th>
<th>Expected total work</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>90</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>45</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>1.5</td>
<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 as Follows:

1. Lecture, Discussion, Recitation 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.

2. Laboratory 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.

3. 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.
4. **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.

5. **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 courses.

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**APPENDIX F**

**Human Genetics and Genetic Counseling Student Outcomes**
The Human Genetics and Genetic Counseling Program trains graduate students to become competent and effective health professionals, adhering to the Practice-Based Competencies that an entry level genetic counselor must demonstrate. The competencies are categorized into the following domains: Communication Skills; Critical-Thinking Skills; Interpersonal, Counseling, and Psychosocial Assessment Skills; and Professional Ethics and Values. Some competencies may pertain to more than one domain. These domains represent practice areas that define activities of a genetic counselor. The explication below each competency elaborates on skills necessary for achievement of each competency. For a complete list of all sub-competencies, please see [http://gceducation.org/Pages/Standards.aspx](http://gceducation.org/Pages/Standards.aspx) or [https://agcpd.org/Documents/ACGC%20Practice%20Based%20Competencies_13-Final-Web.pdf](https://agcpd.org/Documents/ACGC%20Practice%20Based%20Competencies_13-Final-Web.pdf)

ACGC Practice-Based Competencies

**Domain I: Genetics Expertise and Analysis**

1. Demonstrate and utilize a depth and breadth of understanding and knowledge of genetics and genomics core concepts and principles.
2. Integrate knowledge of psychosocial aspects of conditions with a genetic component to promote client well-being.
3. Construct relevant, targeted and comprehensive personal and family histories and pedigrees.
4. Identify, assess, facilitate, and integrate genetic testing options in genetic counseling practice.
5. Assess individuals’ and their relatives’ probability of conditions with a genetic component.
or carrier status based on their pedigree, test result(s), and other pertinent information.
6. Demonstrate the skills necessary to successfully manage a genetic counseling case.
7. Critically assess genetic/genomic, medical and social science literature and information.

**Domain II: Interpersonal, Psychosocial and Counseling Skills**

8. Establish a mutually agreed upon genetic counseling agenda with the client.
9. Employ active listening and interviewing skills to identify, assess, and empathically respond to stated and emerging concerns.
10. Use a range of genetic counseling skills and models to facilitate informed decision-making and adaptation to genetic risks or conditions.
11. Promote client-centered, informed, non-coercive and value-based decision-making.
12. Understand how to adapt genetic counseling skills for varied service delivery models.
13. Apply genetic counseling skills in a culturally responsive and respectful manner to all clients.

**Domain III: Education**

14. Effectively educate clients about a wide range of genetics and genomics information based on their needs, their characteristics and the circumstances of the encounter.
15. Write concise and understandable clinical and scientific information for audiences of varying educational backgrounds.
16. Effectively give a presentation on genetics, genomics and genetic counseling issues.

**Domain IV: Professional Development & Practice**

17. Act in accordance with the ethical, legal and philosophical principles and values of the genetic counseling profession and the policies of one’s institution or organization.
18. Demonstrate understanding of the research process.
19. Advocate for individuals, families, communities and the genetic counseling profession.
21. Understand the methods, roles and responsibilities of the process of clinical supervision of trainees.
22. Establish and maintain professional interdisciplinary relationships in both team and one-on-one settings, and recognize one’s role in the larger healthcare system.

**APPENDIX G**

**Safety Policy**

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

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

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

III. Information about the Department of Campus Safety
KGI is served by the Claremont Colleges Services Department of Campus Safety, located at 251 E. 11th Street in Claremont, and by a locally assigned security officer in the 517 building, room B122 (phone extensions 18170 and 72677).

The function of Department of Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the colleges, to enforce vehicle and parking regulations and to perform other related duties. Safety personnel are on duty 24 hours a day to handle calls for service: off-campus (909) 621-8170; on-campus, extensions 18170 and 72677. FOR EMERGENCIES, CALL EXT. 72000.

APPENDIX H

Reporting when a Stalker is on Campus Policy

I. Purpose and Scope
In the event that a KGI student, faculty or staff member has received a court ordered CHO (civil harassment restraining order) against a stalker, KGI will take immediate steps to protect the victim and to report the behavior to Campus Security and police. In order to enforce this policy, the victim must inform KGI (a CSA, Dean, Director of Students Services or HR) of the restraining order, provide the stalkers name, description and photo and file a report with TCCS Campus Safety and with the Claremont Police Department. KGI will disseminate the name,
description and photo of the stalker and issue timely warnings to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. In the event that there is a report that the stalker has been seen on the KGI campus, procedure 107 will be followed.

II. Definitions

Stalking: Stalking is defined as "the willful, malicious, and repeated following and harassing" (Kilmartin & Allison, 2007) of an individual in a course of conduct "that would cause a reasonable person fear" (Tjaden & Thoennes, 1998). Additionally, stalking involves persistent harassment over time and often more than one type of activity (Sheridan, Davies, & Boon, 2001). Examples of stalking behaviors include but are not limited to non-consensual communication (such as by unwanted phone calls, mail/email, texting, social networking sites), and physical stalking (such as following, appearing at one’s home or business or school, vandalizing property). Stalking is unlike many other crimes because it involves a series or a pattern of behaviors. Individual events may appear benign, but in the context of the whole are troubling.

Campus Security Officer (CSA): A CSA is defined under the Clery Act as any official of an institution who has significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings. At KGI, individuals designated as CSA’s to receive reports about crimes include Student Affairs/Services Directors, HR Director, and the Secretary to the Board of Trustees.

Civil Harassment Restraining Order (CHO) A civil harassment restraining order is a court order that helps protect people from violence, stalking, serious harassment, or threats of violence. You can ask for a civil harassment restraining order if a person has abused (or threatened to abuse), sexually assaulted, stalked, or seriously harassed you, and you are scared or seriously annoyed or harassed.

Procedure for Reporting When a Stalker is Sighted on Campus

If there is a report that an alleged stalker is seen on the KGI campus, the following procedure will be followed.

<table>
<thead>
<tr>
<th>Action By:</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>One who notices stalker on campus</td>
<td>1. Calls 911 immediately, and then notifies HR, the Dean's Office, Dean of Students or other CSA.</td>
</tr>
<tr>
<td>Campus Security Authority (CSA)</td>
<td>2. Notifies the victim, collects his/her contact information and instructs the victim to immediately proceed to a safe place until further notice from KGI. IF the victim does not have a vehicle on campus, will arrange for a ride to a safe place.</td>
</tr>
<tr>
<td></td>
<td>3. Ensures that Claremont PD (911) has been called.</td>
</tr>
<tr>
<td></td>
<td>4. Notifies Campus Safety that Claremont PD has been alerted via a 911 call.</td>
</tr>
<tr>
<td>Campus Safety/Police</td>
<td>5. Places the 215 York, 517 NW, 535 SE and 535 SW doors in controlled mode which will require an active KGI ID card for entry.</td>
</tr>
<tr>
<td></td>
<td>6. Considers adding the KGI campus and possibly The Claremont Colleges campus to the CHO, using the Campus Safety report and Claremont PD report.</td>
</tr>
<tr>
<td>Director of IT</td>
<td>7. <strong>Deactivates</strong> stalker’s KGI ID card IF the stalker is a current KGI student, faculty or staff member.</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Campus Security Authority | 8. **Disseminates** the name, description and photo of the stalker to the KGI community with instructions to immediately call 911 if the alleged stalker is seen on campus. Sends a timely notice to their community via email alerting and advising the campus:  
  - About the possible presence of a stalker on campus, including any relevant information available about the stalker such as name, physical description, current clothing, personal articles such as bicycle, car, purse, backpack, etc. A current photo of the stalker will be included if available  
  - That the 517NW, 535SE and 535SW doors have been put in controlled mode until further notice.  
  - That a current KGI ID card is required to enter either building.  
  - No one should open doors for any unknown person during the locked period.  
  - That anyone who sees the stalker will **immediately call 911** to give the time, location, description of the alleged stalker, and notify a CSA and/or Campus Safety or other available authority. |
| Title IX Coordinator | 9. **Works** with KGI safety/security personnel, student affairs (as appropriate), HR, TCCS Campus Safety and law enforcement personnel to develop next steps.  
10. **Relocates** the victim's work/study space to a safe location on campus; **makes arrangements**, as appropriate, to provide the victim with work/class assignments that can be completed off campus. |
| Campus Safety/Police | 11. After deliberation with the victim, **establishes** a date and time to allow the victim to return to her/his relocated work/study space.  
12. **Establishes** a date and time to unlock the 215, 517NW, 535SE and 535SW doors. |
| Title IX Coordinator | 13. **Sends** email notice to the KGI community stating that the doors have been unlocked but to remain alert for the stalker, **provides** additional information about the stalker if available, and **repeats** the procedure to report a sighting of the stalker on campus. |

### APPENDIX I

**Minor Children on Campus**

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

II. POLICY

A. Minor Children on Campus

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

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

3. Minors should not be brought to classes nor routinely to offices during the work day.
   As a general rule, KGI’s campus is not an appropriate environment for minors unless they are specifically invited to campus events or enrolled in a program specifically designed for minors and appropriately supervised by adults with the proper training and credentials, subject to required criminal background check clearances. (See Pol 150) Students and faculty expect to be able to conduct their teaching and research in an adult academic environment; KGI does not have the capacity to provide appropriate places for minors who are not enrolled in specific programs nor formally invited to participate in activities. As a result, parents or legal guardians who find it necessary to bring a minor child to campus on an exceptional or emergency basis must adhere strictly to these rules:
   Minors may not accompany KGI students, faculty or staff to class;
   Minors under the age of sixteen must not be left unattended at any time on campus, including in campus buildings, on campus grounds, other public spaces, parking lots, or in a vehicle, and must be under the direct supervision of a responsible adult at all times;
   Unless they are enrolled in a specific supervised program or activity approved by KGI, minors may only be in private offices, in classrooms while class is not in session and in student lounges, and only with appropriate adult supervision. Parents or legal guardians of minors considered disruptive or unsupervised will be asked to remove the minors from the campus immediately.

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

For an emergency involving a minor on campus call Campus Safety at 909-607-2000 immediately.

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

- (students) Student Affairs staff (909-607-7150)
- (employees) Director of Human Resources (909-607-7853)

B. Enforcement

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

APPENDIX J

KGI Student Drug-Free Campus

I. Purpose and Scope of Policy

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

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

II. Prohibitions

KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana1) and alcohol on KGI-owned or controlled property (“KGI property”); at KGI-sponsored/sanctioned
activities and events; and while conducting or performing KGI-related business, regardless of location.
Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.
Students shall not report for class, lab, clinic, or experiential sites under the influence of any drug, alcohol, or substance that will impair their performance, alertness, coordination, or response, or affect the safety of others.
Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one’s performance or affect the safety of others.
This policy does not prohibit the responsible consumption of alcohol by students over 21 at KGI-sponsored/sanctioned activities and events where alcohol is served, or at social, business, or professional events that KGI students attend in their capacity as such or to perform work for KGI.
The consumption of alcohol by students at KGI-sponsored/sanctioned activities or events is governed by KGI’s Policy on Student Use of Alcoholic Beverages On and Off Campus (POL 341).
The consumption of alcohol by KGI students under twenty-one (21) years old on KGI’s campus or at KGI-sponsored/sanctioned activities or events is strictly prohibited.

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

- Unlawful possession of any controlled substance is punishable by imprisonment in the state prison.
- The purchase, possession or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
- Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
- Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
- Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.
IV. KGI Sanctions
Students who are found to be in violation of KGI’s alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

V. Financial Aid
A student will be ineligible for financial aid (e.g., federal grants, loans, work-study, fellowships, and/or scholarships) if the student is convicted of an offense under federal or state law involving possession or sale of a controlled substance, provided the conduct occurred while the student was enrolled and receiving financial aid. Ineligibility will run from the date of conviction for the following periods of time:
- For possession of illegal drugs: a first offense carries a one-year disqualification, a second offense carries a two-year disqualification, and a third offense makes the student ineligible indefinitely.
- For sale of illegal drugs: a first offense carries a two-year disqualification, and a second offense makes the student ineligible indefinitely.
- A student can regain eligibility by successfully completing an approved drug rehabilitation program.

VI. Licensure
Not applicable

VII. Available Resources, Education, and Assistance with Respect to Substance Abuse
KGI is committed to education and counseling as the primary focus of its substance abuse program and will provide confidential, professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referral are available at the following offices as a part of the overall Claremont Colleges’ program.
- Health Education Outreach Office - McAlister Center, ext. 3602 or 3465
- Monsour Counseling Center, 735 N. Dartmouth, ext. 8202
- Baxter Student Health Services, 175 E. 6th Street, ext. 8222
- KGI Division of Student Affairs, Building 535, East Entrance

In particular, the Health Education Outreach Program will provide ongoing, student-centered education and prevention programs including a peer education and training program, health promotional materials, and activities throughout the academic year. For more information, contact The Division of Student Affairs at extension 0896.
To protect students’ privacy, information regarding a student during participation in any related program will be treated confidentially.

VIII. Ineligibility for Title IV Financial Aid After Drug Conviction
The below table shows the period of ineligibility for Title IV aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes a conviction for conspiring to sell drugs.
<table>
<thead>
<tr>
<th>Period of Ineligibility for Title IV Aid After Conviction of Possession of Illegal Drugs</th>
<th>Period of Ineligibility for Title IV Aid After Conviction of Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ offense</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

IX. Regaining Title IV eligibility after a conviction for possession or sale of drugs

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

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

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

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

APPENDIX K

Drug-Free Campus and Workplace

I. Purpose and Scope of Policy

The Keck Graduate Institute of Applied Life Sciences ("KGI") is committed to providing a safe, healthy, and productive learning and workplace environment. Consistent with this commitment and its obligations under applicable law, KGI has adopted this policy. All faculty, staff, and student employees of KGI are subject to this policy. Persons who are not employees of KGI but who perform work at KGI for KGI's benefit (such as contractors and their employees, temporary workers provided by agencies, visitors engaged in joint projects, volunteers, etc.) are also required to comply with this policy.
II. Prohibitions
KGI prohibits the unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase, and/or use of drugs (including marijuana) and alcohol on KGI-owned or controlled property (“KGI property”); at KGI-sponsored/sanctioned activities and events; and while conducting or performing KGI-related business, regardless of location. Additionally, any and all types of drug paraphernalia, including but not limited to bongs, pipes, hookahs, water pipes, or any items modified or adopted so that they can be used to consume drugs, are not permitted on KGI property. Any such drug paraphernalia found on KGI property will be confiscated.

Employees shall not report for work or work under the influence of any drug, alcohol, or other substance that will impair work performance, alertness, coordination, or response, or affect the safety of others. Nothing in this policy, however, is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that such use does not impair one’s performance or affect the safety of others.

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

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

Some examples of these laws include:
- Unlawful possession of any controlled substance is punishable by imprisonment in the state prison.
- The purchase, possession or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is unlawful to provide alcohol to a person under the age of 21.
- Selling or serving alcohol to an intoxicated person is prohibited.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
• Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, or tickets for admission.
• Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is unlawful, regardless of who is driving or whether one is intoxicated.
• Driving a motor vehicle or bicycle while under the influence of alcohol is unlawful.

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

V. Reporting Obligations
Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify KGI of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Notice must be provided to the Director of Human Resources, a school Dean, or President. Failure to report a conviction is grounds for dismissal. KGI must notify the contracting party or granting agency within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction. Federal law also requires that, within 30 days of receiving notice of a conviction, KGI impose a sanction on the convicted employee or require satisfactory participation in an approved drug treatment program, or both.

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

B. Student employees
Resources available to students are detailed in Policy 341.
Student Use of Alcoholic Beverages on and off Campus

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

Policy
I. Students’ Possession or Consumption of Alcohol on Campus or at Off-Campus KGI Sponsored Programs Must Be Approved in Advance
No student under the age of twenty-one may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI-owned or controlled property (“KGI property”) or at a KGI-sponsored/sanctioned off-campus activity or event at any time.
Students twenty-one years of age and older may not possess or consume alcoholic beverages on KGI property or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advance by the President or Deans.

II. Rules Related to Students’ Approved Possession or Consumption of Alcohol
A. Possession or Consumption by Individual Students
1. At events where students’ possession and consumption of alcohol has been approved by KGI in advance, only students twenty-one years of age and older may possess and consume alcohol.
2. Students violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol.
3. For purposes of this policy, whether a KGI student is intoxicated is a determination that may be made based on the student’s behavior and observations by third parties (and without any requirement that a student submit to a breathalyzer, blood alcohol, or other tests).
4. Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action as outlined in the KGI Honor Code and the School of Pharmacy and Health Sciences (SPHS) Student Clinical Code of Conduct.
B. Student Organizations’ Sponsorship of Events Serving Alcohol
1. All official student organizations are governed by this policy. A student organization’s violation of this policy and/or of related federal or state law may result in the suspension or revocation of the organization’s official recognition by KGI, thus precluding the organization from functioning on campus.
2. Student organizations governed by this policy also may be governed by the policies of national organizations. Where a provision of this policy and a provision of a
national organization policy concerning the use or possession of alcoholic beverages are in conflict, the more stringent provision shall apply.

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

C. Guidelines for Student-Organization-Sponsored Events Serving Alcohol
The following guidelines apply to events sponsored by official student organizations where alcohol is served:

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

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

3. The sale of alcoholic beverages on campus is prohibited.

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

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

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

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

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

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

D. Assistance Available to Students with Difficulties Related to Alcohol Use or Dependency
Every effort will be made to assist students who are experiencing difficulty related to substance use, abuse, or dependency. Detailed information about the support that KGI offers such students can be found in the KGI Drug-free Campus Policy (POL 340).
APPENDIX M

Use of Alcoholic Beverages at KGI Sponsored Events

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

Policy
I. Serving of Alcohol on Campus or at Off-Campus KGI-Sponsored Programs Must Be Approved in Advance
Alcoholic beverages may not be served on KGI-owned or controlled property (“KGI property”) or at a KGI-sponsored/sanctioned off-campus activity or event, unless the possession and consumption of alcohol has been specifically approved in advance by the President or Dean.
In the case of spontaneous celebratory toasts, the modest consumption (e.g., a single glass) of alcohol is permitted. If students are involved, a responsible faculty or staff member must be in attendance.

II. Rules Related to Possession or Consumption of Alcohol
A. Possession or Consumption by Individuals
   1. No one under the age of twenty-one may possess or consume an alcoholic beverage (as that term is defined in California Business and Professions Code § 23004) on KGI property or at a KGI-sponsored/sanctioned off-campus activity or event at any time.
   2. Individuals violate this policy if they are present on campus (including program sites, such as internship, clinic, and experiential education sites) while intoxicated, regardless of where they consumed the alcohol. For purposes of this policy, whether a person is intoxicated is a determination that may be made based on the individual’s behavior and observations by third parties (and without any requirement that an individual submit to a breathalyzer, blood alcohol, or other tests).
   3. Individual violations of this policy and/or related federal or state regulations will be subject to disciplinary action.
B. Sponsorship of Events Serving Alcohol
   1. KGI event sponsors are expected to supervise and conduct their activities in a responsible and lawful manner.
   2. Faculty and staff attending KGI activities are expected to take personal responsibility for their conduct and to comply with this policy, as well as with all local, state, and federal laws and statutes.
C. Guidelines for KGI-Sponsored Events Serving Alcohol
   The following guidelines apply to events sponsored by KGI where alcohol is served:
   1. The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a KGI shall be in compliance with any and all local, state, and federal laws and statutes.
   2. Valid age determinations must be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false I.D.
   3. The sale of alcoholic beverages is prohibited.
4 Sponsors are responsible for ensuring that moderation is encouraged during events with approved, lawful consumption of alcoholic beverages.
5 A person’s decision not to use alcohol is to be respected.
6 Food, snacks, and nonalcoholic beverages must be readily available at any event in which alcoholic beverages are served

APPENDIX N
Copyright Policy for Students

PURPOSE OF POLICY
This policy communicates to students KGI’s expectations for protection of intellectual property and the policies and sanctions related to copyright infringement under U.S. Copyright Law. KGI is committed to respecting intellectual property rights, including the rights of copyright holders in compliance with copyright laws. KGI recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. All KGI students are required and expected to obey the laws and KGI policies and legal agreements governing use of software, downloading of copyrighted music and video files, and copying of other copyrighted materials. Unauthorized distribution of copyrighted material using the KGI information technology system, including illegal or unauthorized peer-to-peer file sharing, can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are against KGI’s Code of Conduct (POL 001), KGI’s Policy on Appropriate Use of Campus Computing and Network Resources (POL 280), the Student Honor Codes for each School and this KGI Copyright Policy, disciplinary action will be taken as appropriate.

I. KGI PROTECTS COPYRIGHT AS DEFINED BY FEDERAL LAW
A. KGI Respects Copyright Protection of original works of authorship.
Keck Graduate Institute (KGI) requires that students follow copyright law as a condition of their relationship with the institute, including student employment.
B. Copyright provides wide ranging protection.
The US Copyright law, Title 17 USC, Section 102, protects original works of authorship: sculpture, visual art, etc., such works can also include visual and/or audio recordings, software coding, digital imagery, websites and writings such as scientific texts, fictional work, instructional narratives, scripts, designs, and combinations of any of these. To use another’s original work protected under the owner’s exclusive rights, an individual must obtain the owner’s permission.
C. Exceptions are specified by law.
   1. An important exception is works produced by the U.S. Government: works published by the U.S. Government are not subject to copyright law
   2. Use of copyrighted material in the Classroom may be exempted (see section II, below)
3. Fair use” of copyrighted material may be exempt. (See section II, below)

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

E. Copyright does not apply to:

1. Procedures, processes, systems, methods of operation
   These qualify for protection and ownership under patent law, and patent and copyright do not usually overlap.

2. Ideas, concepts, principles, or discoveries of natural phenomena
   Broadly speaking, these cannot be owned under any form of U.S. intellectual property law. This reflects important values about intellectual freedom and encouraging innovation.

Titles, names, short phrases and slogans; familiar symbols or designs, mere variations of typographic ornamentation, lettering, mere listings of ingredients or contents

   These are considered to fail the requirement of originality.

3. Other unoriginal or unfixed works

Resources for more information on copyright can be found on the U.S. Copyright Office website.¹

   1. U.S. Copyright Code, 17 U.S.C. § 102(b)
   2. What Does Copyright Protect? http://www.copyright.gov/help/faq/faq-protect.html; Copyright Protection Not Available for Names, Titles, or Short Phrases
      http://www.copyright.gov/circs/circ34.pdf

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

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

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

I. Rights of a copyright owner.
A copyright owner is entitled to do, or authorize others to do, the following things: 17 U.S.C. § 106
   • Make copies of the work

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

A copyright owner can give some or all of those rights to other people or entities, by transferring ownership or granting licenses. Ownership or license rights can be shared by any number of people or entities.

J. Caution should be exercised in downloading, uploading, and using computer technologies.

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

II. COPYRIGHT LAW EXEMPTIONS RELATED TO EDUCATIONAL USES

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

A. Classroom use exemption for media use.

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

B. Fair use Exceptions to use of copyrighted materials.

Potential users of copyright protected materials may be able to make Fair Use of copyrighted materials by reproduction in copies or other means specified by section (17 U.S.C. §106), for “purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research,” which is not considered an infringement of copyright. (17 U.S.C. §107). Through fair use, certain kinds of uses are allowed, without permission or payment, even in the face of an explicit denial of permission, at any point during the copyright term. There are four factors to fair use,
and each factor with each possible use of an existing work must be considered individually in detail, along with all other factors: no one factor is decisive in determining whether a use or intended use meets fair use law.

17 U.S.C. §107
1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Resources to guide use of copyright protected materials under fair use law:
- https://www.lib.umn.edu/copyright/fairuse
- https://www.lib.umn.edu/copyright/fairthoughts

III. COPYRIGHT INFRINGEMENT: DISCIPLINE, DAMAGES AND PENALTIES
A. Infringements of copyright in the course of completing KGI academic assignments are subject to academic discipline, as provided in the Student Handbooks regarding violations of the Student Honor Codes.
These provisions are posted on the KGI website (https://www.kgi.edu/student-life/student-affairs/handbook/). Discipline may be imposed irrespective of whether the copyright owner is aware of the infringement.
B. Use of computer networks of KGI or other Claremont Colleges in a way that infringes copyrights, is prohibited and is subject both to federal penalties and to discipline under KGI Policy 280, Appropriate Use of Campus Computing and Network and Student Honor Codes.
If KGI or the Claremont Colleges become aware of inappropriate use of network resources for copyright infringement by a KGI student, KGI will investigate and take appropriate action concerning the alleged violation. When any of the Claremont Colleges receives a formal DMCA complaint from legal authorities who represent copyright holders stating that computers on the college network are involved in unlawful distribution of copyrighted materials, the respective college where the alleged infraction took place is notified and required to take action under the terms of the DMCA. If an individual is suspected of infringement, that person will receive a notice from the college about the matter. These individuals may face consequences related to their student employment, to their continuing use of KGI and TCCS computing resources and/or their academic standing and eligibility for student aid, as provided in student handbooks and KGI Policy 280. They also may face civil and criminal penalties, as explained below.
C. Copyright owners may seek monetary damages for copyright infringement.
If a copyright owner discovers that someone has infringed a copyright, the owner can seek monetary damages through legal proceedings. While the copyright owner can provide permission for another person to exercise the owner’s exclusive rights, copyright law limits the owner’s exclusive rights, allowing fair use of any work for educational, scholarly, and informational purposes. This means whenever fair use applies, the law does not require
the copyright owner to grant authorization in order for another person to copy or distribute the copyright owner’s work. Explanation of fair use is provided in greater detail in a following section.

D. Civil Penalties are specified by Federal Law.
An individual found liable for copyright infringement under federal law may be ordered to pay either:
- Actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or
- “Statutory” damages between $750 and $30,000 per work infringed.
In the case of a “willful” infringement, a court may award up to $150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys’ fees to the prevailing party. (See 17 U.S.C. §505.)

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

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

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

APPENDIX O

Explosives, Firearms, and other Weapons

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

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

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

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

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

Illegal knives, switchblades and other blades which violate California state law are prohibited. BB guns, pellet rifles and other weapons which propel projectiles are also prohibited and are not allowed on campus. If necessary, recreational items may be stored at Campus Safety. Violation of this policy by any member of the community will result in confiscation of the weapon and may result in disciplinary action.

**APPENDIX P**

**Demonstrations on Claremont Colleges**

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

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

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

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

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

III. Enforcement

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

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of TCCS, in the case of the property of TCCS, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of TCCS will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges-pending referral to the home campus disciplinary body.

2. The Colleges and TCCS agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student’s home campus conduct code and will be adjudicated by the normal disciplinary process at the student’s home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary
action - including requests for suspension - and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.

3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to TCCS.

4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person. California Penal Code Section 834).

5. Individual Claremont Colleges and TCCS may bill students or file civil suits to recover damages and costs.

6. While officials at affected colleges or TCCS may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

APPENDIX Q

Using Bicycles on Campus

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

II. Definitions

Green Bike Program: a student-run organization created to promote cycling, bike safety and sustainability at The Claremont Colleges and the surrounding community through the reuse of old bikes and parts along with the organization of cycling events. The Green Bike Program (http://pitweb.pitzer.edu/student-life/gpb/) gives community members free access to bicycles, tools, and repair instruction.

National Bike Registry (NBR) is an internet-based database that is affiliated with the National Crime Prevention Council and registers bicycles nationally. Once a bicycle is registered through NBR and the tamper proof label is affixed to a bike, the bicycle information is available to any law enforcement agency across the United States through a pass-word protected website or by calling NBR’s 1-800 848-BIKE (2453) An officer who encounters a possible bike thief in possession of a bicycle can run the bicycle through NBR system. If the bike is registered, the officer will be able to contact the owner of the bicycle while the suspect is still detained to determine if the bicycle was stolen. The bike can then be returned to its owner.

Pedestrian: Any person who is afoot or who is using a wheelchair, a powered wheelchair or a powered scooter for persons with disabilities.

III. Policy

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

B. Bicyclists Must Yield the Right-of-Way to Pedestrians on Campus.
C. **All Bicycles On Campus Must Be Registered.**
TCCS Campus Safety offers free bike registration through the National Bike Registry. Call 909-621-8170. The permit is valid for 10 years, at no charge. (Direct registration through the [NBR website](http://nationalbikeregistry.com/register.html) costs $10 for 10-year registration.)

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

E. **Bicycles Must Be Parked and Secured in Authorized Areas.**
1. Bicycles must be stored and secured in a bike rack or other authorized bike storage location. It is recommended that bikes be secured with a “U”-type lock.
2. Bicycles may not be parked inside KGI buildings.
3. Bicycles may not be locked to trees, handrails, poles, fences, benches. They also may not be stored in any other areas in which their storage can impede an emergency evacuation, prevent individuals from making use of access ramps and similar structures.
4. Individuals who find that there is no authorized space for securing their bike should notify the campus security office (517 #B122, 909-607-8736) to avoid removal of the bike by security and to alert KGI to the need for more bike racks.

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

G. **Bicyclists Must Comply with Regulations.**
1. Bicyclists must comply with KGI regulations to ensure the safe operation, use, and parking of bicycles on the campus.
2. Bicyclists are also responsible for compliance with City of Claremont and State of California bicycle regulations and this KGI policy. (See [City of Claremont web site](https://www.ci.claremont.ca.us/government/departments-divisions/police-department) for a list of applicable state laws.)

**APPENDIX R**

**After Hours Room Access**

I. **Purpose and Scope**
This policy applies to faculty, staff, students and their guests entering campus buildings after business hours from 5:30 pm – 8 am and on weekends.

II. **Policy**
A. KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, an individual offices in the 517, 535 and 215 buildings in the evening and on weekends. Faculty and staff are reminded to lock their offices when they leave KGI each evening.
B. The entrance of faculty, staff and students using access key cards after hours is recorded by campus safety.
C. The staff lounge, the student lounge, classrooms, student computer labs, conference rooms, the 517 library, the 535 student study room and the autoclave rooms are not locked in the evening or on weekends. Faculty, staff and students are reminded to keep the doors of the autoclave rooms closed at all times.
D. Students may request permission from a faculty member for evening or weekend access to that faculty member’s lab under KGI POL 536 and are responsible for ensuring that the faculty member initiates the request as described.
E. Faculty, staff and students should be prepared to show their KGI ID cards to the security officer on duty.
F. Faculty or staff who require vendors to have evening or weekend access to either building or any rooms within the buildings need to e-mail the Campus Safety officer their authorization, including the vendor name, lab room number, and date.
G. Students have access to the TMP rooms at any time in accord with TMP protocols.
H. KGI discourages student lab work after hours, and standard practice is that no student is permitted to work alone in the labs. If students only have evening or weekend hours available in which to complete student lab assignments, students must follow KGI Policy 536 regarding after hours lab access and will be required to be accompanied by a faculty member, a lab manager or another student.
I. To enforce this KGI after hours room access policy, the Security officer will:
   1. Ask for KGI ID card if the individual is not known by name.
   2. Indicate in the log book or daily report who was granted access, time of access, and to which building and room numbers.
   3. Ensure that Campus Safety Dispatch at ext. 18170 or 72000 is also familiar with the KGI after hours room access policy.

APPENDIX S
Alcohol Policy

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

APPLICABILITY OF THIS POLICY

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

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

REQUEST FOR ON CAMPUS EVENT WITH ALCOHOL

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KGI Human Genetics and Genetic Counseling Program Student Handbook 2018-19
Students are required to complete the “On-Campus Event with Alcohol Request Form” to request any alcohol consumption at any school event. Student clubs or organizations who plan to host an event on-campus with alcohol, will require the approval of the Division of Student Affairs by completing this form at least 2 weeks in advance of the planned event. On campus is defined as any of the Claremont Colleges.

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

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

- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Hosts serving alcohol at an event must not consume alcohol prior to or during the event.
- Only beer and wine may be served at student group-sponsored event.
- The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol.
- Proof of age should be checked by the Event Host of Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport).
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- All events with an attendance exceeding 50 may only serve alcoholic beverages by using a professional certified bartender familiar with applicable liquor laws and capable of controlling and serving alcohol.
- A Student Event held off-campus where alcohol will be served must only be held at a properly licensed and insured establishment, and must register the event through the Student Life and Diversity Office.
- Advertising for a Student Event where alcohol will be served may not focus on the consumption of alcohol but should emphasize the purpose or other acceptable aspect of the event. On-campus advertising of the Student Event must only be placed on designated bulletin boards. KGI reserves the right to remove any advertising (or refuse to send any email) it determines in its discretion not to be in compliance with these requirements (or otherwise).
- In no event should anyone under the influence of alcohol operate a motor vehicle.

The following actions are prohibited at all Student Events:

- Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the consumption of alcohol.
- Serving or furnishing alcoholic beverages to someone who appears to have exceeded his/her limit.
- Forcing the consumption of alcoholic beverages for any reason.
- Students will be held directly responsible for the destruction of personal or public property; the violation of the safety or rights of others; the violation of any federal, state or local law; or the violation of any other KGI policy which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action against the student by KGI or by federal, state or local law enforcement. In addition, the KGI may take disciplinary action against the student organization or club sponsoring the event (up to and including loss of official status and termination of funding). If the identity of perpetrators cannot be
determined, the student organization or club sponsoring the event during which property damage occurred will be required to assume financial responsibility and may also lose their official status and funding.

- KGI assumes no responsibility for any liability incurred as a result of any violation of this Policy or other KGI policies, or any violation of applicable laws governing the use and consumption of alcoholic beverages.
- Failure to comply with this Policy will result in disciplinary action by KGI (up to and including, in the case of a student, suspension and expulsion and, in the case of a student organization or club, up to and including loss of official status and termination of funding).

### TYPE OF ALCOHOL SERVED

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

### APPENDIX T

#### Smoking Policy

**PURPOSE AND SCOPE OF POLICY**

Keck Graduate Institute ("KGI" or "Institute") is committed to providing a safe, healthy and productive work environment for all students, faculty, staff and visitors. Consistent with this commitment, and in compliance with federal regulations KGI remains smoke and drug free. Smoking and/or the use of all illegal drugs, including cannabis (marijuana) is prohibited in all indoor and outdoor facilities on Institute owned and leased property with no exception, including within vehicles parked on those properties.¹ This includes all Institute owned and leased housing, dining, facilities and all teaching, research, clinical and office space. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit, and to all Institute owned or leased facilities and vehicles.

¹ KGI does not permit the use of marijuana for any purpose on Institute property or at Institute sponsored activities or events, even if the use is otherwise permissible under the California Compassionate Use Act, Proposition 215 or the Adult Use of Marijuana Act, Proposition 64.
• Smoking is prohibited in any facility owned or leased by Keck Graduate Institute, regardless of location.
• Smoking is prohibited within 25 feet of an area that surrounds Keck Graduate Institute owned or leased facilities, including entrances, exits, mechanical system air intake structures, public and common areas for such facilities.
• Smoking is prohibited in any College owned or leased vehicle, including electric carts.

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

EXCEPTIONS
Smoking may be permitted:

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

AVAILABLE RESOURCE, EDUCATION AND ASSISTANCE
The Los Angeles County Department of Public Health’s Tobacco Control and Prevention Program – Project TRUST (Tobacco Reduction Using Effective Strategies and Teamwork) – aims to further reduce smoking prevalence and decrease exposure to secondhand smoke, especially in disadvantaged communities, by implementing evidence-based policies and environmental change strategies that promote tobacco cessation and smoke-free environments. For more information regarding their programs you can reach them by phone at 1-800-NO-BUTTS or via the following link: http://www.laquits.com/quitting/get-help-quitting/

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

• Students are encouraged to contact The Claremont Colleges Services, Student Health Services for programs or opportunities that may be available. For more information contact Student Health Services by phone at 909-621-8222 or via the following link: https://services.claremont.edu/student-health-services/

• Faculty and Staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information contact Human Resources by phone at 909-607-7853 or hr@kgi.edu

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

Reviewed and reaffirmed by KGI President’s Cabinet:

[January 25, 2018]