



Berklee

2015/2016 POLICY HANDBOOK FOR STUDENTS

Academic Policies | Enrollment Policies | Student Policies
Academic Programs and Curriculum Overview | Financial Information

BERKLEE COLLEGE OF MUSIC

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Berklee College of Music
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Berklee College of Music is a nonprofit, coeducational institution of higher learning incorporated under the General Laws of the Commonwealth of Massachusetts. The college is accredited by the New England Association of Schools and Colleges and authorized under federal law to enroll nonimmigrant students and to train veterans under the G.I. Bill of Rights.

Information in this handbook is accurate as of date of issuance. The right is reserved to make changes in details as circumstances require.

Berklee College of Music does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, military or veteran status, sexual orientation, sexual identity, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law in employment or in admission to and participation in any of its programs and activities. Any inquiries or grievances may be directed to the chief equity officer/Title IX coordinator, the vice president for student affairs/dean of students, and/or the director of employee relations & staffing in Human Resources, Berklee College of Music, 1140 Boylston Street, Boston, Massachusetts 02215-3693, 617 747-2231, or to the regional director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts.

WELCOME

Dear Berklee Student:

On behalf of the entire Berklee community, we welcome you to campus.

Whether this is your first or last semester, or something in between, the *Policy Handbook for Students* is an important document that provides you with key academic, enrollment, and student policies and procedures pertinent to your Berklee education.

This handbook also includes some general curriculum and financial information. Complete information on these topics, and on majors and minors, the academic calendar, student life, and music and career resources, can be found on the Berklee website.

Berklee is committed to fostering a safe, inclusive, and welcoming environment for you to achieve your personal, academic, and artistic goals. Therefore, as a community member, you are responsible for reviewing, understanding, and abiding by the policies and regulations outlined here, as well as all other college policies. This includes the college's new Equity Policy, which defines the expectations and policies regarding appropriate conduct by all members of the Berklee community.

Berklee College of Music is a place that thrives when students succeed. That's why we're all here. Please utilize the abundant resources available on campus that are designed for just that—your success.

We welcome your full participation in life at Berklee and wish you the very best as you pursue your passion.

Sincerely,

Lawrence J. Simpson, Ph.D.
Senior Vice President for Academic Affairs/Provost

Mark Campbell
Vice President for Enrollment

Betsy Newman, Ed.D.
Vice President for Student Affairs/Dean of Students

Introduction

Mission

Berklee's mission is to educate, train, and develop students to excel in music as a career.

Developing the musicianship of all our students is the foundation of our curriculum. We believe that the lessons and qualities derived from that work—the self-discipline needed for excellence, the empathy required of music making and the openness and curiosity essential to creativity—are critical to achievement in any pursuit, musical or otherwise. We also believe that music is a powerful catalyst for the kind of personal growth central to any collegiate experience.

Founded on jazz and popular music rooted in the African cultural diaspora, our comprehensive curriculum is distinctly contemporary in its content and approach, and embraces the principal musical movements of our time. Through a course of scholarly and practical learning experiences integrating performance and writing, our curriculum covers the variety of influential styles, relevant technologies, and career opportunities open to today's music professional.

Objectives

- To define and refine the individual talents of our students by providing a broad range of major programs offered by a distinguished faculty, and to prepare them for careers in music that reflect the diversity of expression and opportunities that define music today.
- To enable our students to employ their music education in a global society by providing a coherent liberal arts curriculum that informs their thinking about issues that have shaped our time.
- To encourage our students to appreciate and apply music's enormous force for the enrichment of society and intercultural understanding.
- To cultivate a supportive learning environment by actively promoting a climate of respect for personal and cultural differences, and by offering a range of services and activities to support the needs of the student musicians who come to us from around the world.
- To maintain the vitality of our college community by encouraging and supporting continuing professional development for all of its members.
- To provide an environment in which all know that they are full and valued members of the community.
- To value ethical behavior in all aspects of personal and professional life by establishing a community that values integrity in all relationships.
- To retain our leadership position in music education and to ensure that our curriculum remains relevant by pledging to value academic freedom and innovation.

Diversity and Inclusion Statement

Diversity and Inclusion are integral to the mission of Berklee College of Music simply because diversity and inclusion are integral to music itself. Innovators from diverse backgrounds and cultures have created the music studied here. An essential part of a Berklee education is gaining an appreciation of the rich variety and interdependence of the cultural traditions from which the music they study originates.

We must be a community in which every member's voice is valued and respected. A diverse, inclusive work and learning environment is essential to maintaining our role as a leader in contemporary music education. It is imperative that we take specific steps to attract and retain the widest array of talented musicians and provide an environment that supports and nurtures their creative process. The fulfillment of our mission—to educate, train, and develop students to excel in music as a career—will be demonstrated in their influence both on the future of music and on the larger culture.

We view diversity holistically, understanding that the definition is constantly evolving. Our definition of diversity includes race, color, gender identity, nationality, ethnicity, class, religion, disability, age, and sexual orientation. We also know that a diversity of ideas, approaches, disciplines, and learning and musical styles are essential to inclusion and equity. The integration of myriad cultural values and perspectives into what we do at all levels, from teaching to decision-making, is critical.

Many challenges lie ahead in all areas. We believe that increased diversity will support our strategic objective of attracting the highest-quality students, faculty, and staff to Berklee. To accomplish this, we must create a welcoming and supportive multicultural atmosphere for all members of our community. This focus is not the work of any one individual or office—it is the work of everyone. In this spirit, we will encourage a campus-wide climate of respect, openness, and awareness that celebrates and values our diversity. To learn more about the Office for Diversity and Inclusion please visit berklee.edu/diversity.

Ethics Guidelines

The faculty and staff of Berklee College of Music recognize that the privileges accorded members of the college community are accompanied by certain responsibilities. In accordance with these principles, faculty and staff:

- Encourage, support, and protect the free pursuit of knowledge with intellectual integrity.
- Respect the rights and opinions of students and colleagues, and make every effort to provide objective and educational evaluations.

- Acknowledge their role as intellectual guides and counselors and observe policies prohibiting harassment and discrimination; avoid personal gain that is incompatible with benefits to students and colleagues.
- Adhere to established policies regarding the use of college services, facilities, and equipment, avoiding conflict of interest between external activities and institutional responsibilities.
- As members of the community at large, enjoy the rights and obligations of any citizen, measured in light of responsibilities to the students, institution, and profession. When speaking as private citizens, avoid giving the impression of representing the college.
- Respect the right to privacy of students and colleagues. Share confidential information only in accordance with institutional policies.

For additional detailed information, please refer to the Berklee College of Music Standards of Conduct Policy, Human Resources Policy 1.05, found at berklee.edu/introduction-table-contents/overview/105-standards-conduct.

Academic Calendar

For important 2015-2016 academic dates and deadlines, visit berklee.edu/calendar.

Campus Map

To view a map of the Berklee campus, visit berklee.edu/boston-campus/map.

Enrollment-Related Policies for Entering, Continuing, and Returning Students

Check-In and Orientation for Entering Students

Check-in for entering students takes place on the first day of orientation. All entering students are required to check in with the Office of the Registrar in person or at the designated international check-in location. At check-in, all entering students receive important materials detailing the orientation week schedule, event times and locations, and information about Berklee's resources. The orientation materials list details and specific times for students to take the mandatory placement exam and instrumental placement audition, which are used to determine entering students' first-semester course schedule, distributed electronically and reviewed by Academic Advisors at the end of orientation week. Check-in is possible only for those students who have issued full payment of the tuition bill and all fees by the established payment deadline.

Orientation is a multi-day program aimed at welcoming new students to the Berklee community. Whether students are just starting their college career or transferring from another institution, the orientation program has been designed to ease the transition. Orientation week is composed of check-in, a proficiency assessment (ESPA), a placement audition, course schedule distribution, student ID creation, technology pick-up, concerts, social activities, and more. Topics such as safety, diversity, health, financial aid, student rights, and other useful information for a successful Berklee experience are addressed through workshops and presentations. For more information on check-in and orientation, visit berklee.edu/orientation.

Check-In for Continuing and Returning Students (Second-Semester Students and Above)

Check-in is required of all students who are enrolled at Berklee. Students in their second semester and above are asked to complete their check-in requirements online at my.berklee.edu. Some students are not able to check-in due to administrative restrictions, such as library fines or bursar holds. Those students must clear any restrictions before the end of check-in and then check-in before the deadline. Check-in period usually runs during the week prior to the first day of classes. The deadline for online check-in is 11:59 p.m. on the Friday of check-in week. Once checked-in, students may view and make changes to their schedules online.

Please note: All students, including entering students, who check-in after the posted check-in deadline will be assessed a \$250 late check-in fee. For more information on the late check-in fee schedule, visit berklee.edu/bursar/tuition-and-related-costs.

Late Check-In

Berklee places a high educational value on all students being present, checked in, and ready for the start of classes. The college will assume that students who do not check-in by the deadline will not be attending and the college will deregister them from the term and drop all courses, making those seats available to checked-in students. Students who wish to check-in after the deadline are required to pay a \$250 late check-in fee and will need to rebuild their course schedule dependent on seat availability. Students experiencing difficulties checking in by the deadline may be eligible to have their course schedule held for an extra week. Depending upon the difficulty, students may contact the Office of the Bursar, the Counseling and Advising Center, the Office of Enrollment, the Office of the Registrar, the Office of Student Success and Retention, the Office of Student Affairs, or the Office of Student Financial Services (formerly the Offices of Financial Aid, Scholarships, and Student Employment).

Core Music - Entering Student Proficiency Assessment

Berklee's core music curriculum includes arranging, ear training, and harmony course work. All entering students must take entering student proficiency assessments in those areas during orientation week. The assessments allow students to demonstrate their knowledge and ability in the areas of arranging, ear training, harmony, and music notation. The results of these assessments are used to place entering students in classes appropriate to their level of ability.

Students placing into advanced levels of arranging, ear training, or harmony will earn credit for each preceding course after successful completion of their first semester. Students who earn more credit than is needed to meet core music requirements may apply the additional credit earned to other graduation requirements, either in their major concentrate (where appropriate) or as general elective credit.

Students' placement levels may be changed during the first semester according to demonstrated ability and in conjunction with faculty observation. Approval by the appropriate department chair is required; this ensures meaningful progress on an individual basis. Each student completes the equivalent of one or more semesters in each course; the amount of work completed during the first semester determines subsequent enrollment in second-semester courses.

In this manner, Berklee's unique, flexible first-semester curricula allows for growth and provides continuing incentive for individual initiative and ability. The program provides a solid musical foundation and gives entering students the skills, experience, and perspective essential to choosing a major course of study.

Liberal Arts Courses

All courses are taught in English. Please see page 58 for information on English as a Second Language requirements and policies.

Entering Student Ensemble Placement Audition and Ensemble Rating System

During orientation week, entering students are required to take a placement audition. The placement audition, which is administered by instrumental and Ensemble Department faculty, is used to assess a student's individual skill level as well as their ability to play or sing in a group.

The purpose of the Ensemble Placement Audition is to place entering students based on specific past experiences and areas of growth. Students are graded in four areas using a 1-8 rating system where 1 represents first semester, 2 represents second semester, and so on. The four rated areas are: Reading, Instrumental Skill (technique), Improvisation, and Rhythmic Interpretation (time feel). The four numerical ratings are averaged together for an "Overall Rating" and the overall rating is used for placement. Please note that ratings ending in .6 or higher are rounded up. For example, a student with an overall rating of 2.6 would be placed as an overall rating level 3 student.

First semester students are placed in an ensemble at the discretion of the Ensemble Department. In all subsequent semesters, ensembles are chosen on an elective basis provided the student has the prerequisite overall rating. Once a semester, during either mid-term or final exam week, students have the opportunity to re-audition with the Ensemble department in order to increase their overall rating.

Please note: the ensemble rating is a placement tool designed to allow students to showcase their strengths while improving their musical weaknesses. The rating is not designed to be viewed as an indicator of a student's potential to succeed at Berklee or in the music industry, rather it is a tool specifically to be used for placement in the ensemble that best fits a student's learning needs. Additional information about the audition or sign-up times can be found at the Ensemble Department office (150 Mass Ave, room A01).

Students will receive an audition packet that contains information about the audition. The audition typically consists of:

- a prepared piece of the student's own choice: a composition from the repertoire, a transcription of a well-known artist's solo, or a standard tune (which may include blues and rhythm changes) with the student's own improvisation. This piece should be

something with which the student is comfortable and that shows the student's strengths.

- technical exercises: major scales and arpeggios. It is suggested that students play exercises that are part of their practice routine.
- reading: examples that can be practiced prior to the audition. Students may be given a sight-reading example at the audition.

Returning Students

Berklee recognizes that students may have professional opportunities in the music field or personal situations that interrupt their studies. Therefore, students who require a leave of absence of one (fall or spring) semester, or more, are considered "returning students" and are allowed to resume their studies without a readmission process. Credits earned before leaving the college will apply toward graduation depending upon the length of the leave. (Students should refer to the Catalog Year Policy on page 9 to determine which academic year catalog will apply to them upon returning to the college. Students' catalog assignments determine how past credit will count toward graduation). The returning student specialist in the Office of the Registrar will assist any student in the procedures for re-enrolling. For more information and to begin the re-enrollment process, visit: berklee.edu/registrar/returning-student-information.

Transfer Credit

Berklee College of Music values the college-level course work taken by students at other institutions of higher education throughout the world. Students are invited to submit official transcripts from institutions for transfer credit evaluation. Courses taken in the U.S. are eligible for transfer credit consideration only if taken at a regionally accredited institution.

A transcript is considered official only if it is sent directly from a college or university to Berklee; if it is delivered by a student in a sealed and stamped envelope to Berklee; or if it is electronically delivered from an official and secure electronic transcript service such as Parchment or the National Student Clearinghouse. Transcripts that have been opened or faxed are not considered official and, therefore, are not acceptable for transfer credit. Grade reports are not accepted for transfer credit.

Transcripts from all international institutions, with the exception of Canadian transcripts, require an official translation to English and/or evaluation to American college standards by a certified credential evaluation service. Prospective or entering students must arrange for the official translation/evaluation to be mailed directly by the service provider or delivered in a sealed envelope to the Office of Admissions; or for continuing and returning students, to the Office of the Registrar.

Students should request that the service provider include translated/evaluated course names, course credit values, and grades. Berklee recommends the following provider of translation and evaluation services:

Education Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470 USA
414 289-3400
eval@ece.org

All students, including those transferring from other schools, are required to complete a minimum of 60 classroom credits for the degree program or 48 classroom credits for the diploma program at Berklee in order to graduate from the college. Degree students are also required to complete a liberal arts residency requirement of 6 credits taken at Berklee in order to graduate. Advanced placement, credit by exam, CLEP credit, and transfer credit do not count toward residency requirement credits, even if earned while at Berklee.

There are a number of liberal arts requirements in the Berklee degree program. To have a course transferred and equated as one of these required courses, the course descriptions must be generally comparable. In some cases, we may request that students provide an official course description from their previous institution's course manual or from the previous institution's official website to determine comparability. General electives are normally elective music courses; however, liberal arts course work may be used to satisfy a portion of the general elective credit. Berklee does not award transfer credit for music courses, with the exception of certain music history and music business/ management courses. Students who feel they have expertise in a music course may speak with the course chair about the possibility of credit by exam.

Berklee will accept a maximum of 24 liberal arts credits pre-matriculation for courses that are required in the degree program. Music history, music business/management, and a selection of pre-approved general elective courses are not included in this 24-credit cap. Berklee will accept a maximum of 12 liberal arts credits toward the general elective requirements of the professional diploma program. Once a student matriculates, it is expected that he or she will complete their course of studies at Berklee. However, Berklee will accept a maximum of 9 transfer credits after a student matriculates, as long as those 9 credits do not exceed the cap of 24 liberal arts credits.

Special Note: The credit cap policy does not apply entirely to students who originally matriculated before fall 2009.

All courses accepted for transfer must be successfully completed with a minimum grade of "C" (73 percent or

2.0). Berklee operates under a semester-hour system. A conversion must be made when transferring credit from a university using a different system.

Quarter-Hour Systems

- 3 quarter-hour credits equal 2 semester-hour credits
- 4.5 quarter-hour credits equal 3 semester-hour credits

Lecture-Hour Systems

- 30 lecture hours equal 2 semester-hour credits
- 45 lecture hours equal 3 semester-hour credits

Berklee will accept the transfer of an appropriate course taken at another accredited institution that is intended to fulfill a Berklee course in which the student had previously received a grade of "F," "I," "IF," or "W." The course taken at another institution and desired to be transferred into Berklee must comply with the other conditions in the Transfer Credit Policy. The original grade of "F," "I," "IF," or "W" will remain on the student's transcript and continue to be factored into the calculation of the student's term GPA and Cumulative Credit Completion Percentage.

For a full set of policies and procedures regarding the transfer of credit, visit berklee.edu/transfer-credit-services.

Advanced Placement for Music Credits

Many students who attend Berklee already have established knowledge and ability in certain music subject areas. Advanced placement exams in certain harmony, arranging, ear training, and music technology courses, and English (given to all entering students during the check-in period each semester) are used to place students in classes at the appropriate level. A student may receive credit toward graduation for each level tested out of and move that much closer to graduation. The placement exams can often result in a substantial savings in educational time and expense. These potential savings are a distinct benefit resulting from musical and other knowledge gained prior to attending Berklee.

Immunization Records

The following Massachusetts state regulations (105 CMR 220.600) apply to all full-time students as well as any part-time student attending while on a student or other visa, including foreign students attending or visiting classes as part of a formal academic visitation or exchange program. In order to enroll in the college, these students must present a physician's documentation that the student has received the following immunizations:

- Two doses of live measles, mumps, and rubella vaccine given at least four weeks apart beginning at or after 12 months of age
- A single dose of Tdap (tetanus and diphtheria toxoids and acellular pertussis vaccine) is required if it has been

more than five years since the last dose of Td (diphtheria-tetanus toxoid). If it has been less than five years since the last dose of Td, Tdap is not required, but may be administered according to the judgment of a physician, nurse practitioner, or physician assistant.

- Three doses of hepatitis B vaccine are required for all students subject to 105 CMR 220.600
- Two doses of varicella vaccine given at least four weeks apart beginning at or after 12 months of age
- One dose of meningococcal polysaccharide vaccine within the last five years or a dose of meningococcal conjugate vaccine at any time in the past. (This requirement only applies to students that will be living in a dormitory or approved comparable congregate living arrangement licensed or approved by the school.)

The requirements of 105 CMR 220.600 shall not apply where:

- the student provides written documentation that he or she meets the standards for medical or religious exemption set forth in M.G.L. c. 76, § 15C
- the student provides appropriate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations
- in the case of measles, mumps, and rubella, the student presents laboratory evidence of immunity. Those born in the United States before 1957 may be considered immune to measles, mumps, and rubella, with the exception of all full- and part-time students in a health science program who may be in contact with patients.
- in the case of hepatitis B, the student presents laboratory evidence of immunity
- in the case of varicella, the student presents laboratory evidence of immunity; a statement signed by a physician, nurse practitioner, physician assistant, or designee that the student has a reliable history of chickenpox disease; or a self reported history of disease verified by a physician, nurse practitioner, or physician assistant. Those born in the United States before 1980 may be considered immune to varicella, with the exception of all full- and part-time students in a health science program who may be in contact with patients.

Financial Information

Payment of Tuition

For all information related to student accounts such as tuition and fees, tuition payment plan (Tuition Management Systems) and other methods of payment, refund checks and overpayment of tuition fees, the college's collection policy, and more, visit berklee.edu/bursar.

Financial Aid for Domestic Students

Funds for financing a Berklee education are available from a variety of sources, including Berklee institutional funds, federal and state programs, other government agency programs such as veterans benefits, and private sources.

Need-based federal and state funds are administered after a review of a student's Free Application for Federal Student Aid (FAFSA). The FAFSA is available for U.S. citizens and permanent residents. The FAFSA calculates a family's financial need and allows the student and family to be considered for state grants and scholarships, and the following federal programs: the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan, and the Direct Stafford Loan. Additional financing options are available. Please review the Loan Guide available on berklee.edu/forms-and-other-downloads.

In addition to the FAFSA, we strongly encourage entering students to complete the CSS Profile through the College Board in order to be considered for institutional funding from Berklee.

Please be aware that funds from any one program are limited, so it is best to apply well in advance for all possible sources of assistance: need-based, merit-based (generally scholarships), and non-need-based loans.

Veterans Benefits

Berklee certifies all U.S. Department of Veterans Affairs (VA) educational benefit chapters and participates in the Yellow Ribbon Program. Students who are eligible to receive VA educational benefits will need to obtain a copy of the Certificate of Eligibility (COE). Eligible students may apply online at benefits.va.gov/gibill/apply.asp. Once requested, the COE will be mailed within 4-6 weeks. The certificate will list details about the students' Chapter and how many months of eligibility he/she has. For Chapter 33 Veterans, the COE will also list a percentage of eligibility. Once a student receives this certificate he/she must submit it to Berklee for review.

In order to be certified accurately, students receiving VA benefits are responsible for informing the VA coordinator of their enrollment plans prior to the start of each semester and of any changes in enrollment (adding/dropping credits, withdrawing) during any semester they are receiving benefits.

For more information, contact financialaid@berklee.edu or call the VA directly at 888 442-4551.

Financial Aid for International Students

International students are eligible for merit-based scholarships. Berklee scholarships and grants usually only cover a portion of tuition. International students must have sufficient funds to cover all educational, personal, and living expenses. Students should check with their country's government and private agencies to determine whether additional scholarship assistance may be available. International students are eligible to apply for Berklee student employment and are encouraged to do so by contacting studentemployment@berklee.edu for further information.

Some U.S. loan companies offer student loan financing to international students and their families with a credit-worthy, U.S. citizen or permanent resident cosigner applicant. Information on these programs are available at elmselect.com or iefa.org.

For more information about college financing for international students visit edupass.org/finaid or contact a Berklee Student Financial Services counselor at financialaid@berklee.edu.

Scholarships

Berklee provides opportunities for both domestic and international students to apply for merit-based scholarships via their live audition and interview for admission (entering students) or submission of an achievement portfolio (continuing and returning students). The college awards more than \$40 million in institutional funds annually.

For information on application guidelines and a list of scholarship opportunities, visit berklee.edu/scholarships.

Student Employment

Berklee provides opportunities for part-time positions on-campus. The program offers students not only a chance to earn some extra money, but to develop professionally and network with staff and faculty. Students work in areas such as the recording studios, the media center, the Berklee Performance Center, and many other administrative departments throughout the college. Since many students live off campus, having a student job can really help the student feel more connected and engaged in the Berklee community. Students work approximately 10-15 hours per week and are paid a minimum of \$9 per hour. Payments are issued every two weeks.

Eligibility for Student Employment

Berklee Student Employment is open to all students, international and domestic. Eligibility is based on a

student's enrollment status, grade point average, and suitability to a particular position.

Applying for Student Employment

In order to apply, a student would first need to complete an online application, which provides details of their work experience and skill set. International students are required to obtain a social security number before they can start applying for jobs. Berklee will assist these students with the process of applying to the Social Security Administration.

For further details, email studentemployment@berklee.edu, call 617 747-2687, or visit the office located at 921 Boylston Street, 2nd floor.

Academic Policies

Additional academic program and curriculum information can be found on page 58 of this handbook and at berklee.edu.

Academic Year

The academic year at Berklee consists of two 15-week semesters, fall and spring, and one 12-week summer term. Students enrolling in fall and/or spring semesters must attend full-time, but may elect to attend part-time during the summer term. For more information, see Full-Time and Part-Time Attendance on this page.

Full-Time Programs of Study: Undergraduate Degree and Diploma

Berklee offers the bachelor of music (B.M.) degree program and a four-year program leading to a professional diploma. Both programs are designed to help students achieve excellence in professional music. Intensive concentration in musical subjects provides students with the necessary tools for developing their musical talents to the fullest and preparing for enduring careers as capable and multifaceted musicians in the ever-changing world of today's professional music, entertainment, and other industries.

The degree and diploma programs, as well as each of the 12 majors, require completion of a minimum number of credits to qualify for graduation, in addition to successful completion of all required courses, proficiencies, projects, recitals, portfolios, practicums, etc.

Degree Program

All majors in the degree program, except Music Education and Music Therapy, require completion of a minimum of 120 credits. The Music Education major requires completion of a minimum of 128 credits (with the new requirement for state certification). The Music Therapy major requires completion of a minimum of 122 credits.

A dual major in the degree program combining two majors, except Music Education and Music Therapy, requires completion of a minimum of 150 credits. A dual major that includes Music Education requires completion of a minimum of 158 credits. A dual major that includes Music Therapy requires completion of a minimum of 152 credits.

Diploma Program

Ten majors are offered in the diploma program and each requires completion of a minimum of 96 credits. Due to state licensing requirements, the Music Education and Music Therapy majors are not offered in the diploma program.

A dual major in the diploma program combining two majors, except Music Education and Music Therapy, requires completion of a minimum of 126 credits.

Graduate Programs

Information about graduate programs can be found on the website at: berklee.edu/graduate.

Credit Hour

For lecture and discussion courses, students earn one course credit for every 15 class contact hours—one credit for one hour of class meeting time each week for 15 weeks. For lecture and discussion courses at the undergraduate level, there is also the expectation that one hour of class time per week requires two hours of outside of class work each week. For graduate courses, the expectation is that that one hour of class time requires at least three hours of out of class study. For ensemble and lab work, where repetition, practice, and iterative learning are key, students earn one hour of credit for every 30 hours of in-class time, or one credit for two contact hours each week for 15 weeks.

Catalog Year Policy

All students are assigned to a specific academic year catalog at matriculation. This catalog provides students with a complete set of academic requirements for graduation. All students must complete the curriculum defined in the catalog year at the time of their matriculation.

Students may opt to change to a more recent catalog year assignment if they prefer to graduate under a newer set of curricular requirements. Students who leave and return to Berklee after four or more years will automatically be assigned to the new catalog year that is in effect at the time of their return.

Students may not change their catalog year assignment to an earlier catalog. However, students are encouraged to meet with the chair of their major to discuss the applicability of past course work to their existing catalog assignment.

Residency Requirements

All students, including candidates transferring from another school, are normally required to complete four semesters of full-time attendance and a minimum of 60 credits for the degree and 48 credits for the diploma at Berklee in order to graduate from the college. Credit by exam, advanced placement credit, CLEP credit, and transfer credit do not count toward the residency requirement, even if earned while attending Berklee.

Full-Time and Part-Time Attendance

The college's resources are designed to serve its full-time enrollment and do not allow for the unrestricted enrollment of part-time students. All students are considered full-time and charged the full-time diploma or degree tuition, unless a student meets certain criteria and is authorized to enroll part-time by the college.

The maximum credit load within full-time tuition for the Degree program is 16 credits and for the Diploma program is 13 credits.

Exceeding the maximum credit load will result in an extra credit fee. The fee is based on the number of credits over the maximum (\$1,378 per credit).

Part-time status is defined as enrollment in fewer than 12 credits with authorization by the college. It is the student's responsibility to request authorization for part-time status by the posted deadline – the Friday of check-in week – to be effective for the same semester. Part-time study is charged on a per-credit basis. Students receiving financial aid or scholarship funds who are requesting part-time status must consult with the Office of Student Financial Services to determine how part-time status will affect their awards.

Note: Part-time status may be granted for domestic students if requested and approved by the deadline only under the following special circumstances:

- A student who has completed at least one full-time semester at Berklee may study part time during the summer semester.
- A student who has fewer than 12 credits required for graduation remaining. (Authorization is required by the Counseling and Advising Center or vice president for enrollment.)
- A student who has fewer than 24 credits required for graduation remaining, including sequential courses which require the student to enroll for at least one semester beyond the semester for which part-time status is being requested. (Authorization is required for all students by the Counseling and Advising Center or vice president for enrollment.)
- Students enrolled only in internship courses approved by the college. Internships approved by the Office of Experiential Learning generate academic credit and involve a substantial workload commitment, comparable to full-time study. Internships may or may not include compensation. It is the responsibility of international students to contact an international student advisor to apply for work authorization. Practicums offered through the Music Therapy and Music Education departments are not within the purview of the Office of Experiential Learning. (Authorization is required for all students by the Office of Experiential Learning.)
- Students enrolled only in Music Education Practice Teaching/Seminar. Practicums supervised by the Music Education Department involve a substantial workload commitment, comparable to full-time study. A minimum of 450-clock hours practice teaching and weekly seminars are required. (Authorization is required for all students by the Music Education Department.)
- Students enrolled only in the Music Therapy Internship supervised by the Music Therapy Department. This post-course work experience extends through two semesters and involves 1,040 hours of full-time music

therapy experience at a clinical site approved by the American Music Therapy Association. Students enrolled in the first semester of the internship are considered to be active Berklee students throughout the completion of the internship in the second semester. (Authorization is required for all students by the Music Therapy Department.)

- A student with a documented physical, learning, or psychiatric disability for which the college determines that part-time enrollment is a reasonable accommodation. In the case of learning disabilities, documentation must be submitted to disability services staff in the Counseling and Advising Center. The definition of disability is outlined in the Americans with Disabilities Act of 1990. (Authorization is required for all students by the Counseling and Advising Center.)
- A graduate of Berklee returning to take additional coursework.

For all other extenuating circumstances, the Office of Enrollment may consider student appeals.

Part-Time Attendance Policy for F-1 Visa Holders

The Student and Exchange Visitor Information System (SEVIS) requires schools to electronically report the number of credits F-1 students enroll in each semester. The Department of Homeland Security (DHS) regulations require students in F-1 nonimmigrant status to attend college on a full-time basis and define full-time as at least 12 required credit hours per semester. Only the following exceptions are allowed:

- **During a vacation semester:** Students who meet DHS vacation semester guidelines and Berklee's part-time criteria (see Full-Time and Part-Time Attendance policy in the section above) may enroll in fewer than 12 credit hours during a DHS-approved vacation semester with authorization from the Counseling and Advising Center. To maintain valid nonimmigrant status, students are required to complete a Vacation form at the Counseling and Advising Center and to enroll in the semester immediately following an annual vacation.
- **To complete course of study in current term:** Students may be permitted to enroll in fewer than 12 credit hours during their final semester of study before graduation if they have fewer than 12 required credits and no prerequisite sequences remaining and will satisfy all (credit and non-credit) graduation requirements during that semester. Failure to complete the course of study will result in termination of the SEVIS record, loss of F1 status, and loss of F1 benefits (such as Post-Completion Optional Practical Training).
- **Documented illness or medical condition:** A student may be allowed to enroll in fewer than 12 credit hours if sufficient medical documentation from a U.S. licensed doctor (defined by DHS as a doctor of osteopathy, doctor of medicine, or licensed clinical psychologist) is

submitted to the Counseling and Advising Center. This basis for part-time authorization must be reestablished each semester that part-time is granted. Documentation requirements and more information may be obtained at the Counseling and Advising Center.

SEVIS reporting requirements necessitate that international students enroll in at least 12 required credit hours every semester. Students in their first or second semester of study in the United States may be permitted to complete fewer than 12 credits if they are having initial difficulties with the English language or reading requirements, or unfamiliarity with American teaching methods. Students must receive a recommendation from their teacher(s) and authorization from their international advisor prior to falling below 12 credits and must resume full-time attendance at the next available semester. When a student has fewer than 12 required credits remaining but cannot complete their program in the current semester due to prerequisites, he/she must enroll in classes not required for their program in order to maintain F-1 status. Students are responsible for their academic decisions. Therefore, Berklee strongly encourages students to plan their course work with an academic and international student advisor each semester to develop an immediate and a long-term study plan that will maximize their meeting DHS enrollment requirements during their course of study at Berklee.

Students must obtain authorization from the Counseling and Advising Center prior to enrolling in fewer than 12 credit hours. If students fall below 12 credits without prior approval, under SEVIS requirements this is considered a "reportable event," and the college is required to report it to the DHS within 21 days. If the reason for less than full-time attendance is not among those listed above, the college is required to report the student's F-1 status as "terminated."

Any international student with fewer than 12 credits must see an international student advisor in the Counseling and Advising Center. Failure to maintain full-time status has serious implications, such as inability to have an I-20 signed, loss of work permission, and/or being required to leave the U.S. It is the student's responsibility to maintain status.

Students authorized for part-time status by the published deadline will be charged on a per-credit basis.

International students cannot use facilities-only status to count as an enrolled semester for purposes of F-1 status for SEVIS regulations.

Core Music Requirements

It is each student's responsibility to complete core music courses in sequence and in consecutive semesters starting with the first semester. Students are required to complete AR-111 Arranging 1, all harmony core courses

(PW-111, HR-112, HR-211, and HR-212), and all ear training core courses (ET-111, ET-112, ET-211 or ET-231, and ET-212 or ET-232) prior to graduation. If a student skips a prerequisite or does not satisfactorily complete a prerequisite, the student is still required to enroll in and satisfactorily complete that course in order to receive a degree or diploma. No credit will be given, nor credit by exam offered, for courses skipped in a sequence.

Entering Student Core Progress

All entering students are required to show progress toward completing Berklee's core curriculum (arranging, ear training, harmony). Entering students who do not successfully complete their first semester core curriculum (indicated by grades of "W," "I," or "F" in any core course) are required to meet with the Office of Student Success and may be required to participate in a specialized tutoring program known as the Second Semester Success Program as a condition of continued enrollment at the college.

A student who has been identified as needing this program may appeal the decision to the Office of Enrollment. Any appeal must be based on extenuating circumstances and contain written verification of those circumstances. All appeals are adjudicated at the discretion of the Office of Enrollment.

Course Registration

There are two registration periods each year. Spring registration occurs in late November and early December, and summer/fall registration occurs in April. Students are assigned registration appointment times based on seniority: students closest to the number of completed credits required for their program have the earliest times. Students should consult the online Registration Manual and check their Registration and Check-in Profile before registering for courses. These online resources can be found on berklee.edu and [MyBerklee \(my.berklee.edu\)](http://my.berklee.edu) respectively. Equally important is for students to seek academic advising through the Counseling and Advising Center, departmental advisors, peer advisors or at the Office of the Registrar before attempting to register for courses. Students with outstanding financial obligations must make prior arrangements with the Office of the Bursar in order to register.

The college may make changes to a student's registration schedule in situations, including but not limited to the following: (1) if a course is cancelled, (2) if the student becomes ineligible to enroll in a course due to failing a requisite course, (3) if the student is no longer in a major or principal instrument required for enrollment in the course, or (4) if the student has not checked in for the following term by the Check-in deadline. In the last situation, all courses are dropped. In certain circumstances, students experiencing difficulty completing their check-in by the

deadline may be able to have their schedule held past the Check-in deadline for approximately an extra week.

Schedule Adjustments (Add/Drop)

After registering for courses for a given term, students may make adjustments to their course schedule under certain conditions. Adding or dropping classes is done through MyBerklee (my.berklee.edu).

The add/drop period at the beginning of each term is the first five days of the semester. After the initial five days of classes, students are not allowed to drop a course from their schedule. For semesters that begin on a Tuesday, the add/drop period extends through the following Monday.

There is a brief period of 2-3 days before the start of the check-in period when the add/drop option is not available due to the upgrade of the student records system.

Students are advised to check their schedule and charges on my.berklee.edu after adding or dropping courses. Questions about registration, check-in, or schedule adjustments may be directed to the appropriate course chair or the Office of the Registrar.

Class Attendance

Attendance is required in all classes, private instruction, instrumental labs, and ensembles, beginning with the first scheduled meeting. Absences must be addressed directly with the course instructor to determine impact on student progress and/or overall grade. The faculty member may also provide more specific information on attendance policies. Classes, labs, and ensembles start promptly on the hour and end ten minutes before the hour. Late arrival is both disruptive and unprofessional.

Students must be officially enrolled in a class in order to attend the class. **Attending a class without being officially enrolled is not permitted.**

It is the student's responsibility to ensure he/she attends the correct class and class section. There are often multiple sections of a course. It is recommended that the student confirm with each instructor that the official class list contains the name of the student.

Final Exams Schedule

Final exams occur in the final week of the semester with the exception of ensembles, which may hold final performances during the next-to-last week of classes. Students are responsible for taking the final exam at the time scheduled by the instructor of the class and should make travel plans for the end of the semester accordingly. A student who misses the final exam or performance is subject to receiving a grade of "F" for the exam or performance.

Absence From Class or the College

It is the student's responsibility to contact each of their instructors directly via voicemail or email of absence from class prior to the class in all but the most extreme situations. Each faculty member determines whether or not the absence is excused for that particular class.

Please note that for absences of a short duration (less than two weeks), students do not need to contact the Counseling and Advising Center. For absences of two or more weeks due to an extended illness, see the information below in the section, *Absence Due to Extended Illness*.

Missed Course Material

Students who are absent from any class meeting are responsible for making up the missed material and course work themselves. The instructor is not required to repeat material that a student has missed.

Ensembles

Students are expected to attend all meetings of their ensembles. Instructors must be notified in advance if an unavoidable absence is foreseen. In addition, the student must arrange for a suitable replacement to fill his/her role in the ensemble. Failure to send a substitute player will result in a grade of "F" for the ensemble, and can result in the loss of the seat in the ensemble. The grade of "F" will stand as a final grade except in cases of extraordinary circumstance as determined by the department chair.

Private Lesson Instruction

As with ensembles, every effort must be made to notify private lesson instructors of absence prior to the scheduled lesson time. Failure to do so may result in the loss of scheduled time for the remainder of the term and/or a grade of "F."

College-Organized Performing Groups

If a student is asked to participate in a Berklee-sponsored event at the college or outside the college or extra rehearsals of college-organized ensembles, the student must first obtain permission from the instructor of any conflicting classes, ensembles, or private lessons in advance of the event. In such instances, provisions under Attendance shall prevail.

Outside Activities

Berklee recognizes that its students will be presented with professional opportunities, such as job interviews, auditions for professional positions or graduate school, and exceptional performance opportunities (including those sponsored by Berklee). Students hoping to take advantage of such opportunities are not excused from course assignments or deadlines. Such students are required to discuss with their course instructors, in

advance, the ramifications of any related absences.

Absence Due to Religious Beliefs

Students who are unable, because of their religious beliefs, to attend classes or to participate in any examinations, studies, or work requirements on a particular day shall be excused from such and shall be provided with a reasonable opportunity to make up examinations, study, or work requirements which they may have missed. No fees of any kind shall be charged. No adverse or prejudicial effects shall result with any student who avails himself or herself of this policy.

Absence Due to Extended Illness

If a student has a serious illness and needs to be out for an extended period of time (longer than two weeks), the student or a family member should also contact the Counseling and Advising Center or the associate dean of students at the following numbers:

Counseling and Advising Center 617 747-2310
Dean of Students Office 617 747-2231

Return to the College after Absence

A student who is hospitalized for psychological reasons during the course of the semester or during any school break must provide to the director of counseling services in the Counseling and Advising Center a copy of the hospital discharge summary and a letter from a treating licensed medical or mental health care provider stating that the student is psychologically stable and ready to return to the residence halls, classrooms, and common areas on campus.

In some cases, a similar letter may also be required of students who medically withdraw from the college but are not hospitalized or who are suspended from the college for serious behavioral incidents. All such letters should verify that the student requesting readmittance poses no direct threat to himself or herself or to others and that the student is otherwise qualified to return to school. The readmittance review team (RRT) will review the student's request for readmittance and make a recommendation to the Office for the Vice President for Student Affairs/Dean of Students regarding the student's ability to function safely within the residence halls, classrooms, and common areas on campus. The RRT's primary goal is to ensure the student's safe and successful return to the residential and academic programs at Berklee College of Music. To that end, the RRT seeks to support students upon their reinstatement and gladly offers assistance in identifying a treatment plan for the student, if one is needed and if one is not already in place.

The Office for the Vice President for Student Affairs/Dean of Students has the authority to grant or deny the student's request for reinstatement. All such decisions are final and are not subject to appeal. The Office for the Vice President for Student Affairs/Dean of Students may

condition a student's reinstatement upon a showing that (1) the student is not a direct threat to himself or herself or to others and (2) the student is otherwise qualified to return to school. Failure to make such a showing will result in the denial of the student's request for readmittance.

Withdrawal from Classes

Students may withdraw from classes through the ninth week of classes in the fall or spring semester and through the eighth week in the summer term by submitting a *Student Initiated Withdrawal from a Class Form* at the Office of the Registrar. Withdrawing from a class is the responsibility of the student. The instructor will not withdraw a student from the class for any reason (including absence) or submit the form for the student.

A grade of "W" will be issued for any particular class from which a student has withdrawn. Once the withdrawal deadline has passed, all registered students will receive a course grade based on the stated grading criteria. Students continue to be financially responsible for that class and are not eligible for a tuition refund or replacement course. Students should note that withdrawing from a class may affect students' eligibility to receive scholarship, financial aid, veterans' benefits and international student visa status. Students are strongly advised to consult with their instructor, department chair, counselor or academic advisor, or the Office of the Registrar, prior to withdrawing from a class.

The withdrawal form must be completed before the end of the week following midterm week. The student then receives a grade of "W" for the classes from which he/she withdraws. The student may not withdraw from a class and initiate a grade of "W" after the ninth week of classes in the fall or spring semester and after the eighth week in the summer term.

Withdrawal from the College

Students who wish to withdraw from the college for any nonmedical reason must complete a *Withdrawal from the College Form*, which they can obtain at the Office of the Registrar. Students withdrawing before the end of the fourth week of either the fall or spring semester are entitled to a credit of part of their tuition. After the fourth week, no credit will be made. Students withdrawing by the end of the third week of classes in the summer semester are entitled to a credit of their tuition on the basis of assessing 25 percent of the semester's tuition per week of attendance. After the third week, no credit will be made. No deduction is made for temporary absence, nor is any credit granted if students are suspended, dismissed, or leave the college without formally withdrawing. In some instances, financial aid awards may be prorated upon withdrawal from the college. Contact the Office of Student Financial Services for

more information.

Students should schedule an appointment with the Counseling and Advising Center to initiate a withdrawal for medical reasons.

International students in F-1 status should consult their international advisor in the Counseling and Advising Center prior to submitting a *Withdrawal from the College Form* as it will affect immigration status.

Students Receiving Title IV Federal Financial Aid – Withdrawal from the College and Title IV Financial Aid Refunds

Per federal regulation, students who receive Title IV federal financial aid and who fully withdraw from Berklee on or before the 60 percent point in the term (in calendar days) are entitled to keep only the portion of Title IV federal student aid that he or she have earned to that point. If a student who is receiving federal financial aid withdraws after the 60 percent point of the term, he or she is considered to have earned all of their federal student aid for that semester.

Students needing to withdraw from Berklee are required to submit a *Withdrawal from the College Form* in order to be officially withdrawn from the term. There are two locations to do this:

- U.S. citizens (or permanent residents) who are withdrawing from the college for any reason other than a medical or mental health issue should go to the Office of the Registrar.
- Students withdrawing from the college for medical or mental health reasons should go to the Counseling and Advising Center.

Unofficial Withdrawal

A student who stops attending classes without officially withdrawing is considered to be “walking-away.” The federal aid received during the semester will be subject to the federal return calculation based on the effective date of withdrawal, which is determined by the last recorded date of attendance or academically related activity.

Post-Withdrawal Disbursement

Students who withdraw prior to Title IV funds being disbursed may be eligible for a portion of their available aid. Students eligible for Federal Direct Loans will be notified of the percentage of their loan(s) for which they are eligible and will be given 14 days to accept the loan(s) and have it applied to their balance. Loans will not be applied without confirmation.

Return of Federal Financial Aid

Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the

student's earned/unearned federal financial aid funds.

Any unearned federal aid must be returned to the federal government. Federal aid funds previously disbursed will be adjusted and may create a balance owed to the College. The student is responsible for any balance due after the return of funds calculation has been completed.

The unearned portion of Title IV federal financial aid will be returned to the appropriate aid programs in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG grant
- Other Title IV loan or grant assistance

Refunds to the student and/or to the federal financial aid programs by the student or the college will be made within 30 days of the date that the college determines the student has withdrawn.

The chart on the right will help explain how refunds based on a student's withdrawal status are calculated. A student should refer to the appropriate column(s) to determine the tuition charges and aid eligibility under the policy.

State Grant Refund Policy

State grants will be refunded according to the regulations of the individual state programs.

Institutional Refund Policy

Institutional funds from Berklee, including grants and scholarships, will be prorated on the same basis as tuition charges. For example, if a student withdrew during the second week of classes, they would be charged 40 percent of tuition. Berklee will allow the student to keep 40 percent of their institutional funds to be used towards those charges.

In some cases, institutional funding may exceed the total charges. When that occurs, the Institutional funds will be decreased to equal the amount of charges the student will incur.

Veterans

Veterans benefits, too, have specific eligibility criteria that apply when a student who is a veteran withdraws from college. We encourage any student receiving Veterans benefits to meet with the Veterans coordinator in the Office of Student Financial Services before withdrawing from the college.

Additional information about the return of Title IV federal student aid and withdrawal is available from the Office of Student Financial Services.

Tuition and Aid Percentage Chart for Students Withdrawing

Fall and Spring Semesters

	Tuition Charged	Institutional Aid Earned	Federal Aid* Earned
Before Classes Begin	0%	0%	0%
Week 1	20%	20%	4%
Week 2	40%	40%	11%
Week 3	60%	60%	18%
Week 4	80%	80%	25%
Week 5	100%	100%	32%
Week 6	100%	100%	37%
Week 7	100%	100%	45%
Week 8	100%	100%	52%
Week 9	100%	100%	57%
Weeks 10–15	100%	100%	100%

Summer Semester

	Tuition Charged	Institutional Aid Earned	Federal Aid* Earned
Before Classes Begin	0%	0%	0%
Week 1	25%	25%	4%
Week 2	50%	50%	12%
Week 3	75%	75%	20%
Week 4	100%	100%	31%
Week 5	100%	100%	39%
Week 6	100%	100%	48%
Week 7	100%	100%	56%
Week 8	100%	100%	100%

*These percentages are weekly guidelines; actual refunds are based on calendar days. This represents the amount of student aid that is unearned at the point of withdrawal and may be returned to the federal student aid programs. Final eligibility will be determined by the Office of Student Financial Services within 30 days of the student withdrawing from classes.

Semester Level by Earned Credit

Student semester levels are determined by the program of study (degree or diploma) and the total number of credits a student has earned. It is not determined by the number of semesters a student has been enrolled. See the chart below detailing semester levels with credits earned.

Semester Level	Diploma	Degree
1	0–12	0–15
2	13–24	16–30
3	25–36	31–45
4	37–48	46–60
5	49–60	61–75
6	61–72	76–90
7	73–84	91–105
8	85–96+	104–120+
9 (Five-Year Dual Program only)	97–108	121–135
10 (Five-Year Dual Program only)	109–120+	136–150+

Maximum Extra Credits per Term

Students may register for up to four extra credits each term and will be charged per credit for each extra credit. Diploma students may register for 17 credits and degree students may register for 20 credits.

First-semester entering students and transfer students may not exceed the registration credit limit of their programs. Students wishing to register for more than four extra credits who have demonstrated high academic achievement and/or high musical proficiency should seek approval from the academic advising coordinator in the Counseling and Advising Center.

Change of Degree or Diploma Program

Students enter the college having declared their degree or diploma program. Following their initial enrollment at Berklee, students wishing to change their program must follow the procedures described below.

Students wishing to change from the diploma to the degree program must meet with an academic advisor and must be in good academic standing after completing at least one semester at Berklee. Applications for change of program (degree or diploma) must be received by the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Applications received after this date will be effective, if approved, for the following semester. International students in F1 visa status must be issued a new Form I-20 with the updated program. In most instances, new financial documentation will be required prior to Form I-20 and Change of Program being processed by the Counseling and Advising Center. For more information, contact the Counseling and Advising Center.

Declaration of Major

All students must declare a major field of study by their third semester-credit standing. However, students may select a major to take effect for their second semester of attendance. Generally, students need to have completed at least 24 credits to declare a major; therefore, most students declare their major as they are entering their third semester. Transfer students may be eligible to do so earlier.

With the help of academic advisors and departmental advisors, students have the opportunity to examine their musical and educational objectives and to select career majors from a curriculum designed to meet the varied challenges of today's dynamic music professions. Study sequences are designed to produce graduates whose professional skills are commensurate with the goals of the programs and the majors.

Before selecting a major, be sure to understand the requirements of the major, including the final project.

Certain majors have additional application requirements, which are described below. Information and assistance in choosing a major are available from the appropriate departmental advisor or the departmental chair.

It is recommended that a major be declared prior to the course registration period for the next semester in order to facilitate enrollment in the appropriate major's courses. The declaration of major application must be received by the Office of the Registrar on or before the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Applications received after this date will be effective, if approved, for the following semester.

Majors—Additional Information

Electronic Production and Design and Music Production and Engineering Major

In order to ensure the proper amount of hands-on experience, the electronic production and design (EPD) and music production and engineering (MP&E) majors currently limit enrollment. Students interested in EPD and MP&E must apply for admission to the majors' departments before final approval of the declaration of major can be given. Information regarding this process, including special deadlines for applying for admission, can be obtained from the EPD and MP&E departments.

Music Business/Management Major

Admission to the music business/management major is restricted to students who have attained a grade point average of at least 2.0. In addition, diploma enrollment in music business/management requires departmental approval.

Music Education Major

Admission to the music education major is restricted to degree candidates and requires departmental approval. Students interested in the music education major should visit the Music Education Department to obtain information about admission to the major. Please note: Students who declare music education as a major must also complete the CORI (Criminal Offender Record Information) form for all courses and internships in which they interact with minors. This background check will identify any person who may not be eligible to work/interact with minors due to a criminal offense.

Music Educator Recruitment, Preparation, Support, and Licensing - Title II of the Higher Education Act

In October 1998, Congress enacted Title II of the Higher Education Act (HEA). Title II authorizes new federal grant programs that support the efforts of states, institutions of higher education, and their school district partners to improve the recruitment, preparation, and support of new teachers. Title II also includes new accountability measures in the form of reporting requirements for insti-

tutions and states on teacher preparation and licensing. Section 207 of Title II requires the annual preparation and submission of three reports on teacher preparation and licensing: one from institutions to states, one from states to the United States Secretary of Education, and one from the Secretary of Congress to the public.

The college received an aggregate pass rate of 94 percent for the 2005–2006 academic year. The Berklee Music Education program requires passing scores on both the MTEL Communications Skills and Music examinations as admission to the teaching practicum experience. Therefore, no student may complete the program without having achieved passing scores. The report also contains information on Berklee's teacher preparation program for the Music Initial Teaching License, including the number of students in the program, the number of students who participated in teaching practicum, and student-to-teacher ratios for supervision in practicums.

The administration and faculty at Berklee College of Music are committed to preparing exemplary classroom music teachers. While a student's success on the MTEL is only one part of becoming a classroom teacher, it is an important part, and the college supports students in every way possible to help them be successful.

Music Therapy Major

Admission to the music therapy major is restricted to degree candidates and requires departmental approval. Students interested in the music therapy major must apply for admission to the major at the Music Therapy Department before final approval of the declaration of major can be given. An application and instructions for the music therapy interview and audition can be obtained from the Music Therapy Department or online at berklee.edu/majors/music-therapy.

Performance Major

Students may declare the performance major by their third semester of credit standing, but it is highly recommended that they do so during their second semester of study. Students who intend to declare the performance major must visit their instrumental/voice department chair and request an *Intent to Declare Performance Major* form. It is strongly recommended that students planning to declare the performance major have grades of B or higher in private instruction, ear training, and ensemble/lab.

Professional Music Major

Admission to the professional music major requires a departmental advising meeting and a contract of agreed-upon course work to be outlined by the department chair or designee.

Dual Majors

A student may declare a dual major and be enrolled in a

maximum of two (2) single majors in either the degree or diploma program and may graduate with no more than two (2) majors. A dual major typically takes five years to complete. Dual majors with music education and music therapy are available to degree students only. Diploma enrollment in music business/management requires departmental approval.

A student who wishes to complete additional coursework for a major beyond the declared dual major should keep in mind the following:

- Domestic students will not have access to U.S. federal financial aid after six (6) academic years at the undergraduate level. Access to state financial aid may also be limited or not available.
- Berklee scholarships may not be extended past five (5) years.
- Immigration status for international students enrolled at Berklee for more than six (6) years may be affected.
- The college recognizes credit for a maximum of two (2) majors in the undergraduate degree or diploma program.
- Official college documents, such as transcripts, diplomas, commencement program, etc., will be printed with a maximum of two majors in the undergraduate degree or diploma program.

Minor Programs of Study

Currently enrolled students are able to complete a minor program of study in addition to their declared major. The purpose of a minor course of study is to provide undergraduate students with the opportunity to gain a breadth and depth of understanding in a focused area of study outside of the declared major.

- Minors consist of a minimum of 10–12 credits and represent a focused specialization.
- Course work completed under the guidelines of a minor may be used to fulfill other degree requirements as appropriate. A student may not complete a minor course of study with the same name as their major.
- Declaration of a minor does not allow a student to bypass specified prerequisites.
- Students may complete only one minor course of study for inclusion on their official transcript.
- In order to receive credit as well as indication of the minor on an official transcript, students must maintain a cumulative grade point average of 2.70 in the courses within their declared minor.
- Should the above be satisfied and upon completion of the minor requirements, students will receive formal recognition for study in their minor.
- Students currently on academic probation may not declare their intent for a minor course of study.

The application for declaring a minor is the same application as declaring a major, which must be approved by the chair of the minor.

The application must be received in the Office of the Registrar by the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Applications received after this date will be effective, if approved, for the following semester.

More information on specific minors may be found at berklee.edu/minors.

Changing Academic Program, Major, or Minor

Changes in academic program (degree, diploma, artist's diploma), adding or dropping a major (including a second major), and adding or dropping a minor must be completed by the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Changes received after this date will be effective, if approved, for the following semester.

In order to change academic program, major, or minor, a student must be officially enrolled at Berklee. A student is considered officially enrolled if taking at least one on-campus course or at least one on-campus credited online course.

The above changes can be made only once per semester. Changes to academic program, major, or minor cannot be made for a semester previously attended.

A student who is not enrolled cannot make changes to academic program, major, or minor.

Students wishing to change from the diploma to the degree program must meet with an academic advisor and must be in good academic standing after completing at least one semester at Berklee. International students in F1 visa status must be issued a new Form I-20 with the updated program. In most instances, new financial documentation will be required prior to Form I-20 and the *Change of Program* form being processed by the Counseling and Advising Center. For more information, contact the Counseling and Advising Center.

Declaration of the artist's diploma program follows a different process and contains additional requirements, including the approval of the dean of the appropriate division. See page 60 for complete information.

Dual-Major Exception to Changing Academic Program, Major, or Minor

A student who is a dual major and has completed all graduation requirements for one of the two majors, but plans not to enroll again to complete his/her second

major, may opt to change to a single major and graduate in the single major in which all requirements are satisfactorily completed. The official graduation date will be the end of the semester in which the change to the single major was completed.

Principal Instrument and Change of Principal Instrument Policy

The college requires all students to declare a principal instrument upon application to the college. In order to graduate, students must meet the graduation requirements on a single principal instrument.

Students should be aware that changing from one instrumental department to another may jeopardize scholarship status, extend progress toward graduation, and significantly affect future semester changes; it will also incur additional fees for private instruction. Scholarship recipients must consult with the Office of Student Financial Services before changing their principal instrument, as it may affect future scholarship eligibility.

A student may request a change of principal instrument(s) by completing a *Change of Principal Instrument* request form and being granted approval by the chair of the new instrumental department. Forms can be found at the individual instrument departments or the Performance Division office, both of which can also provide information and advising on the possible implications of such a change.

Applications for change of principal instrument must be received in the Office of the Registrar by the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Applications received after this date will be effective, if approved, for the following semester.

The best time for a student to change instruments is prior to registration. Questions pertaining to this change should be directed to the instrumental departments involved.

Secondary Instruments in the Performance Major

Performance majors who are proficient in more than one instrument may declare a secondary instrument. The minimum private instruction residency on a secondary instrument is two semesters of study. Students may declare only one secondary instrument. **Students who wish to declare a secondary instrument need to see the department chair of that instrument to schedule an audition.** Department chairs will schedule private lessons on secondary instruments and lessons outside their department.

Recital preparation (RPXX) courses on the secondary instrument support the Recital Preparation Program. Preferential registration for private instruction (PIXX) and

RPXX courses is provided for performance majors: principal instruments, first choice; and secondary instruments, second choice. To participate in ensembles on a secondary instrument, contact the Ensemble Department for an audition.

Private Instrumental Instruction (Lessons)

Instrumental instruction courses are technique and proficiency lessons that prepare students to satisfy the requirements of their instrumental department. Enrollment in private instruction is controlled in the following manner: Students can enroll in one private instruction course per term within full-time tuition, up through the maximum private instruction requirements of their major. Courses in which non-passing grades are earned ("W," "F," "IF") count toward the maximum allowed within tuition. Students will be charged for any additional PI taken above the maximum number of semesters required for their major on a per-credit basis. Private instruction taken when students are enrolled on a part-time basis is charged on a per-credit basis and does not count toward the maximum lessons allowed within full-time tuition.

The following majors have the following graduation requirements for private instruction:

- All majors: four semesters of instrumental instruction on a single principal instrument
- Music education: six semesters
- Performance: eight levels
- Songwriting and professional music: may choose to take two additional private instructions (six total). If these are taken on a student's principal instrument, the private instructions are counted as private instruction levels five and six. Students have the choice to take these additional private instructions on secondary instruments. When these private instructions are taken on a secondary instrument, they will be counted as unlevleed private instructions. Up to two private instructions (a primary and a secondary) can be taken concurrently without incurring extra charges until six cumulative private instructions have been reached.

Recital Preparation Program

Beginning in the third semester, performance majors are required to take one private instruction (PIXX) and one recital preparation (RPXX) lesson each semester. Recital preparation courses are performance major-specific private lessons that focus on building performances leading to the senior recital.

Students may choose from the following options for recital preparation courses:

- Principal instrument with a faculty member in your department
- Principal instrument with a faculty member outside your department
- Secondary instrument

Students may take their private instruction and recital preparation courses in the following arrangements:

- Two 30-minute lessons on your principal instrument with one faculty member combining your PIXX and RPXX lessons into one hour.
- Two 30-minute lessons (PIXX and RPXX) on your principal instrument with two different faculty members from your principal instrumental department.
- One 30-minute PIXX lesson on your principal instrument with a faculty member from your principal instrumental department, and one 30-minute RPXX lesson with a faculty member from another instrumental department.
- One 30-minute PIXX lesson on your principal instrument and one 30-minute RPXX lesson on a secondary instrument.

Grading System and Academic Standing

Academic standing and eligibility for a degree or diploma are determined by the quality of course work. To determine academic standing, the college uses a point system, each qualitative grade having an equivalent numerical value.

Grading System

Letter Grade	Equivalent Percentage	Numerical Value
A (excellent)	93–100	4.00
A-	90–92	3.70
B+	87–89	3.30
B (good)	83–86	3.00
B-	80–82	2.70
C+	77–79	2.30
C (satisfactory)	73–76	2.00
C-	70–72	1.70
D (poor)	60–69	1.00
F (failing)	0–59	0.00
W	Withdraw	0.00
NA	Not averaged	0.00
P	Passed	0.00
I	Course requirements not complete	0.00
NG	No grade submitted as of indicated date	0.00
IF	Incomplete/Failure	0.00

The college does not rank its students.

Calculating the Grade Point Average

Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. A grade point average for any semester is obtained by dividing the total number of quality points earned in that semester by the total number of credits attempted and graded in that semester. The cumulative grade point average (GPA) is obtained by dividing the total number of quality points earned in all semesters by the total number of all credits attempted and graded.

For students who repeat courses, with the exception of ensembles and labs (and private lessons taken before the 1992 fall semester), the lower grade/credit will not be calculated into the cumulative grade point average. However, all courses and grades will remain a part of the student's permanent record and will continue to appear on transcripts.

Grade Reports

Students needing a printed copy of their grades can print an unofficial copy from their my.berklee.edu accounts or request official transcripts to be sent by the Office of the Registrar. Grades are withheld from students owing money to the college.

Questions regarding grades received should be directed to the individual instructor.

Grade Changes and Other Changes to a Student's Transcript

The student transcript is the college's official record of the courses that each student takes and the course grades received while at Berklee. To ensure accuracy, students and alumni have online access to view their transcripts.

All grades, except for the grades of "I" or "NA," filed with the Office of the Registrar are regarded as final. See the policy for changing the grade of Incomplete ("I") on page 20. Students who disagree with a given grade should take the matter up immediately with the course instructor. Effective with the start of the Fall 2012 semester, the final grade of "W" cannot be changed.

Students who disagree with a final grade must first discuss the grade with the instructor of the course.

Students have one calendar year from the date that the course, course section, and/or course grade appears on the transcript to dispute any discrepancy involving the course, section of a course, or course grade information on the transcript by submitting a written request to the Office of the Registrar. This includes any course, course section, and/or course grade information that may not have appeared on the transcript but that the student believes should have been included on the transcript. Students must provide supporting reasoning as to why the transcript may appear to be incorrect.

Courses, course sections, and/or grades become permanent and cannot be disputed or changed one year after the appearance on the transcript. Students are strongly advised to check their transcripts closely after each grading period to ensure the accuracy of the information on the transcript. The online transcript can be found at my.berklee.edu.

Grade of Incomplete ("I")

Under limited circumstances, students may request a grade of Incomplete ("I") from course instructors in the final two weeks of the semester. To be considered for an Incomplete, students must be passing the course at the time of the request in addition to having satisfactory attendance.

The decision to grant the request rests entirely with the instructor of the course. The instructor of the course reserves the right to require an agreement with the student who seeks the Incomplete for the particular course that specifies the work to be completed and the deadline for completion. The instructor of the course additionally retains the right to change the student's final grade from "I" to the grade that the student had earned at the completion of the semester at any time after the completion of the semester, including during the period prior to the submission of the remaining work for the course by the student.

A grade of Incomplete is not available for ensemble courses. Students who cannot complete an ensemble during the final weeks of the semester for a valid reason, such as health conditions, family or personal emergencies, or similar compelling situations, must notify the instructor of the ensemble to discuss and work out a solution. The decision regarding the solution rests entirely with the instructor of the course.

Berklee recognizes that students may be presented with certain opportunities, such as job interviews, auditions or other activities for professional positions or graduate school, and performance events (including those sponsored by Berklee). These situations do not qualify a student to receive a grade of Incomplete.

It is strongly recommended that the necessary course-work be completed and submitted to the instructor as soon as possible after the completion of the semester, but it must be submitted by 5:00 p.m. of the last day of the sixth week of classes of the immediately following semester, whether or not the student is enrolled in that semester.

A grade of Incomplete that is not resolved by 5:00 p.m. of the last day of the sixth week of classes automatically changes to a grade of Incomplete Failure ("IF"). The "IF" is averaged into all grade point averages as an "F." Effective with the start of the Fall 2012 semester, the grade of "IF" becomes permanent one calendar year after appearing in the student's record and cannot be changed.

Grades of "I" are not calculated into the GPA. Students do not receive credit for courses with a grade of "I," nor does any course with a grade of "I" count as a prerequisite for another course until the "I" is changed to a passing grade. Criteria for receiving dean's list honors

specify that a student cannot have a grade of Incomplete for the term in question. Dean's list honorees are determined in the third week of classes of the following term. Any grade of Incomplete must be changed to a grade of "B" or better by the second week of classes to be eligible for dean's list consideration.

Repeat Course Policy

Students may enroll in a course for a second or subsequent time. Only the highest grade will be computed into the cumulative grade point average (CumGPA) and the concentrate cumulative grade point average (CGPA). For more information, see Calculating the Grade Point Average on page 18. The repetition of a course will not eliminate the previous grade from the student's record, nor may additional credit toward graduation be earned by repeating a course. Please note that ensembles and certain instrumental labs may be repeated for credit towards graduation up to the maximum allowed in each major. No required music production and engineering course, required electronic production and design course, and certain other music technology courses can be repeated without department approval. Contact the appropriate department chair for further information.

Credit by Exam

The Credit by Exam option is available for many, but not all, courses. Students seeking to obtain Credit by Exam (CBX) for a course should first determine if CBX is an option for a particular course, obtain the information about completing the CBX, and apply to the course chair. The course chair is the final source of determination about all aspects regarding CBXs in that particular department. The following limitations and stipulations apply:

1. CBX is not available for courses in which both proficiency and participation are the criteria for credit.
2. Courses passed by CBX are not counted as part of a semester's course load.
3. A minimum grade of "B" must be earned in exam and/or project assignments for CBX to be awarded.
4. Courses for which a student received a grade of "F," "I," or "IF" are not eligible for CBX; in these cases, the policies governing Grade Change apply.
5. Unless otherwise stipulated by the appropriate department, it is the responsibility of the student to complete CBX requirements for a course, including submitting any required materials to the course chair, in advance of start of the semester. This allows the department sufficient time to evaluate the CBX and notify the student and the Office of the Registrar if the CBX has been granted, and provides the student with time to make course schedule changes. All current schedule changes (including those involving CBX) must be completed by the published add/drop deadline.

6. In order to graduate, a combination of enrollment and participation in a minimum of 60 credits in the degree program or 48 credits in the diploma program are required.

Review of Academic Records

At the end of each term the Office of the Registrar conducts a review of student records to determine each student's academic standing, including graduation honors, dean's list, satisfactory progress, academic probation, academic suspension, and academic dismissal. The following policies governing academic standing apply to all students. Unless specifically indicated, the following policies apply to all semesters of enrollment.

Satisfactory Academic Progress Policy for Enrollment and Financial Aid Eligibility

The Satisfactory Academic Progress (SAP) policy is intended to provide early identification of students requiring additional academic support, and governs the eligibility of all students for enrollment and financial aid.

All students are required to consistently meet or exceed the following three SAP standards each semester:

- A cumulative grade point average (CumGPA) of 2.00
- A cumulative credit completion percentage (CumCCP) of 70 percent, calculated by cumulative credit hours completed divided by cumulative credit hours attempted
- Completion of graduation requirements within 150 percent of the published length of the degree or diploma program, e.g., complete the 120-credit degree program within 180 attempted credits.

Failure To Meet SAP Standards

Students who fail to meet or exceed any one of the SAP standards for the first time will be placed on suspension warning. Students in suspension warning status are given one additional semester of enrollment and financial aid eligibility to meet SAP standards.

Failure to achieve SAP standards for a second time at any time during the entire course of undergraduate enrollment will result in academic suspension from the college and a loss of financial aid eligibility.

Right to Appeal Academic Suspension/Financial Aid Eligibility

Students placed on academic suspension/financial aid ineligibility may appeal to the Office of Enrollment for enrollment and financial aid eligibility reinstatement. To be successfully considered, appeals should be based on extenuating circumstances with written verification included. The process to appeal begins with the *Appeals Form* found on the Student Success homepage (berklee.edu/student-success).

Academic/Financial Aid Suspension

Students placed on academic/financial aid suspension are ineligible to enroll or receive financial aid (at Berklee) for a period of no less than one fall or spring semester, excluding summer. For example, students suspended after a spring semester are not eligible for enrollment or financial aid until the following spring semester. Suspended students are prohibited from participating in any Berklee class, ensemble, program, or event, and are not eligible to use Berklee facilities while suspended.

Students may appeal for reinstatement after one semester of suspension, provided they have followed the action steps specified on their suspension notice.

SAP Probation

In cases where suspension appeals are granted, students are placed on academic/financial aid probation status and must sign and agree to the terms of an Academic Recovery Contract, developed in collaboration with a designated academic advisor. Students are given access to register/enroll for their next semester only after the academic recovery contract is signed.

Post Probation Review

The Office of Enrollment will review each student's progress in completing the terms of their Academic Recovery Contract and make one of the following determinations:

- Students who meet or exceed the three satisfactory academic progress standards and fulfill all conditions of their Academic Recovery Contract will have their enrollment/financial aid eligibility conditionally restored.
- Students who did not make satisfactory academic progress, but fulfill all other conditions of their Academic Recovery Contract, may appeal for one additional semester of academic/financial aid suspension probation.
- Students who did not make satisfactory academic progress and did not fulfill all conditions of their Academic Recovery Contract, will have their enrollment and financial aid eligibility permanently revoked, resulting in academic dismissal from Berklee College of Music.

Academic Dismissal

Students dismissed from Berklee College of Music are ineligible for future semesters of enrollment and financial aid eligibility at the college.

Satisfactory Academic Progress and Financial Aid

Beginning with the Summer 2013 semester, all students' financial aid eligibility will be determined at the time of their initial application and after each semester of

enrollment. To receive Federal/Title IV financial aid, a student must meet or exceed the three standards of the Satisfactory Academic Progress Policy for Enrollment and Financial Aid Eligibility at the end of each assessment period.

Financial Aid and Part-Time Enrollment

Financial aid is available on a prorated basis to students who are approved for part-time enrollment at Berklee through the Counseling and Advising Center. The amount of aid for which students are eligible is impacted by the number of credits for which a student enrolls. Students are required to complete four full-time semesters at Berklee before they are eligible to receive institutional funds on a per-credit, prorated basis. All part-time students must continue to make satisfactory academic progress to be considered for financial aid funding. Not all students are eligible to enroll for fewer than 12 credits. Failure to seek the approval of the Counseling and Advising Center will result in students being billed for full-time enrollment no matter what the student's credit load is. Most federal grants and loans require students to be enrolled in 6 or more credits in order to continue receiving prorated funding. Students enrolled in fewer than six credits are likely to enter their grace period and/or begin loan repayment. The guidelines for prorating Berklee grants and/or scholarships for qualified students (degree and diploma) are as follows: the semester's grant/scholarship amount divided by 13 and multiplied by the number of part-time credits for the semester equals the grant/scholarship amount for the semester.

Example: John receives a \$5,000 Berklee grant for the fall semester and plans to enroll in six (6) credits for the fall. $(\$5,000/13) \times 6 = \$2,307$, rounded up to the nearest \$100 equals \$2,400. Based on six (6) credits, John receives a \$2,400 Berklee grant for the semester.

Satisfactory Academic Progress and International Student F-1 Visa Status

All students must meet the published Satisfactory Academic Progress requirements. In addition, international students in F1 student visa status must enroll full-time two semesters each year to maintain F-1 nonimmigrant status. Students in F1 nonimmigrant status must register for and complete a minimum of 12 required credits for two semesters before being eligible for a vacation semester (except for spring entering students). Please see the Full-Time and Part-Time Attendance Policy on page 9 for more information on part-time attendance.

Core Music Progress

Research strongly indicates that academic success at Berklee begins with passing all CORE music courses (arranging, ear training, harmony) that are part of each

student's entering semester. Therefore, in addition to maintaining satisfactory academic progress, all students are required to successfully complete their first semester core curriculum.

Students who do not pass a CORE music course in their entering term (indicated by grades of "W," "I," or "F") and have an enrollment hold placed on their student account are required to meet with the Office of Student Success, register for designated sections of core music classes, and participate in a specialized tutoring program known as the Second Semester Success Program as a condition of check-in and their continued enrollment at the college. These students are also expected to complete all requirements of the Second Semester Success Program (such as weekly attendance at tutoring sessions) to maintain enrollment eligibility.

Students identified as needing this program may appeal the decision to the Office of Enrollment. To be successfully considered, appeals should be based on extenuating circumstances with written verification included. The Office of Enrollment adjudicates all appeals on this matter.

Students are required to participate in the Second Semester Success Program until successfully completing all first-semester core music placements (e.g. an entering student placed into Ear Training 1 and Music Application and Theory must remain in the Second Semester Success Program until they successfully complete both Ear Training 1 and Music Application and Theory).

Major and Minor Fields Academic Review

Students are required to maintain a CGPA of at least 2.70 in the concentrate courses within their chosen major and optional minor field. If the CGPA falls below 2.70, the student will be placed on academic probation for the major and must meet with a departmental advisor to discuss his or her academic status and strategies for improvement. Two consecutive semesters of earning a CGPA below 2.70 will result in students being removed from their major and/or minor concentrate courses.

The CGPA is derived from the grades earned in the concentrate requirements and approved concentrate electives of a declared major or minor field. If more approved specified electives than the prescribed number are taken, the CGPA uses the approved specified electives with the highest earned grades. Those approved specified electives that are in excess of the prescribed number are instead counted as general electives and therefore are not calculated in the CGPA.

Dean's List

Students averaging honor grades for any given semester are placed on the dean's list. Specific criteria for inclusion on the list are as follows:

- I. Credit-load requirements:
 - A. Students must earn at least 12 credits in the semester in question and achieve a grade point average of 3.50 or above; or
 - B. Students granted permission for part-time study must earn 8–11 credits and achieve a grade point average of 3.50; or
 - C. Students with documented special needs must achieve a grade point average of 3.50 and earn 8 or more credits.
- II. No grade in the semester in question may be lower than “B,” and no grades of Incomplete (“I”) or Withdrawal (“W”) are permitted.
- III. The dean’s list is calculated based on a deadline of all grades received by the end of the second week of classes in the following semester. Students should be aware that any work intended to satisfy a grade change for the purposes of making the dean’s list must be submitted to their instructors for review well in advance of the deadline for the dean’s list.

Graduation Requirements

Ordinarily, at least four semesters of full-time study must be spent at Berklee to qualify for the diploma or degree. Furthermore, all candidates seeking to graduate in a specific major field must attain at least a 2.70 CGPA in that major and must complete a required project in the chosen area of concentration, as described and approved by the department chair. In addition, an overall GPA of 2.00 must be attained to graduate.

In addition to successful completion of all required courses, proficiencies, projects, recitals, etc., students must complete a minimum number of credits to qualify for graduation.

Program	Minimum Number of Credits
Diploma	96
Degree	120
Music Education	128*
Music Therapy	122
Dual Majors	
Diploma	126
Degree	150
Dual degree including	
Music Education	158*
Music Therapy	152

*with new requirement for state certification

Graduation requirement grids for each major are available online at berklee.edu. Assistance in educational planning is available at the Counseling and Advising Center and from departmental advisors.

Applying to Graduate

The graduation process begins with applying to graduate. This is done as you near the completion of your degree or diploma requirements (semester level 6 or above/level 8 or above for dual majors). An online *Application for Graduation Form* is submitted to the Office of the Registrar with an indication of the term you intend to graduate (the term in which you plan to complete all requirements for your academic program and major(s), including proficiencies, final projects, internships, etc.). The anticipated graduation term may be different from the commencement ceremony term. To be eligible to officially graduate, all requirements for your academic program and major(s), as well as any financial obligations, must be fulfilled.

The *Application for Graduation Form* is required and the only way for students to notify Berklee of graduation plans. Failure to submit the *Application for Graduation Form* by the posted deadline will delay processing of the student’s academic records for graduation and ordering of the diploma, and the student’s name will not be listed in the commencement ceremony program.

For additional information on graduation requirements, please visit berklee.edu/registrar/requirements-graduation. For questions regarding the graduation process, contact the graduation and curriculum specialist in the Office of the Registrar, 921 Boylston Street, Suite 120, or call 617 747-2470. The Counseling and Advising Center and departmental advisors are also available to assist with graduation plans.

Participating in the Annual Commencement Ceremony

Berklee holds one commencement ceremony per year, which occurs in May on the Saturday after the last week of spring term classes. The following criteria are used to determine eligibility to participate in commencement::

- Each graduating student is allowed to participate in only one commencement ceremony.
- Students who complete all requirements for graduation in the summer or fall terms before the May ceremony or will finish at the end of the spring term may participate in the May ceremony.
- A student who needs no more than nine (9) credit hours after the spring semester to complete all remaining degree or diploma course requirements may participate in the May commencement ceremonies only if they have: completed any course with an "Incomplete" by the end of the spring add/drop period; taken all credit by exam and CLEP tests by the end of the spring add/drop period; and met all other graduation requirements, such as completion of a portfolio, recital, etc.

These guidelines are firm and not subject to appeal.

Participating in the commencement ceremony does not mean all graduation requirements have been satisfactorily completed. The final responsibility for meeting all graduation requirements rests solely with each student.

Honor Graduates

Students who at the time of graduation have attained the following GPAs earn honor status and will have their diplomas and records inscribed with the appropriate honors.

Honor	GPA
Summa Cum Laude	3.85–4.00
Magna Cum Laude	3.70–3.84
Cum Laude	3.50–3.69

Returning Students Bachelor of Music Degree Completion Policies and Guidelines

Berklee offers a student who has left Berklee prior to completing his/her Bachelor's degree opportunities to complete the degree. The student must be in good academic standing in order to complete their degree remotely.

1. If the student has completed at least 90 credits toward the bachelor of music degree—with at least 60 credits on the Boston campus—and has less than 10 credits to complete within the major concentrate, he/she may be able to complete the degree through directed study, online courses, or a combination of the two.
2. Alternatively, the student may be able to earn a Bachelor of Professional Studies degree online in one of two majors: music business and music production. This option is well suited for alumni who cannot return to campus, and who completed fewer than 90 credits while at Berklee.

In either situation, the student must first complete the *Degree Completion Form*, which can be found at berklee.edu/registrar/forms/degree-completion. Chairs who are contacted directly by a student should inform the student to complete the *Degree Completion Form*. All information about the degree completion program can be found at berklee.edu/alumni/degree-completion.

Students for which option #2 above is applicable can also refer to information at online.berklee.edu/degrees or contact a Berklee Online advisor at 1 866-BERKLEE with any questions to learn more or to start the application process for the online degree.

At this time, there is no option for a student to remotely complete the diploma program. The college continues to explore possible approaches and necessary curricular adjustments that could allow that option.

Please see berklee.edu/alumni/degree-completion for more information.

Facilities Use

Ensemble Rooms – 130, 136, and 150 Massachusetts Avenue buildings

The Ensemble Department has 23 rooms in the 130, 136, and 150 Mass. Ave. buildings specifically designed for ensemble playing. In the evenings and on weekends, these rooms are made available for student-organized rehearsals. Rehearsal rooms are typically available from 6:00 p.m. to 12:00 a.m. The Ensemble Department also has an Equipment Office located in the 130 Building, room A01, which has equipment such as microphones, cymbals, instrument cables, etc., that a student can sign out for their rehearsal. Any questions on ensemble room/rehearsal room policies can also be answered at berklee.edu/ensemble/room-equipment-information.

Reserving a room: Ensemble rooms are reserved by filling out the online form at berklee.edu/ensemble/150-mass-ave-ensemble-room-reservations. The online reservation form is available 8:00 a.m. to 12:00 p.m. Monday through Sunday. Reservations can be made two (2) days in advance. The form is removed from the web when reservations are unavailable, i.e., when the college is closed.

Reservation guidelines: Reservation requests are processed on a first-come, first-served basis. Students may submit multiple requests for different time slots, but only *one daily reservation per ID* will be booked. Students should not submit multiple requests for the same day and time. Each request submitted will be replied to with a confirmation or denial email.

Room operation hours for fall, spring, and summer terms:

- Monday through Friday 6:00 p.m.–11:45 p.m.
- Saturday and Sunday 12:00 p.m.– 11:45 p.m.

Reservation cancellations: To cancel a room, please call 617 747-2122 *at least two hours* in advance. Failure to cancel in advance will result in the suspension of a student's booking privileges for a week.

Punctuality: Please be on time for your reservation. If you are more than *10 minutes late*, your room will be given to the next person on the waiting list. Failure to leave a room on time at the end of your reservation will also result in a one-week suspension.

Ensemble room suspension policy: Students' ensemble room privileges may be revoked for a number of reasons. Students with suspended ensemble room privileges are not permitted to use any ensemble rooms or equipment outside of regularly scheduled classes. Reasons for suspension include but are not limited to the following:

- The student fails to claim an ensemble room without canceling at least two hours in advance (automatic seven-day suspension).
- The student is tardy to claim an ensemble room by ten minutes or more (automatic seven-day suspension).

- Mistreatment of department staff, work-study, and other students while using an ensemble room will be reviewed on a case-by-case basis.
- The student fails to leave the room on time and/or properly check out *by retrieving student ID from the ensemble office after all borrowed equipment has been returned* (automatic seven-day suspension).
- Theft, abuse, or negligence that causes damage to any ensemble department property will be reviewed on a case-by-case basis.
- Multiple infractions will be reviewed on a case-by-case basis.
- Other infractions not listed can be reviewed on a case-by-case basis.
- The student fails to receive a room confirmation email because his or her email inbox is full and therefore fails to claim a room (automatic seven-day suspension).

Faculty and Staff Ensemble Room Reservations

Certain faculty and staff ensemble rooms are also available during non-class times for students to sign out for ensemble rehearsals.

921 Boylston St. (Uchida building)

Monday through Friday: 6:00pm-8:00pm, 8:00pm-10:00pm

Saturday and Sunday: 10:00am-12:00pm, 12:00pm-2:00pm, 2:00pm-4:00pm

136/150 Mass. Ave. - rooms B16, B32, B33, and 171 Mass. Ave.

Monday through Friday: 6:00pm-8:00pm, 8:00pm-10:00pm, 10:00pm-11:45pm

Saturday and Sunday: 12:00pm-2:00pm, 2:00pm-4:00pm, 4:00pm-6:00pm, 6:00pm-8:00pm, 8:00pm-10:00pm, 10:00pm-11:45pm

To reserve these rooms, please send an email to enroom@berklee.edu at least four (4) days in advance. Access to the rooms cannot be guaranteed with shorter notice.

Senior Recital and Jazz Composition Portfolio Student Room Reservation Policies

The Performance Division supports Senior Performance Recitals and Jazz Composition Portfolio Recitals with up to ten (10) hours of rehearsal time in rooms 114 or 115 in 150 Mass. Ave. If rooms 114 and 115 are not available, please contact your Instrumental Chair or Jazz Composition Chair.

These rehearsals must be scheduled at least 4 days before the requested day using a form obtained from the Ensemble Department website. Email the form with subject title SENIOR RECITAL LEADER or JAZZ COMP PORTFOLIO, along with your preferred time and day.

All room use policies apply to senior recital leaders. Please review the procedures on punctuality, cancellation, and suspension listed above.

Equipment Information

Ensemble rooms are equipped with the following:

- Drum set
- Guitar amp, bass amp, keyboard amp
- PA system
- Upright or grand piano
- Chairs/music stands
- Cymbals (provided only in 921 Boylston St. rooms)

Certain equipment is available for sign out by students during class hours and rehearsal hours through the equipment office, which is in the 130 Mass. Ave. building, room A01.

- Microphones, mic cables (XLR), mic stands
- Guitar cables (1/4 inch cables)
- Cymbals (for 136 and 150 Mass. Ave. rooms only)
- Korg Triton keyboard/ Hammond XK-1 keyboard
- Power strips

Students are not permitted to sign out the Ensemble Nord Stage EX 88 keyboards, Motif Keyboards, or drum clutch packs for night rehearsals. Faculty members may sign out these items for use during regular class hours (9:00 a.m.–6:00 p.m.) or for ensemble concerts/recitals outside of regular class hours. Students enrolled in Organ Techniques or students whose principal instrument is organ only may reserve organs in rooms B03 and 322. Students enrolled in the Steel Pan Ensemble may reserve ensemble room B33 during regular class hours (9:00 a.m.–6:00 p.m.) but must have a faculty member send an email to enequipment@berklee.edu authorizing use of steel pans in this room. Any questions on equipment policies can be emailed to enequipment@berklee.edu.

Fordham Road Facility (25 Fordham Road)

The practice facility located at 25 Fordham Road has 14 rooms specifically designed for ensemble playing, plus 34 individual practice rooms. These rooms are made available for student-organized rehearsals in the evenings and on weekends. Rehearsal rooms are typically available from 4:30 p.m. to 11:15 p.m. only to enrolled students. Any questions on room/rehearsal room policies for Fordham Road can also be answered at berklee.edu/facilities/practice_rooms.html.

Reserving a room: practice rooms are reserved by filling out the online form at berklee.edu/professional-performance/fordham-road-room-reservations. The online reservation form is available 8:00 a.m. to 12:00 p.m. Monday through Sunday. Reservations can be made two (2) days in advance. The form is removed from the web when reservations are unavailable, i.e., when the college is closed.

Reservation guidelines: Reservation requests are processed on a first-come, first-served basis. Students may submit multiple requests for different time slots, but only *one ID per day* will be booked. Students should not submit multiple requests for the same day and time. Each request submitted will be replied to with a confirmation or denial email.

Room operation hours for fall, spring, and summer terms:

- Monday through Friday 4:30 p.m.–11:15 p.m.
- Saturday and Sunday 12:00 p.m.– 11:15 p.m.

Reservation cancellations: To cancel a room, please call 617 747-8699 at *least two hours in advance*. Failure to cancel in advance will result in the suspension of a student's booking privileges for a week.

Punctuality: Please be on time for your reservation. If you are more than *10 minutes late*, your room will be given to the next person on the waiting list. Failure to leave a room on time at the end of your reservation will also result in a one-week suspension.

Ensemble room suspension policy: Students' ensemble room privileges may be revoked for a number of reasons. Students with suspended ensemble room privileges are not permitted to use any ensemble rooms or equipment outside of regularly scheduled classes. Reasons for suspension include but are not limited to the following:

- The student fails to claim an ensemble room without canceling at least two hours in advance (automatic seven-day suspension).
- The student is tardy to claim an ensemble room by ten minutes or more (automatic seven-day suspension).
- Mistreatment of department staff, work-study, and other students while using an ensemble room will be reviewed on a case-by-case basis.
- The student fails to leave the room on time and/or properly check out by *retrieving student ID from the Fordham Road desk after all borrowed equipment has been returned* (automatic seven-day suspension).
- Theft, abuse, or negligence that causes damage to any ensemble department property will be reviewed on a case-by-case basis.
- Multiple infractions will be reviewed on a case-by-case basis.
- Other infractions not listed can be reviewed on a case-by-case basis.
- The student fails to receive a room confirmation email because his or her email inbox is full and therefore fails to claim a room (automatic seven-day suspension).

Equipment Information

Fordham Road ensemble rooms are equipped as follows:

Large Ensemble Rooms

- Drum set with cymbals
- 3 guitar amps, 1 bass amp, 1 keyboard amp
- Upright acoustic piano
- PA system with speakers
- Chairs/music stands

Medium Ensemble Rooms

- Drum set with cymbals
- 3 guitar amps, 1 bass amp, 1 keyboard amp
- Digital piano
- PA system with speakers
- Chairs/music stands

Jazz Ensemble Rooms

- Drum set with cymbals
- 1 guitar amp, 1 bass amp
- Acoustic grand piano
- Chairs/music stands

Each individual practice room is equipped according to its use.

The following equipment is available to students to sign out at the front desk:

- Microphones, mic cables (XLR), mic stands
- Guitar cables (1/4 inch cables)
- Korg Triton keyboard
- Small percussion
- Power strips

Questions on Fordham Road ensemble room equipment policies can be emailed to fordhamroad@berklee.edu.

Summer Use of Resources

The college allows students who are registered for the upcoming fall semester to use "open" resources during the summer. These include the Stan Getz Media Center and Library, the Learning Support Services, Office of Experiential Learning, and the Career Development Center.

Facilities Only Option

Berklee provides a facilities-only option for student use of practice rooms, ensemble rooms, and lockers during the fall semester, spring semester, or summer term without being enrolled in classes during that particular term at the college. Students using the facilities-only option are charged a facilities fee.

Late fees and the comprehensive fee are not applicable. Students who opt not to check in after registering for facilities-only status will have their fees dropped. Students enrolled in the facilities-only program are not considered officially enrolled in the college.

Eligibility for the facilities-only option is determined by the following guidelines:

Summer Term

- Any student who is registered as a full-time or part-time student for the following fall term.
- Any student who graduated at the end of the previous spring term.
- Any student qualifying for fall or spring facilities-only use.

Fall or Spring Semester

Any student who is completing outstanding graduation requirements that do not require enrollment in any courses:

- instrumental proficiency exams
- final projects
- recitals
- credits that do not require class attendance, such as make-up work on grades of Incomplete, grade changes, credit-by-exam, transfer credit

Students using the facilities-only program for completion of outstanding graduation requirements will be authorized for one term only.

International students cannot use facilities-only status to count as an enrolled semester for purposes of F-1 status for SEVIS regulations.

Student Policies

Emergency Closing

When bad weather conditions (e.g., snowstorms, hurricanes) or other circumstances make it necessary to cancel on-campus classes, all students, faculty, and staff are encouraged to check the home page of the college's website, berklee.edu, for the latest official information on the status of the college. Students may also call the college's main number, 617 266-1400, for status. Though classes on campus may be canceled, only in extreme emergencies will the buildings be closed. In addition, many faculty will choose to engage with their students virtually using the campus online services during such periods. Notification of class cancellation will be posted and/or distributed as early as possible. In the majority of situations, students will be contacted through the Berklee Emergency Notification System (BENS), which uses mobile phone, local home telephone, and email to contact members of the Berklee community and provide status on cancellation of classes and other emergency situations. Students are encouraged to sign up for BENS notification at the beginning of each semester.

Berklee Card

The student identification card, or Berklee Card, is a multipurpose card that provides access to facilities and services. The front of the card contains a student's digital picture, name, student number, personal identification number, and library bar code. The back of the card has a magnetic stripe that is encoded with a student's identification number and is used at campus facilities. The card stripe allows access to the student's online flexible spending account for use in campus vending machines and at local merchants, including the campus dining hall and college bookstore. For more information on the flexible spending account, visit berkleecard.com. The Berklee Card is also an access control card that allows access to authorized card readers across the Berklee campus.

The Berklee Card allows access to many areas around the campus including the residence halls (residence hall students only), dining hall, Stan Getz Library, Learning Center, and practice rooms. Only the card owner is permitted to utilize his or her issued Berklee Card to gain access to appropriate facilities and other areas. It must be presented for inspection upon request of any Berklee community member. Public Safety will be immediately notified in the event of loss or withholding of the card, and no school facilities requiring a card will be available for immediate access and/or use until further notice.

The Berklee Card is issued when the student enrolls for his/her first semester. The student is responsible for keeping the card as long as the student remains at the college. The replacement fee for lost cards is \$20 payable at the Public Safety Department located in the basement of 155 Mass Ave Building. If the ID is not working it will be replaced at no charge.

Each summer, the resident student identification code "R" on the Berklee Card will change color. Continuing resident students will receive a new card at no cost at the beginning of each fall semester. The old card must be turned in when the new one is issued. Failure to turn in the old card will result in a \$15 lost-card replacement fee. Continuing students who were residents the prior year but no longer are this year will use the same card. Resident students released early from their housing contract will receive a new card at no charge.

Transcripts

Official electronic (eTranscripts) and paper transcripts can be ordered through Berklee's online transcript request service. It is college policy that official transcripts will not be released to anyone with outstanding financial obligations.

Transcripts contain confidential academic information and are released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Therefore, transcript requests will not be processed without a legal signature (or secured electronic authorization). When ordering online, the authenticating user name and password serves as electronic authorization.

For more information about Berklee's online transcript request service visit berklee.edu/registrar/transcript-request-service.

Insurance

Health Insurance

Massachusetts law requires that colleges and universities in the state may enroll only students who either participate in a school-sponsored Student Health Insurance Program (SHIP, previously called QSHIP), or verify (through a waiver process) that they are in a health insurance plan at a level that meets the state's minimum creditable coverage requirements. To ensure compliance with the SHIP law, all Berklee College of Music students registered for credits are automatically enrolled in and billed for Berklee's Student Health Insurance Plan. Students who have comparable health insurance to the SHIP minimums may elect to waive the requirement to participate in Berklee's Student Health Insurance Plan by submitting a waiver online by logging in to my.berklee.edu and selecting the "Waive My Health Insurance" link under the Financial Information submenu. Students may also submit a waiver form at the Bursar's Office. Waiver forms can be downloaded online at berklee.edu/forms-and-other-downloads in the Health Related section of the page.

The Massachusetts Division of Health Care Finance and Policy requires that the college may not waive participation in the institution's qualifying student health plan for 1) students who have been determined Low Income Patients for Services Eligible for Payment from the

Uncompensated Care Pool or 2) students with coverage from insurance carriers outside the United States, by foreign National Health Service programs, and by embassy-sponsored programs. Health plans such as those in the preceding statement are deemed not to be comparable to coverage under a qualifying Student Health Insurance Program. Therefore, waivers are not accepted. International students are expected to participate in the college's qualifying health plan. Students participating in a Berklee-sponsored study abroad program may waive the health insurance if their foreign insurance plan provides coverage in the study-abroad area.

For more information about Berklee's Student Health Insurance Plan, including what's covered, how to access benefits, enrollment concerns, waiving coverage, or replacement ID cards, visit berklee.edu/student-health-insurance.

Property Insurance

The college insures only its own property against loss. It does not insure against nor reimburse against the loss, from any cause, of student property. It is strongly suggested that students who possess property of value insure against loss through their own insurance company.

Instrument Insurance

Students are responsible for insuring their own instruments. One way for students to insure an instrument is by attaching a floater to their parents' homeowner's or renter's insurance policy. Members of the American Federation of Musicians may purchase insurance through the federation. Students who are not union members should research their local insurance companies and agents to compare available coverage. Students should know that there are differences in coverage and premiums for professional and non-professional musicians. For more information, contact an insurance carrier.

International students may experience some difficulty in establishing a property insurance policy in the United States and are encouraged to secure instrument coverage in their home country.

Change of Address

Students are required to keep the college informed of any change of address. The Office of the Registrar must be notified of such changes in writing. Local contact information can be edited through my.berklee.edu by selecting the "My Contact Information" link under the Check-in submenu.

Methods of Communication

The official methods of communication regarding important college deadlines, events, administrative business required for student enrollment, activities,

announcements, and other daily updates are the student's Berklee email and the berklee.edu portal. The college uses several alternative methods of communicating information to students, including bulletin board postings, Facebook, Twitter, and Berklee-blogs. However, Berklee email and the berklee.edu portal serve as the primary forms. Students are responsible for checking their Berklee email account and berklee.edu on a daily basis for important college-related information.

Student Mail

As noted above, the official form of communication at Berklee is via the student's berklee.edu email account. However, all on-campus resident students are assigned an individual mailbox with a combination lock. These mailboxes are provided for internal communication only and may not be used for commercial purposes. Students are responsible for checking their mailbox on a regular basis and remembering its combination. Official notices from the college are sent to the students' mailboxes for residential students, and to the local address on file for students living off campus.

The mailboxes are located in each dormitory. The student mail and document services center is located on the B level of 1108 Boylston Street and is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. to 1:00 p.m. Packages requiring a signature, or that are too large for the mailbox, can be picked up here. The student mail and document services window is closed during Thanksgiving and Christmas breaks, and on Sundays and holidays.

Only on-campus residents may have mail and packages addressed to them at Berklee. Residents must leave a forwarding address with the student mailroom upon leaving the college's housing facilities. The appropriate address for on-campus residents' mail is:

Name
Mailbox SB#
168 Massachusetts Avenue
Boston, Massachusetts 02115-3010

Commuting students should have mail and packages addressed to them at their local address; however, the college will provide incoming mail service to students living off campus for important or valuable mail or packages.

It is suggested that students verify their mailbox number with student mail and document services at the beginning of each semester. Students will lose their assigned mailbox at the end of the current semester if they are not registered for the following semester. If a student registers late, he/she may not be reassigned to the same mailbox.

The college reserves the right not to distribute certain third-class mail.

Student mail and document services personnel will provide information and assistance in shipping packages to and from Berklee.

Berklee assumes no responsibility whatsoever for the prompt or reliable delivery of student mail. However, mailroom personnel will do their best to see that all mail received by the student mail and document services is distributed properly.

Additional information is posted at the student mail and document services center. Students should familiarize themselves with it. Questions about student mail and mailboxes should be directed to the student mail and document services staff.

Faculty/Staff Mail

Mail for faculty or staff can be left at the following location: student mail services window, B level, 1108 Boylston Street. Faculty mail will be delivered to faculty departments. All other staff and department mail will be delivered via the campus mailstops located throughout campus.

To address mail to faculty, include the faculty name and department. For example:

Faculty member name
Professional Writing Division

To address mail to a department or staff member, include the staff member name and department name. If possible, please also include the mailbox number, which is the same as the building address. For example, the Admissions Office is located at 921 Boylston Street. To address a piece of mail for Admissions, or to a staff member in Admissions, include the following:

Staff member name
Admissions Department
MS-921

Any questions concerning faculty or staff mail should be directed to the mail processing staff at the student mail services window on the B level of the 1108 Boylston Street building.

Policy on Posting Notices

Notices may not be posted by students, faculty, and staff anywhere on Berklee College of Music property except as specified in this section. The purpose of this policy is to ensure fairness and clarity in the posting of information for the Berklee community. Any violation is potentially unfair and may cause confusion rather than clarity. Therefore, any posting that violates the posting policy may be removed. If the violation is serious or repeated

after warnings are issued, the person responsible for violating the policy may be disciplined according to established disciplinary policies.

Approved On-Campus Concerts and Approved Notices

Campus concerts are those concerts that are approved by the Office of Concert Operations or the Office of Student Activities and are held on campus. Approved notices are defined as any notices about approved college activities posted by any member of the Berklee community, such as official notices of departments or offices of the college or notices about approved student club meetings and/or activities.

Posters relating to these activities may be placed on walls and boards designated as "Concerts/Notices." They must not be larger than 8.5" x 11", not be posted earlier than two weeks before the date of the activity, not cover any posters already posted, and be removed no later than the day after the activity.

General Notices

General notices are those notices from external sources that do not pertain to approved on-campus activities and personal notices advertising the selling of merchandise, announcing apartments for rent, announcing off-campus gigs and concerts, etc. These notices are restricted to general bulletin boards that are specified for such notices and may not be posted on any walls, doors, or any other place in the college. Notices from external sources may be removed at the discretion of the college.

Posters relating to these activities may be posted on walls and boards designated as "General Notices." They must not be larger than 8.5" x 11" and must not cover any posters already posted. Please also see the section on Off-Campus Posting on page 52.

Specific Prohibited Postings

Posting on approved bulletin boards and posting areas may be done only as permitted by the college, only in accordance with applicable college policies, and only for lawful purposes. Any conduct that, in our sole discretion, restricts or inhibits others from using these posting areas or violates college policies or applicable law is not permitted and will be subject to sanction and disciplinary action.

Prohibited postings are those that the college deems unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially/ethnically/religiously demeaning or threatening, or otherwise objectionable, including, without limitation, any content which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or college policy.

We reserve the right to remove any posting that we believe to be harmful to the college or to others. More specifically, and without limitation, the following conduct violates college policies and is not permitted:

- **Offensive Communications and Images.** Use of vulgar, abusive, or hateful language is prohibited. Sexually suggestive objects, pictures, videotapes, audio recordings, computer communications, or literature placed in a work or study area that may embarrass or offend, or other communications or images we deem to be offensive, are also prohibited.
- **Harassment.** Targeting of another person, group, or organization that causes distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group, or organization, or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

The complete policy can be viewed at berklee.edu/student-conduct-policies/posting-notice.

Telephone Calls and Messages

To reach the college operator, dial the main number for Berklee at 617 266-1400. The operator can direct calls to College Departments or the voice mail system. Telephone messages for faculty or staff can be accessed directly by dialing 617 747-8000, then keying in the name or extension number.

Email addresses typically use a first initial followed by the last name. Faculty, staff, administration, and students are addressed using username@berklee.edu. Addresses may contain a middle initial or a number—i.e., username1@berklee.edu, username2@berklee.edu—with ascending numbers according to how many users (past and present) have the same combination of first initial and last name.

Berklee Alumni also receive Berklee-branded email addresses. This email address contains the same username as the student address but has the domain alumni.berklee.edu. This means that username1@berklee.edu becomes username1@alumni.berklee.edu upon graduation from the college or when not attending full time for one or more semesters (summer semester not included).

The college will not release any personal information without prior approvals. Restrictions apply to providing personal information regarding students' addresses, telephone numbers, or class schedules (see Annual Notification of Rights under FERPA, page 55). Any requests for such information, must be reviewed,

approved, and authorized by Student Affairs and in compliance with all college policies and procedures.

Lost and Found

A "lost and found" program is maintained by the Public Safety Department at the 155 Massachusetts Avenue Control Center. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students' property in any college building through fire, theft, or other causes (see Property Insurance on page 29).

Student Conduct

Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. As a result, reasonable policies, procedures, and regulations have been developed to guarantee each student's freedom to learn and to protect the fundamental rights of others.

Each student's attitude and deportment must conform to standards inherently necessary to advance the educational process. Failure to observe these standards may result in referral of a student's behavior to the Office of the Vice President for Student Affairs/Dean of Students for appropriate determination. If a student does not respond to the request to meet with the vice president or designee, a hold is placed on the student's record, thereby preventing access to transcripts, diploma or degree, grades, registration, course add and drop, and other college activities, including graduation. The hold is not removed until the student meets with the vice president or designee and an outcome appropriate to the nature of the unacceptable behavior is determined. Depending on the nature of the unacceptable behavior, the consequence could range from a disciplinary warning up to and including suspension or dismissal from the college. Students who fail to comply with the regulations of Berklee College of Music may be dismissed from the college at any time with no reimbursement of fees. The college may withdraw scholarship funds from students who receive disciplinary sanctions.

Student Code of Community Standards

All students should read and become familiar with the Student Code of Community Standards. Berklee College of Music endeavors to provide a living and learning environment in which students can meet their creative, artistic, and personal goals. The college determines, publishes, and makes known its rules and regulations concerning student and organizational conduct in this Student Code of Community Standards, as well as department- and program-specific policies, and strives to provide students with a clear understanding of all academic requirements and policies. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. The

vice president of student affairs/dean of students is designated by the college president to be responsible for the administration of the Student Code of Community Standards.

By enrolling in Berklee College of Music, students accept the responsibility to become fully acquainted with the college's regulations, to comply with the college's policies and authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire college community. Unfamiliarity with college policies will not exempt students from the conduct process. Officially recognized student organizations are also expected to adhere to the Student Code of Community Standards. The college will take appropriate disciplinary action for any conduct that violates the Student Code of Community Standards, whether such conduct occurs on- or off-campus (in Boston or Valencia) or online. This may include disciplinary action up to and including expulsion and parental notification. Sanctions are also grounded in education and encourage students to reflect on the impact of their actions. In addition, sanctions will reflect the seriousness of the behavior for which the student will be held accountable. Being a Berklee student is a privilege, and with that privilege comes the expectation that students will uphold the standards and values set forth by the college and will conduct themselves as individuals who contribute positively to the college community. All students will be treated fairly in the student conduct process, whether they are the alleged student complainant, victim, or witness.

To review the complete Student Code of Community Standards, please visit berklee.edu/student-conduct-policies-1.

Weapons

Possessing a concealed or unconcealed firearm, weapon, or other hazardous material is specifically forbidden:

- On the campuses of Berklee College of Music
- On premises owned or within the control of the College
- At functions sponsored by the college.

Items covered by this policy include, but are not limited, to:

- Guns and firearms of all types
- Stun guns, air guns, and spear guns
- Machetes, swords, and knives, except for pocket knives with blades less than three inches and knives normally used for cooking or dining
- Billy clubs, stilettos, metallic knuckles, and martial arts weapon;
- Bows and arrows
- Slingshots
- Fireworks and incendiary devices, and explosives of any types
- Any other types of dangerous weapons.

In addition, other than for use as props in official Berklee College of Music activities, this policy also prohibits individuals from possessing replica or "toy" weapons on-campus, and from possessing on-campus component parts that can be readily assembled into a weapon.

This policy does not apply to lawfully obtained self-defense chemical spray. An individual may carry a chemical spray sold commercially solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.

Off-Campus Disturbances

College jurisdiction and discipline shall be limited to conduct which adversely affects the college community or the pursuit of its objectives. The college may choose to review or initiate the disciplinary process against a student: i. If a student is charged with an off-campus conduct violation of federal, state, or local laws; or

When a student's behavior off-campus interferes with the rights of others, reflects adversely on the college, or results in a criminal conviction. The circumstances of the case shall be reviewed by the Office of Community Standards to determine whether the student may be subject to further disciplinary action and/or determine the status of the student.

Students may be accountable to both civil and criminal authorities, in addition to the college, for acts which constitute violations of law and of the Student Code of Community Standards. Although the college may choose to withhold adjudication pending further investigation or resolution of civil or criminal charges, disciplinary action at the college will normally proceed, concurrently with these civil or criminal proceedings and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for violation of law, the college will neither request nor agree to special consideration for the student solely because of their status as a student.

College Response to Endangering Behavior/Involuntary Leaves of Absence

Berklee College of Music is committed to the safety and well-being of its community members and to the integrity of the learning environment. Students with medical or mental health concerns may elect to withdraw from any given semester and may be eligible for a partial or full tuition refund through their tuition insurance policy if they have purchased tuition insurance. However, in instances when the student's mental/emotional or medical health condition poses a threat to self and/or others, or causes significant disruption to the educational activities of the college community, such students may be required to take a leave of absence from the college.

In such circumstances, the vice president for student affairs/dean of students or his or her designee may require a student to undergo a psychological and/or medical evaluation in order to make an informed assessment regarding the student's fitness for college life.

Examples of behaviors that may necessitate such an evaluation include but are not limited to:

- Unresolved, ongoing, or serious suicidal threats, or behavior indicating a student's inability to care for oneself
- Disordered eating, including self-starvation, bingeing, or purging, which may be life-threatening in nature and/or adversely affect the surrounding community
- Evidence of chronic and/or serious alcohol or drug involvement
- Serious threats made to others within or external to the Berklee community
- Instances in which a student engages in inappropriate behavior where a contributing factor is failure to follow a prescribed medical or psychological treatment plan, which may include a prescription regime
- Instances of inappropriate behavior that cause a chronic, inordinate use of college resources, including but not limited to staff time, psychological services, and/or emergency services, thereby causing an undue burden on the college

If the student chooses not to submit to an evaluation or to allow for a release of information following an evaluation, this may result in a required leave of absence and, if applicable, immediate removal from the residence halls.

Wherever possible the college will encourage the student to withdraw from the semester voluntarily, thereby aiding in the preservation of the student's privacy and confidentiality. In any instance in which a leave is required, the vice president for student affairs/dean of students or his or her designee will provide written notice to the student, including the specific requirements that must be met as a condition of eligibility for re-enrollment. In most instances, the parent(s) or guardian(s) of the student will be included in this notice.

The duration of the leave is typically no less than one semester, although the specific length of the leave will be determined by the vice president for student affairs/dean of students on a case-by-case basis.

Student Grievance Procedure

General Procedure

Situations sometimes arise where students think that they have been dealt with unfairly, that particular circumstances surrounding a policy decision require

special consideration, or that they have a complaint about the behavior or performance of a faculty or staff member. *(This procedure does not cover complaints regarding discrimination or harassment as defined by a separate policy and set of procedures. Information on these types of complaints may be found below in the College Equity Policy or by contacting Christopher Kandus-Fisher, associate vice president of student affairs, chief equity officer and Title IX coordinator.)* As a general rule, students should address their concerns about a policy decision directly with the office responsible for administering the policy. Similarly, students should attempt to resolve their complaints directly with the persons involved. In the event that a satisfactory resolution is not reached, students may bring their concerns to the next immediate level of authority.

An unresolved complaint about the behavior or performance of a faculty member may be brought to the chair of the department in which the faculty member teaches. An unresolved complaint about the behavior/performance of a staff member may be brought to the attention of the person's immediate supervisor.

If the complaint remains unresolved, the student may continue to appeal to each higher level of authority, within the appropriate area, up to the vice president of the area.

The Office of the Vice President for Student Affairs/Dean of Students will assist students who have complaints or grievances and need help in determining the procedures to be followed. Students may also discuss concerns confidentially with a counselor at the Counseling and Advising Center before deciding on further action.

In cases where a student is uncomfortable about discussing the problem with the party directly concerned or is uncertain whether to initiate a grievance, the student may seek, in confidence, the advice of the vice president for student affairs/dean of students or his/her designee, who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

Prevention of Violence

Any member of the Berklee or extended community may submit a report of alleged violations or concerns about any student to the Office of Community Standards via the online incident reporting system; Public Safety; or the Office of Student Affairs. Such information shall be submitted online with the incident report form as soon as possible after the incident takes place. Incident reports are reviewed by the college, which makes the determination of possible next steps, including additional investigation, providing resources, care/support, alleging violations, or having an educational meeting or follow-up letter sent. Please use berklee.edu/report to submit an incident report. All emergencies should be reported to Public Safety or local law enforcement.

Resources

- The Public Safety Office assures that a system of safeguards is in place to provide a safe environment for all persons interacting within the college and to protect the property on building grounds. Security is available 24 hours a day.
- The Counseling and Advising Center and the Dean of Students Office in Student Affairs are available to all students who feel they have been subjected to violence caused by another student, employee, or other individual associated with the college. The Dean of Students Office can be reached at 617 747-2231.

Protective Orders

Students who have obtained a court issued protective/restraining order should notify Public Safety. Other parties may also be informed when deemed necessary for the safety of the student and the Berklee community. Public Safety will work with the student on a safety plan. Public Safety can be reached by calling the Public Safety Control Center at 617 747-2333.

Retaliation

There will be no retaliation toward anyone for bringing forth a complaint in good faith, or toward any potential witnesses.

Non-Discrimination, Harassment, and Sexual Misconduct Equity Policy and Process¹

Berklee College of Music is a diverse community comprised of individuals with different life experiences, viewpoints, and belief systems. A welcoming and inclusive culture is essential to maintaining the college's role as a leader in music education and Berklee highly values the dynamic environment that results when students, faculty, administrators, and staff from diverse backgrounds come together to learn, live, and work.

The following Equity Policy and Procedure was designed to further Berklee's goal of inclusion, respect, and equality for all community members, and affirms Berklee's commitment to promote fairness and equity in all aspects of the institution.

EQUITY POLICY

I. Non-Discrimination, Harassment, and Sexual Misconduct Policy Statement

This policy prohibits acts of discrimination, harassment, and sexual misconduct, including but not limited to sexual assault or harassment, domestic violence, dating

¹ *This Policy and Process is the result of input from various areas of the college, as well as guidance from outside sources. As the Policy and Process is implemented, modifications or additions may be made, which will be communicated on an ongoing basis to the community.*

violence, and stalking. Such acts are serious violations of Berklee community values and are strictly prohibited by the college. This policy and the college's commitment to fostering a safe, supportive, and diverse climate is a fundamental part of a Berklee community where all can study, live, and work together in an environment of equal opportunity, inclusiveness, and mutual respect.

Berklee adheres to all federal and state civil rights laws barring discrimination, including but not limited to Title IX and Title VI of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the American with Disabilities Act, the Rehabilitation Act, and the Massachusetts Equal Rights Law. Berklee is committed not only to compliance with these mandates, but to promoting a culture that is in line with the values these civil rights laws envision. To that end, the Equity Policy and Process is intended to address and resolve complaints involving any legally protected characteristic with a unified policy and centrally administered processes that are equally applicable to all members of the Berklee community.

Specifically, this policy and process prohibits and addresses sexual misconduct, sexual assault, dating and domestic violence, stalking, and discrimination or harassment based on race, color, religion, gender, gender identity, transgendered status, national origin, age, disability, military or veteran status, sex, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by law (collectively referred to as "protected characteristics").

II. Applicability and Scope

Who - This policy applies to:

- All members of the Berklee community (including Berklee undergraduate and graduate programs, Berklee Valencia, and Berklee Online), including students, faculty, staff, and applicants for admission or employment, regardless of sexual orientation or gender identity; and
- Third parties (i.e., visitors, independent contractors, and others who are neither students nor employees), where their conduct is directed toward or otherwise affects Berklee community members.

What - This policy applies to:

- All forms of prohibited conduct defined below, including but not limited to discrimination, harassment, sexual misconduct, sexual assault, dating and domestic violence, and stalking.
- Any other policy violation related to discrimination on the basis of a protected characteristic may also be addressed under this policy and the Equity Complaint Process that follows.
- Protected characteristics include race, color, religion, gender, gender identity, transgendered status, national

origin, age, disability, military or veteran status, sex, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by law.

When - This policy applies regardless of length of time since the conduct occurred; however, disciplinary action can generally only be taken against a respondent as long as he or she is enrolled, employed, or otherwise involved with the college. Any respondent who is found responsible, however, may be removed or prohibited from campus or Berklee programs or activities regardless of status.

Where - This policy applies to:

- Conduct that occurs on campus (Boston or Valencia), including online or electronic conduct initiated or received on campus or through use of college computing or network resources; and
- Conduct that occurs off campus, including online or electronic conduct, when the conduct:
 - occurs in the context of an employment or education program or activity of the college;
 - has, or may have, the effect of continuing adverse effects on campus, including adverse impact on any member of the college community or the college;
 - has continuing adverse effects in an off campus employment or education program or activity, such as travel abroad, research, performances, or internship programs;
 - causes concern for safety or security of Berklee's campus; or
 - has, or may have, the effect of contributing to or continuing a hostile environment in a college program or activity.

A complaint that this policy has been violated will be addressed through the college's Equity Complaint Process. The Equity Complaint Process applies regardless of the status of the parties involved, who may be students, faculty, administrators, or staff. Complaints made to the college by third parties against any Berklee community member are also subject to the Equity Complaint Process. While the college may choose to pursue complaints by a Berklee community member against third parties or former community members, disciplinary action can generally only be taken against an individual as long as he or she is enrolled, employed, or otherwise involved with the college.

The chief equity officer serves as Title IX coordinator and oversees this policy and implementation of the Equity Complaint Process for responding to complaints of discrimination, discriminatory harassment, sexual harassment, sexual assault, and other violations of this policy. In addition to coordinating the equity process generally, the Title IX coordinator is charged with the responsibility of coordinating Berklee's efforts to comply with its obligations under Title IX, including addressing

complaints of sexual misconduct, coordinating investigations, overseeing sanctioning, and providing appropriate interim measures for the Berklee community.

Inquiries about this policy and procedure should be made to:

Christopher Kandus-Fisher, Ed.D.
Chief Equity Officer/Title IX Coordinator
Associate Vice President of Student Affairs
921 Boylston, Boston, MA, 5th Floor
617 747-2330
ckandusfisher@berklee.edu

Inquiries about discrimination or harassment covered by this policy may also be directed to:

U.S. Department of Education:
Office for Civil Rights
5 Post Office Square, 8th Floor, Suite 900
Boston, MA 02109-3921
617 289-0111

Equal Employment Opportunity Commission
JFK Building, Room 475
5 New Sudbury Street, Boston, MA 02203
617 565-3200:

Massachusetts Commission Against Discrimination
One Ashburton Place, Boston, MA 02108
617 727-3990

III. Prohibited Conduct and Definitions²

This policy prohibits acts of discrimination, harassment, and sexual misconduct, including but not limited to

A. Discrimination

It is the policy of Berklee College of Music to maintain a working and learning environment that is safe, respectful, productive, and free from unlawful discrimination and/or harassment based on race, color, religion, gender, gender identity, transgendered status, national origin, age, disability, military or veteran status, sex, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by law (collectively referred to as "protected characteristics"). All such unlawful harassment or discrimination is strictly prohibited on campus and at all college-sponsored functions, events, and activities, regardless of location. Berklee College of Music, its faculty, staff, students, service providers, and suppliers will be held responsible for their acts of discrimination and harassment and are subject to appropriate disciplinary or remedial actions.

² Criminal definitions under state and federal law for some of the conduct described under this policy such as relationship violence (including dating and domestic violence) and stalking can be found in Attachment A to this policy at berklee.edu/equity/criminaldefinitions.

This policy covers nondiscrimination in employment and in access to educational opportunities.

The term “discrimination” refers to any conduct that excludes an individual from participation, denies the individual benefits, treats the individual differently, or otherwise adversely affects a term or condition of an individual’s employment, education, living environment, or participation in a college program **on the basis of** the affected individual’s protected characteristic. Examples of discrimination include but are not limited to denying a student a performance opportunity because of the student’s race, disability, sexual orientation, or other protected characteristic; giving a student a lower grade than deserved because of the student’s gender, military service, religion, or other protected characteristic; denying an employee a promotion because of the employee’s age, gender, or other protected characteristic.

B. Harassment

Harassment is unwelcome, offensive conduct that occurs on the basis of an individual’s race, color, religion, gender, gender identity, transgendered status, national origin, age, disability, military or veteran status, sex, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by law. Harassment often degrades or shows hostility towards an individual, has the intent or effect of unreasonably interfering with the individual’s employment or education, or has the purpose or effect of creating a hostile, intimidating, or offensive working, living or learning environment. Sexual harassment is one form of harassment (defined more fully below) that is characterized by unwelcome conduct that is sexual in nature.

The fact that a person was personally offended by a statement or incident does not alone constitute harassment in violation of policy. Whether harassment occurred is measured from both an objective (reasonable person’s view) and subjective (the complainant’s view) standard, and depends on the totality of the circumstances, including: the context of a communication or incident; the relationship of the individuals involved; whether an incident was isolated or part of a course of conduct; the seriousness or severity of the incident; the intent of the individual who engaged in the offensive conduct; and its effect or impact on the individual and the working or learning community.

In all instances, a key factor is whether the reported behavior occurred **because of** one of the protected characteristics listed above. If it did not, the behavior is not subject to this policy (such behavior may be subject to other Berklee policies, such as the Student Code of Community Standards).

C. Sexual Misconduct

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational

programs and activities and Berklee has developed policies and procedures that prohibit such sex discrimination in all of its forms. Sexual Misconduct is a broad term which encompasses, but is not limited to, sex or gender discrimination, sexual assault, sexual violence, rape, sexual harassment, gender-based harassment, sexual exploitation, coercion, and intimidation. Conduct defined below violates college policy, regardless of whether the conduct rises to the level of violating the law.

- a. **Sex-Based Harassment** is a form of sex discrimination that includes sexual harassment and gender-based harassment.
- Sexual harassment involves unwelcome or unwanted conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature.
 - Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Such conduct is harassment when:

- It is made a condition of academic status or employment;
- Refusing or submitting to the conduct is used as a basis for academic or employment decisions; or
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance.

Sexual or gender-based harassment has the purpose or effect of unreasonably interfering with an individual’s work or academic performance if, for example, it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, discriminatory or sexually offensive working, academic, residential or social environment under both an objective (reasonable person’s view) and subjective (the complainant’s view) standard.

Some examples of unwelcome or unwanted conduct that could constitute sexual or gender-based harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include (but are not limited to):

- Lewd remarks, whistles, or personal reference to one’s anatomy;
- Visual displays of degrading sexual images;
- Unwanted physical contact such as patting, pinching, or constant brushing against a person’s body;
- Subtle or overt pressure for sexual favors;
- Persistent and offensive sexual jokes and comments
- Persistent and unwanted requests for dates;
- Email, text, or social media messages of an offensive sexual nature;

- Hostile or intimidating conduct such as yelling or screaming at an individual based on sex/gender;
- Taunting slurs or other hostility for failing to conform to expected notions of masculinity or femininity;
- Sexual violence of any type.

Sexual or gender-based harassment can occur between

- Teacher and student
- Supervisor and employee
- Teacher and teacher
- Student and student
- Staff member and student
- Other relationships among colleagues, peers, and coworkers
- Service providers and vendors of the college

b. *Sexual Assault* is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, and is a form of sexual violence. There are many degrees and forms of sexual assault including, but not limited to, the following:

- *Non-consensual Sexual Intercourse or Rape.* Any form of sexual intercourse (anal, oral, or vaginal) with any object without consent. Intercourse includes but is not limited to: vaginal penetration, however slight, by a penis, object, tongue or finger; anal penetration, however slight, by a penis, objects, tongue or finger; or mouth-to-genital contact.
- *Non-consensual Sexual Contact.* Non-consensual sexual contact involves intentional and unwelcome sexual touching, however slight, usually but not necessarily involving contact with genitals, breasts, groin or buttocks by a body part or object, that is without consent. Sexual touching includes but is not limited to: intentional contact with someone's breasts, buttocks, groin or genitals; touching someone else with any of these body parts; making someone touch you or themselves on these same body parts; or intentional physical contact in a sexual manner, even if it does not involve contact with or by these body parts.

c. *Sexual Violence* includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into this category, including but not limited to, acts of non-consensual sexual contact and non-consensual sexual intercourse such as rape, sexual assault, sexual battery, sexual coercion, forcible sodomy, forcible oral copulation, sexual assault with an object, forcible fondling, and threat of sexual assault. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

d. *Consent* is giving clear permission, by words or actions, to engage in mutually agreed-upon specific sexual contact. It must be informed, voluntary, and mutual, and can be withdrawn at any time. Consent is

an active and on-going choice to knowingly, and without pressure, engage in a sexual encounter.

Consent is **not** giving in because of fear, or due to pressure, manipulation, deception, or lying. Silence, previous sexual relationships, current relationships, or the use of alcohol or drugs is not an indication of consent. Consent can never be given if a person is incapacitated, drugged, asleep, unconscious, or impaired because of a physical or mental condition, or is under the legal age to give consent (16 years of age in Massachusetts). Consent also may never be obtained through use of coercion, intimidation, force, or threats.

Consent may be initially given, but it may be withdrawn at any point, either verbally, through physical resistance, or by losing consciousness. "No" or any other negative statement, act, or physical gesture indicating the desire to stop contact at any time must be understood as denial or withdrawal of consent. If consent is withdrawn sexual contact must stop immediately.

e. *Incapacitation* is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be measured by evaluating how the substance affects a person's decision-making capacity, awareness, and ability to make informed judgments. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include but are not limited to slurred speech, unsteadiness, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and sudden change in emotion. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the other person was incapacitated.

f. *Coercion* includes the use of pressure or oppressive behavior, including express or implied threats of harm, or severe or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. In assessing whether coercion was used, the frequency, duration, and intensity of the pressure applied will be taken into consideration. If sexual acts were preceded by threats or coercion, there is no consent.

g. *Intimidation* is spoken, written, or physical conduct directed toward an individual or individuals that reasonably leads the target to fear for their physical well-being, or to engage in sexual conduct for self-protection, or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.

h. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- Prostituting another person;
- Recording or distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire;
- Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection; or
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

D. Relationship Violence

Relationship Violence (also known as Dating Violence or Domestic Violence) refers to actual or threatened violent or manipulative behavior by a person who is currently or was previously in an intimate, dating, or domestic relationship with the person subject to such behavior. Relationship violence can also involve domestic violence committed by a person with whom the person subject to the violence shares a child or domicile in common. The existence of a relationship will be gauged by its length and type, and frequency of interaction.

Relationship Violence includes but is not limited to:

- Physical violence, such as kicking, hitting, pinching, choking, biting;
- Sexual violence, such as forcing a partner to take part in a sex act when the partner does not consent;
- Emotional violence, such as isolation, intimidation, belittling, stalking, "outing" someone against his/her will, cyber-bullying/harassment or threat of physical force; or
- Economic abuse, such as withholding financial resources to intimidate, threaten or cause a person to remain in a relationship because of access to finances.

E. Stalking

Stalking is defined as a persistent, unwanted or unwelcome, and repeated course of conduct that would cause a reasonable person to become fearful for the person's safety or the safety of another, or suffer substantial emotional distress. Stalking includes "cyber stalking," a form of stalking over an electronic medium such as the internet, social networks, blogs, cell phones, texts or other similar devices. Such modes of contact may be used to pursue or harass someone when it is unsolicited, unwelcome, or unwanted conduct from the stalker.

Examples of stalking include, but are not limited to:

- Following a person(s);
- Repeatedly appearing at a person's home, work, or class;
- Making frequent phone calls, emails, texts etc. to a person(s);
- Leaving written messages or objects for a person(s); or
- Vandalizing a person's property

Anyone can be stalked, regardless of sex or gender. A stalker can be an intimate partner or former partner, classmate, roommate, professor, co-worker, or any acquaintance or a stranger.

F. Hate Crimes

For the purpose of this policy, a "hate crime" is defined as violence to a person or damage to property (or a threat to do so) or any other criminal act that is motivated entirely or partly by hostility toward or intolerance of another's race, color, religion, gender, gender identity, transgendered status, national origin, age, disability, military or veteran status, sex, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by law. Hate crimes are not limited to actual completed crimes but may also be threatened or attempted crimes; and may include assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm. Harassment or intimidation may also be a hate crime when intended to deprive or interfere with a person's civil rights.

G. Hostile Environment

A hostile environment exists when harassment or discrimination is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the college's education or employment programs or activities. In determining whether harassment or discrimination has created a hostile environment, the college considers the conduct from the perspective of a reasonable person, and assess a variety of factors related to the severity, persistence, or pervasiveness of the conduct, including: (1) the type, frequency, and duration; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more community member's education or employment. The more severe the harassment or discrimination, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single or isolated incident of harassment or discrimination may be sufficient to create a hostile environment, particularly if the harassment is physical. Likewise, a series of incidents may be sufficient even if the harassment or discrimination is not particularly severe.

IV. Disabilities

The college is committed to full compliance with the Americans with Disabilities Act (ADA) and its amendments and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. For students, the director of disability services has been designated as the ADA/504 coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any complaint alleging noncompliance. For faculty and staff, the director for the Office for Diversity and Inclusion has been designated as the ADA/504 coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any complaint alleging noncompliance.

The Equity Complaint Process described below covers claims of disability-related harassment and discrimination. Disability accommodation requests are handled separately from the Equity Complaint Process. Procedures for requesting accommodations are described elsewhere in the Human Resources Policy Manual and Student Handbooks.

Employee requests for disability-related accommodations should be made to Kevin Johnson, director for the Office for Diversity and Inclusion. Student requests for accommodations should be directed to Bob Mulvey, director of disability services.

V. Retaliation

The college, as well as state and federal laws, prohibits retaliation against any person who, in good faith, reports, assists in reporting, or participates in an investigation of possible discrimination, harassment, or sexual or gender-based misconduct. Retaliation against an individual for reporting a complaint or concern about a violation or suspected violation of this policy, supporting a complainant, or for assisting in providing information in the context of an investigation or disciplinary proceeding pursuant to this policy is a serious violation of Berklee's policy and will be subject to discipline pursuant to this policy and the Equity Complaint Process.

Retaliation is any conduct or behavior that interferes with a person's rights and ability to pursue both internal disciplinary processes and charges through external law enforcement authorities. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation includes taking, or causing third parties to take any such action. Retaliation against a complainant may be violating college policy and the law, even if the original complaint of misconduct cannot be substantiated.

Incidents of suspected retaliation should be reported to the investigator assigned to the matter or to any

individual identified below in the *Formal Reporting to the College* section.

VI. Options, Reporting, and Confidentiality

The college encourages individuals who have been subjected to a violation of this policy to talk to somebody about what happened – so they can get the support they need, and so the college can respond appropriately.

Overview/What to Do

This policy explains options and resources available to Berklee community members who believe they have been subject to any type of discrimination, harassment, sexual or gender-based misconduct, or any other conduct prohibited by this policy. The following is an overview of what to do and how the college will respond, investigate, and provide support:

Immediately

For any individual subject to or witness to physical violence of any type, the first step is always the same: **get to a safe place as soon as possible and call a trusted friend or advocate.** Any individual subject to physical violence should seek medical attention. Take care to preserve any evidence of the incident, even if there is uncertainty whether a claim will be filed or legal action will be taken. This may assist in proving that a criminal offense occurred or be helpful in obtaining a protection order, should the individual choose to do so later.

Assess your Options

If any individual has been subject or witnessed any type of discrimination, harassment, sexual or gender-based misconduct, or any other conduct prohibited by this policy, the following options are available:

- Seek confidential support and counseling from the personal counseling staff located in the Counseling and Advising Center (617 747-2310) and other confidential resources listed in this policy. An after-hours confidential resource (personal counseling staff) can be accessed by calling Public Safety at 617 747-2333;
- Report the incident to the college or file a complaint with the college, so it may investigate and provide protective and remedial measures, by contacting Berklee's chief equity officer/Title IX coordinator, Christopher Kandus-Fisher, 617 747-2330, ckandusfisher@berklee.edu; any deputy identified herein; or one of the other college reporting sources identified below;
- Notify law enforcement authorities and file a criminal complaint by calling Berklee Public Safety (617 747-2333), 911, or other law enforcement units listed in this policy. In Valencia, contact police by dialing 112, or Berklee Valencia Security Control Center at +34 961 975 817.

If Berklee is Notified

The college's chief equity officer/Title IX coordinator will contact the complainant and provide information regarding rights, options, how to get immediate confidential help and, in appropriate circumstances, will notify the deputy of advocacy and support: Toni Blackwell, associate dean for student health and wellness, 617 747-2462.

The deputy of advocacy and support, in consultation with the chief equity officer/Title IX coordinator, will also put appropriate interim measures in place, including but not limited to: Avoidance of Contact orders, changes to class assignments, changes to housing or working assignments, temporary interim removal of the respondent from housing, classes, or workplace, counseling, assistance with court-ordered restraining orders, academic support, delays in project or examination due dates, campus No Trespass orders, administrative leave, and any other measures that may be necessary to protect the safety and well being of the Berklee community. Some of these measures may be available under certain circumstances even if one decides to seek only confidential support. The college will treat any protective measures with confidentiality to the extent that maintaining such confidentiality would not impair the ability of the college to provide the protective measure.

Berklee will take additional prompt remedial or disciplinary action with respect to any individual who has been found to engage in harassing or discriminatory behavior or retaliation.

Procedures for addressing, investigating, and adjudicating complaints or reports of violation of this policy are fully described in the Equity Complaint Process.

Going Forward

The college is committed not only to fully addressing instances of prohibited conduct, but to taking measures to prevent its recurrence and address its effects. Even after an investigation is completed, complainants should follow up with the college if they have lingering concerns or would like further support of any type.

A. Confidential Resources

Individuals who have been subject to discrimination, harassment, sex or gender-based misconduct, or any other conduct prohibited by this policy are encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or healthcare may contact the following resources.

A report to a confidential resource listed below is not a report to the college and will not result in remedial action or an investigation or disciplinary action. Confidential resources are there to support emotional, physical, and spiritual needs only; any person who desires for the college to take investigatory/ disciplinary action must

make a report to one of the College Reporting resources, listed below this section.

For students, the following staff members within the student health and wellness team are confidential resources:

Karen Grimes
Director of Counseling Services
617 747-2310, kgrimes@berklee.edu

Professional counselors in Counseling and Advising Office, (617 747-2310) between 9am and 5pm, Monday through Friday. For after hours emergencies, contact the Public Safety emergency line (617 747-2333) and ask to speak to the on-call counselor. (Certain professional counselors may also be trained sexual assault victim advocates.)

These individuals will maintain the confidentiality of a report unless (i) they are given permission to share information by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

For Employees:

Employee Assistance Program (EAP)
E 4 Health, Inc.
1 800 828-6025
LifeScopeEAP.com
E4Healthinc.com

Emergency Medical Attention:

Beth Israel-Deaconess Hospital
617 754-2450
Massachusetts General Hospital
617 724-4100
Brigham and Women's Hospital
617 732-5636
Boston Medical Center
617 414-4075

In cases of sexual violence, the college encourages individuals to request a Sexual Assault Exam at any of the above hospitals. The exam includes preventive treatment for sexually transmitted infections, pregnancy, and evidence collection, if sought. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a registered nurse with advanced training and certification in conducting sexual assault exams. If an individual chooses not to preserve evidence or seek medical assistance, any of the other options outlined here may still be taken.

Other confidential resources related to sexual misconduct or relationship violence:

The Boston Area Rape Crisis Center
800 841-8371
(Provides a crisis line, 24-hour advocacy, and counseling services)

National Sexual Assault Hotline
1 800 656-4673

National Domestic Violence Hotline
1 800 799-7233

National Dating Abuse Hotline
1 866 331-9474

Massachusetts Coalition Against Sexual Assault and Domestic Violence /Jane Doe, Inc.
24-hour Multi-lingual: 617 248-0922
SafeLink Hotline: 877 785-2020
janedoe.org
(Advocacy, referral and support services; LGBT services.)

RAINN (Rape, Abuse and Incest National Network)
Hot line: 1 800 656-HOPE
rainn.org

The Victim Rights Law Center
617 399-6720 X19
(Provides direct legal representation to victims/survivors of rape and sexual assault.)

LGBTQ Specific Resources
Pandora Project
<http://pandys.org/lgbtsurvivors.html>
GLBTQ Domestic Violence Project
24 Hour Domestic Violence Hotline
1 800 832-1901

NOTE: While the above confidential resources may maintain an individual's confidentiality vis-à-vis the college, they may have reporting or other obligations under state law, such as mandatory reporting to the Department of Children and Families in case of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

B. College Reporting/Responsible Employees

a. Formal Reporting to the College

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy:

Christopher Kandus-Fisher, Ed.D.
Chief Equity Officer/Title IX Coordinator
617 747-2330, ckandusfisher@berklee.edu

Eileen Alviti
Director, Employee Relations & Staffing/Deputy for Employee Investigations
855 Boylston Street, Human Resources, 4th Floor
617 747-2305, ealviti@berklee.edu

Michelle Quinones
Director of Community Standards/Deputy for Student Investigations

Berklee Primary Response Team (24 hours):
617 851-6763

Valencia:
Jorge Rostoll
Senior Director of Operations
617 747-3416, jrostoll@berklee.edu, and
Clara Barbera
Director, Student Affairs Valencia
cbarbera@berklee.edu, 617 747-3403

b. Responsible Employees

All Berklee employees (including staff, administrators, faculty, and resident assistants) - with a few limited exceptions - are considered "Responsible Employees" under this policy and as a result are required to promptly report allegations of violations of this policy that they observe or learn about to the chief equity officer/Title IX coordinator, Christopher Kandus-Fisher, ckandusfisher@berklee.edu.

Although Responsible Employees are required to report conduct under this policy to the chief equity officer/Title IX coordinator, they will otherwise maintain the privacy of the information related to the matter reported, meaning they will only share it with the chief equity officer/Title IX coordinator and other employees with a need to know.

All Responsible Employees are required to report any incident of sexual misconduct, even if the person(s) concerned about or affected by the misconduct is unsure about pursuing a disciplinary complaint. Reported allegation(s) will be reviewed by the chief equity officer/Title IX coordinator who will assess the report and consult with the complainant. Responsible Employees who knew about but did not report allegations of sexual misconduct may be subject to disciplinary action.

Note however that Responsible Employees are not required to report information about violations of this policy learned through public awareness events such as "Take Back the Night" or other forums at which students disclose experiences with sexual violence. The college will proceed with an inquiry or investigation in these circumstances if the disclosing student wishes to file a complaint.

c. Requests for Confidentiality

A complainant may disclose an incident but request confidentiality, that no investigation into the particular incident be pursued, or that no action through the college process be taken. In such instances the chief equity officer/Title IX coordinator will weigh the request against the college's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. A range of factors may be considered in making this assessment (including but not limited to whether the alleged accused is likely to commit additional acts of violence, whether the act was committed with a weapon, if the

complainant is a minor, whether the college can obtain relevant evidence of the misconduct through some other means, or whether the report reveals a pattern of behavior at a given location or by a particular group). The presence of one or more of these factors could lead the college to investigate and, if appropriate, pursue action against the accused. If none of these factors are present, the college will likely respect the complainant's request.

Similarly, a complainant may desire to have investigatory or disciplinary action taken, but may wish to have his/her identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident (for instance, if it occurred in the classroom), it may be possible for the complainant's identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the complainant.

If the college honors a complainant's request for confidentiality or decision not to participate in an investigation (or if the complainant makes an anonymous complaint), the college's ability to meaningfully investigate the incident or pursue action against the alleged accused may be limited.

If the college determines that it cannot maintain a complainant's confidentiality, the college will inform the complainant prior to an investigation and, to the extent possible, share information only with a limited number of personnel responsible for handling the college's response. The college may not require a complainant to participate in any investigation or disciplinary proceeding. The college will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complaint from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant or any witnesses involved in the process, whether by students or college employees, will not be tolerated.

Because the college is under a continuing obligation to address the issue of discrimination, harassment, and sexual or gender-based misconduct campus-wide, reports of that nature (including non-identifying reports) will also prompt the college to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported acts occurred; increasing education and prevention efforts, including to targeted population groups; and/or revisiting its policies and practices.

d. *Required Disclosures*

Clery Act. Pursuant to the Clery Act and the 2013 Amendments to the Violence Against Women Act,

anonymous statistical information regarding reported criminal incidents must be shared with Berklee Public Safety for inclusion in the Daily Crime Log. This information will also be included in the College's Annual Security Report. The college may also share aggregate and not personally identifiable data about reports, outcomes, and sanctions. This information is collected only for statistical reporting as mandated by the Clery Act; no individuals or identifying details are revealed.

If a report of misconduct discloses a serious and immediate threat to the campus community, Berklee Public Safety will issue a timely notification to protect the health or safety of the community as required by the Clery Act. The notification will not include identifying information about a reporting party.

All college investigations and disciplinary processes are conducted in accordance with the requirements of Title IX, the Clery Act, the Violence Against Women Act, FERPA, state and local law, and college policy. Information about particular investigations and disciplinary processes will only be released in accord with law or college policy.

For further information regarding the Clery Act and other Public Safety functions, contact Roy J. Murphy, senior director of public safety, chief of police, or Nadine Taylor-Miller, associate director of public safety, at 617 747-2682.

Mandated Reporter Obligations. Members of the Berklee community who hold certain positions are considered "mandated reporters" and required by law to report suspected abuse of minors, including sexual abuse, to the Massachusetts Department of Children and Families (DCF). These positions include, but are not limited to, teachers, educational administrators, police officers, nurses, medical treatment providers, social workers, preschool, summer, and after-school program staff, child care providers, and guidance or family counselors.

C. **Law Enforcement**

The conduct discussed in this policy may also constitute violations of the law, to which other laws and regulations may apply beyond the scope of this policy and Berklee's disciplinary measures. Criminal definitions under state and federal law for some of the conduct described under this policy such as relationship violence (including dating and domestic violence) and stalking can be found in Attachment A, available online at berklee.edu/equity/criminaldefinitions.

A victim of a crime is encouraged to, but is not required to, report the incident to Berklee Public Safety Department and/or local law enforcement in order to pursue criminal charges. The criminal process and

the college's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or college complaint or both. The fact that there is a criminal complaint filed will not prevent the college from taking its own internal investigatory and disciplinary action. In some cases, however, the college may delay temporarily its internal processes while a law enforcement investigation is ongoing.

Any person may call the Berklee Public Safety Department (617 747-2333) or 911 for immediate safety assistance. The college can assist in making a criminal report to local law enforcement and will cooperate with law enforcement agencies if a community member decides to pursue the criminal process, to the extent permitted by law. Criminal complaints may be filed by contacting Berklee Public Safety (617 747-2333), or local law enforcement (911).

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. In cases of rape or other forms of sexual assault, it is important not to shower, change clothes and even brush your hair, as physical evidence may be lost. In cases of violence or physical abuse, it is important to document injuries, including by taking photographs. The Berklee Public Safety Department (617 747-2333), or local law enforcement (911) can assist in filing a criminal complaint and in securing appropriate physical examination, including by a Sexual Assault Nurse Examiner.

In some cases, an individual may also wish to consider an Abuse Prevention Order, also known as a "restraining order" or "209A order," or a Harassment Prevention Order, also known as a "258E order," from the local courts. These are civil proceedings independent of the college. If a court order is issued the college will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The college may also limit an individual or organization's access to certain college facilities or activities as part of the no contact order.

In addition or in the alternative, affected individuals may also file a formal complaint with the appropriate government agencies. Students may submit complaints of discrimination or sexual harassment to the U.S. Department of Education: Office for Civil Rights, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109-3921, 617 289-0111 (Statute of Limitations: 180 days). College employees may submit complaints of discrimination or sexual harassment to the Equal Employment Opportunity Commission, JFK Building, Room 475, 15 New Sudbury Street, Boston, MA 02203, 617 565-3200 (Statute of Limitations: 300 days) or the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108, 617 727-3990 (Statute of Limitations: 300 days).

VII. Academic Freedom

This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, on its own, is not sufficient for the conduct to constitute a violation of this policy. The conduct must be sufficiently serious to interfere with an individual's ability to participate in employment or educational program and activities from both a subjective and objective perspective.

VIII. False Allegations

The college will not tolerate false reporting of incidents and may discipline members of the community who bring false complaints of misconduct prohibited by this policy. No complaint will be considered "false," however, solely because it cannot be corroborated.

IX. Policy Administration and Enforcement

The following individuals and offices are responsible for the implementation of this policy and the Equity Complaint Process:

Title IX Coordinator: Christopher Kandus-Fisher, chief equity officer and associate vice president of student affairs, 921 Boylston Street, 617 747-2333, ckandusfisher@berklee.edu

Deputy for Advocacy and Support: Toni Blackwell, associate dean, student health and wellness, 921 Boylston Street, 617 747-2462, tblackwell@berklee.edu.

Deputy for Prevention and Education: Kevin Johnson, director for the office of diversity and inclusion, 855 Boylston Street, 4th Floor, 617 747-8273, kjohnson2@berklee.edu.

Deputy for Student Investigations: Michelle Quinones, director of community standards, 921 Boylston Street

Deputy for Employee Investigations: Eileen Alviti, director, employee relations & staffing, 855 Boylston Street, Human Resources, 4th Floor, 617 747-2305, ealviti@berklee.edu

Deputy for Advisors: Josh Crary, diversity programs advisor, 855 Boylston Street, Diversity and Inclusion Office, 4th Floor, 617 747-3193, jcrary@berklee.edu

Deputy for Appeals: Christine Connors, vice president for human resources, diversity and inclusion, 855 Boylston Street, Human Resources, 4th Floor, 617 747-2089, cconnors@berklee.edu

Valencia Deputy: Maria Iturriaga, associate executive director/dean of admissions - Valencia, 617 266-1400 x3412, mmiturriaga@berklee.edu

X. Designation of Authority

Any person assigned a role pursuant to this policy may designate his/her authority to another appropriate person to avoid conflicts of interest or in other circumstances, as deemed necessary.

EQUITY COMPLAINT PROCESS

I. Introduction

This policy provides procedures for the investigation and adjudication of violations of the Equity Policy. Complaints of discrimination, harassment, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking will be handled internally through the Equity Complaint Process outlined below.

The process described below will apply to all complaints involving students, faculty, administrators, or staff. Complaints against any Berklee community member made to the college by third parties are also subject to this process. While the college may choose to pursue complaints by a Berklee community member against third parties or former community members, disciplinary action can generally only be taken against an individual as long as he or she is enrolled, employed, or otherwise involved with the college.

To the extent any collective bargaining agreement applicable to complainant or respondent provides for alternate procedures for the resolution of harassment or discrimination complaints, such procedures will be followed and read in the context of this policy and procedure, and any additional rights provided in the collective bargaining agreement will be applied equally to both complainant and respondent. Notwithstanding the foregoing, this policy and procedure shall supersede any provisions of a collective bargaining agreement that conflict with the law.

II. Complaint Intake and Interim Remedial Actions

Following receipt of notice of a violation or of a complaint, the chief equity officer/Title IX coordinator will contact the complainant and provide information regarding rights, options, how to get immediate confidential help, and, in appropriate circumstances, will notify the deputy of advocacy and support.

An initial determination is made by the chief equity officer/Title IX coordinator as to whether a policy violation may have occurred or whether mediation or alternative resolution might be appropriate. If the complaint does not appear to allege a policy violation, if mediation is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, or alternative resolution is appropriate under the circumstances, then the complaint does not proceed to full investigation. In making a decision as to whether to proceed to investigation, the chief equity officer/Title

IX coordinator also considers the wishes of the complainant. A full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members.

At this stage and during any resulting investigation, the deputy of advocacy and support, in consultation with the chief equity officer/Title IX coordinator, will also put appropriate interim measures in place, including but not limited to: Avoidance of Contact orders, changes to class assignments, changes to housing or working assignments, temporary interim removal of the respondent from housing, classes, or workplace, counseling, assistance with court-ordered restraining orders, academic support, delays in project or examination due dates, campus No Trespass orders, administrative leave, and any other measures that may be necessary to protect the safety and well being of the Berklee community. Some of these measures may be available under certain circumstances even if one decides to seek only confidential support. The college will treat any protective measures with confidentiality to the extent that maintaining such confidentiality would not impair the ability of the college to provide the protective measure.

III. Investigation

Investigator

In cases where the chief equity officer/Title IX coordinator determines that a complaint appears to allege a policy violation, and a complainant wishes to pursue a formal complaint, or the chief equity officer/Title IX coordinator decides that the college, based on a potential policy violation, wishes to pursue a formal complaint, then the chief equity officer/Title IX coordinator appoints an individual to conduct the investigation.

A single investigator will be assigned to each case and this individual will be referred to as "the investigator." The investigator assigned to resolve a case is based on the status of the respondent as set forth below:

- Student Respondent: deputy for student investigations, director of community standards, or designee
- Staff or Faculty Respondent: deputy for employee investigations, director of employee relations, or designee

In certain circumstances, the chief equity officer/Title IX coordinator may appoint a neutral third-party or other investigator trained in investigations and familiar with college policies. Any such third-party investigator may serve as a single investigator, or as a co-investigator with one of the investigators identified above.

Initiating Investigation and Communications

The investigator is responsible for communications with

the parties³ regarding the initiation and progress of the investigation. Prior to initiating the investigation, the investigator will meet separately with complainant and respondent to review applicable policy, procedures, rights, and other expectations related to the investigation. At this meeting, the parties must separately complete and sign the Investigative Procedures Checklist.

Allegations to be investigated and charge letters to respondents are determined and issued as follows:

- Cases against a student respondent: The investigator and the chief equity officer/Title IX coordinator will together determine all potential charges/violations and include those charges in the notice to the respondent. The investigator has the obligation to provide written notice of all charges to the respondent, in writing, prior to the initial interview. The investigator should further inform the respondent of the right to review and comment on all evidence, offer witnesses and evidence, and be accompanied by an advisor of his or her choice.
- Cases against a staff or faculty respondent: The investigator and chief equity officer/Title IX coordinator will inform the respondent of all charges and allegations, and of her or his right to review and comment on all evidence, offer witnesses and evidence, and be accompanied by an advisor of choice. For faculty respondents, the charge letter will be issued by the investigator.

If new information comes to light that results in the need to charge the respondent with additional violations, then the respondent should be provided with an updated, written, letter setting forth the new allegations.

Advisor of Choice

Both the respondent and the complainant may be advised by one (1) advisor of their choice. Advisors serve as a support person for the parties during investigative meetings. If requested, the deputy for advisors, will work with the complainant and the respondent to connect each with a faculty or staff member who can act as an advisor. Advisors are not permitted to advocate for a party or speak on their behalf during any proceeding. Individuals who are witnesses to the incident or are otherwise involved in the matter cannot serve as advisors. The college reserves the right to remove an advisor from any proceeding should these expectations and guidelines be violated. The advisor's name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) must be disclosed to the investigator at least two days prior to any meeting. Although proceedings are not generally delayed or rescheduled due to an advisor's schedule or availability, the

³ The term "parties" in this section refers to the respondent(s), and if applicable any individual complainant(s). The college may bring charges even when there is no individual who wishes to formally pursue a complaint.

investigator will consider reasonable requests made to delay or reschedule a meeting or other proceedings and will make the final determination with respect to that request.

Evidence Collection

The investigator will interview the parties, as well as all relevant witnesses, and gather any relevant evidence (such as texts, social media postings, surveillance video, photos), and consider all relevant evidence. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history, or sexual character of either party, unless such information is determined to be highly relevant by the chief equity officer/Title IX coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

During the investigation, the complainant and the respondent will have an equal opportunity to share information and request that witnesses be interviewed. The complainant and respondent will **not** be interviewed together or be required to meet. The investigator(s) retains discretion to determine how to conduct the investigation and what information is necessary and relevant.

In most cases, the investigator will prepare a written summary of the evidence to be considered at the conclusion of an investigation. Before a determination is made, the participating complainant and respondent will be given the opportunity to review their own statements and, to the extent appropriate to honor privacy considerations, the participating complainant and respondent may also be provided with a written or oral summary of other information collected during the investigation. A complainant or respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the investigator within five (5) calendar days after that statement or summary was provided.

Determination

The investigator will then come to a conclusion as to whether or not there were policy violations by reviewing all relevant evidence and making a determination as to whether or not, by a preponderance of evidence, there is sufficient credible evidence to support each allegation. The investigator will then determine whether the respondent violated the policies with which she/he was charged, and prepare a confidential summary report, including rationale and conclusions, for review by the chief equity officer/Title IX coordinator.

The chief equity officer/Title IX coordinator will oversee each investigation, ensure sufficiency of evidence

gathered, that the facts gathered support the findings and findings support the conclusion, that best practices are followed, and that each allegation is answered in the investigator's determination and summary.

If no violation is found, both parties are notified, in writing, on the same day. Such notice will include a rationale for the outcome and information concerning appeal procedures.

IV. Sanctions

If there is a finding of a policy violation, a sanction(s) must be determined. Sanctions are designed to end the conduct, and prevent its recurrence.

Determination of Sanctions

Factors to be taken into account when determining sanctions include: past disciplinary history, if any; likelihood of ongoing harm to the community; past misconduct that was reported but not investigated; and the degree of misconduct found to have occurred.

Sanctions are determined as follows:

- Student cases: Investigator meets with chief equity officer/Title IX coordinator, and together they determine the sanction. The deputy of investigations, may also participate in making the decision
- Staff cases: Investigator meets with the chief equity officer/Title IX coordinator, and together they determine the sanction. The deputy of investigations, may also participate in making the decision.
- Faculty cases: Investigator meets with a dean or other individual designated by the provost ("provost's designee for sanctioning") and the chief equity officer/Title IX coordinator. The investigator and chief equity officer/Title IX coordinator make the decision, with the dean or provost's designee serving in an advisory or consultative capacity.

Notification

Parties are notified in writing on the same day. The notification gives a summary of the investigative report and sanctioning determination, as well as information on how to file any appeal.

Possible Sanctions

Sanctions may range from mandated education, formal warning, probation, suspension, dismissal (for students), or corrective action up to and including termination (for employees).⁴

⁴ *Criminal complaints are governed by applicable criminal laws and sanctions for the alleged assailant may include any applicable criminal sanctions, up to and including incarceration. The college will cooperate in all criminal investigations and support individuals throughout the process.*

Sanctions may also include, but are not limited to, requirements that existing interim measures and accommodations stay in place for a prescribed period of time, and new remedies such as Avoidance of Orders, housing placement, or academic accommodations, based upon the investigation and adjudication of the case.

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's or organization's previous disciplinary history;
- Previous complaints or allegations involving similar conduct;
- Any other factors deemed relevant by the hearing panel;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions to prevent the future recurrence of discrimination, harassment, and/or retaliation; or
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the complainant and the community.

Below is a list of potential sanctions. While these represent sanctions generally assessed, the college may take other remedial measures not mentioned here, depending on the particular circumstances of a case:

For student respondents:

- a. Disciplinary Warning
- b. Disciplinary Probation
- c. Residential Probation
- d. Residential Suspension
- e. Suspension
- f. Expulsion
- g. Fines
- h. Restriction of Privileges
- i. Behavioral Agreements
- j. Deferred Housing Removal
- k. No-Contact Orders
- l. Interim Suspension
- m. Letter of Apology
- n. Check-in/Success Meeting
- o. Reflection/Research Papers
- p. Community Restitution

For Staff or Faculty:

- a. No contact orders
- b. Mandated counseling, education and/or training
- c. Verbal warning
- d. Written warning
- e. Final written warning
- f. Suspension
- g. Involuntary termination

V. Timeframe

The college will conduct a timely review of all complaints, and endeavors to complete review and resolution within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within fifteen (15) days of receipt of the complaint.

The subsequent, comprehensive review and investigation of the complaint, including interviews with involved parties and gathering of evidence, is usually completed within forty-five (45) days of receipt of the complaint.

Final outcomes are typically issued within sixty (60) days of receipt of the complaint. The finding and outcome will be simultaneously communicated in writing to both the accused and the accuser.

Investigation of complaints brought directly by those alleging harm will be completed as expeditiously as possible. Investigation may take longer when (among other things) initial complaints fail to provide direct firsthand information or when the college is not in session. The college may, but shall not be obligated to, delay its processes when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

VI. Withdrawal With Charges Pending

If a student respondent withdraws from the college while an investigation under this policy is pending, and before any findings have been made, the respondent's transcript will reflect that the student withdrew pending an investigation of disciplinary charges. If a student respondent withdraws after an investigation found him or her responsible for violating the policy, but before a sanction was implemented, the student's transcript will reflect that the student withdrew pending disciplinary sanctions. Should a student decide to withdraw and not participate in the investigation, the college may opt to proceed without the student to a reasonable resolution and the student will not be permitted to return to the college unless all sanctions have been satisfied.

Should an employee respondent decide to resign and not participate in the investigation, the college may opt to proceed without the employee to a reasonable resolution and the employee may not be permitted to reapply for employment if a policy violation is found.

VII. Alternative Resolution

In cases where the alleged violations are minor (and possible sanctions are thus also minor, such as disciplinary warning for students, or verbal warning for an employee) the chief equity officer/Title IX coordinator may request that an appropriate administrator or investigator make a decision as to responsibility using a preponderance of the evidence standard and implement a sanction, with a brief

statement of the rationale for the sanction provided to the parties. A complainant or respondent dissatisfied with the sanction may request reconsideration in writing within five days of notification of the sanction to the chief equity officer/Title IX coordinator, who will determine whether to uphold or modify the sanction. **Alternative resolution will not be used to address complaints of sexual assault or violent behavior of any kind or in other cases of serious violations of policy.**

VIII. Mediation

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is an alternative to the formal investigation procedure outlined above. The chief equity officer/Title IX coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to mediation. In a conflict resolution meeting, an individual designated by the chief equity officer/Title IX coordinator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies, in which case the complaint is resolved. The chief equity officer/Title IX coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions. **Mediation will not be used to address complaints of sexual assault or violent behavior of any kind or in other cases of serious violations of policy.** It is not necessary to pursue mediation first in order to make a formal complaint, and anyone participating in conflict resolution can stop that process at any time and request a formal process. The results of conflict resolution are not subject to appeal.

IX. Appeals

Both parties, the complainant and the respondent, have equal rights to an impartial appeal.

For cases against students or staff:

Both parties will have 5 business days from written notification of an outcome to submit a written appeal to the deputy, appeals.

Appeals will be heard solely on the following grounds –

- i. New evidence available that was not available prior to the original investigation and finding, which may have a material effect on the case;
- ii. The investigation process was not adhered to, and such non-adherence may have had a material impact.

Upon receipt of the appeal request, the deputy, appeals shall evaluate the request and decide whether an appeal meets any of the above grounds. Absent unusual circumstances, the parties will be notified within ten (10) calendar days whether the appeal has

been granted or rejected. If granted, the appeal will be decided by an appeal panel composed of the three vice presidents (provost, vice president for student affairs, and vice president for human resources, diversity and inclusion), together. In the event a panel member is unable to participate, he or she will designate a member of his or her department (who played no role in the underlying investigation) to serve on the panel.

For cases filed against a member of the faculty subject to the collective bargaining agreement:

Both parties will have 15 calendar days from written notification of an outcome to submit a written appeal to the provost or the deputy, appeals, acting as the provost's designee.

The only issue subject to appeal is the level of discipline, or lack thereof. Appeals will follow the terms of Article XI of the Faculty Contract.

The appeal will be decided by the provost, who will make the final decision in consultation with the other vice presidents (Student Affairs, Human Resources). Any non-faculty complainant shall have the same rights as a faculty respondent as set forth in the Faculty Contract, including the right to meet with the provost.

In all cases, appeals are documentary in nature, and do not include a hearing. Once an appeal is received, the deputy, appeals will forward that appeal, in its entirety, to the other party for review and comment. That party will then have 10 days in which to review the appeal and respond. This is a right, but not a requirement. The decision not to respond to an appeal does not indicate agreement with the appeal as filed.

The panel will exclude from consideration any evidence it deems inadmissible by college policy, including but not limited to character evidence. The appeals panel will not substitute its opinion on credibility in place of the judgment of the investigator who saw and heard the witnesses, and will not make new findings of fact. If there is substantial evidence in light of the whole record to support a finding of fact, the panel will not reweigh the evidence but will defer to those findings. Where the findings of fact are upheld, the conclusions of the investigator as to policy violations will be changed only if not supported by the findings.

The panel may, at its discretion, require that the case be re-heard in whole or in part by the original investigator(s).

Appeal panel decisions are final.

X. Designation of Authority

Any person assigned a role pursuant to this policy may designate his/her authority to another appropriate person to avoid conflicts of interest or in other circumstances, as deemed necessary.

XI. Prevention and Education

Through its educational programming and security measures, the college attempts to help community members reduce their risk of being subject to harassment or discrimination. In line with its mission of cultivating a supportive learning environment the college strives to actively promote a climate of respect for personal and cultural differences by offering a range of services and activities to support the needs of the entire community, composed of people from all around the world. An integral part of this objective is comprehensive educational programming, prevention, and security measures designed to help community members reduce their risk of being subject to harassment or discrimination. In addition, the college has developed a strategic plan to educate the community with regard to sexual and gender-based violence in particular, and offers a number of training, education, and awareness programs each year.

For more information about the college's available prevention and education offerings please contact:

Kevin Johnson
Deputy for Prevention and Education
Director for the Office of Diversity and Inclusion
855 Boylston Street, 4th Floor
617 747-8273
kjohnson2@berklee.edu

Honesty in Academic Work and in Scholarly and Professional Practice

Berklee College of Music values integrity within the classroom, across all areas of scholarly and professional practice, and in the use of information technology resources. Consequently, members of the Berklee community are expected to maintain high standards of honesty and practice throughout the many aspects of their life and study at the college.

Students who have evidenced academic dishonesty may be made subject to disciplinary procedures including but not limited to: receiving a warning; receiving a lowered or failing grade for the project, exam, or other class or homework; receiving a lowered or failing grade for the course; dismissal from the major; suspension or permanent dismissal from the college.

The following definitions are provided for the information of the Berklee community and constitute notice of unacceptable academic behavior or scholarly and professional practice. Academic work in this context means any and all music and nonmusic work related to any course or major at the college. While scholarly and professional work may occur in the context of a course, they also are found in activity that is independent of course work. Dishonesty in scholarly or professional work, whether in the form of fraud, plagiarism, or cheating, is unacceptable and subject to appropriate disciplinary procedures.

- Fraud is using identifiers (such as name, password, ID) of other persons as one's own or submitting false information about oneself. Some examples include such infractions as concealing or misrepresenting one's identity, impersonating another individual, falsifying information on such documents as one's résumé or internship applications, misrepresenting oneself as acting on behalf of Berklee, or using the college's name, logo, or symbol without prior written permission.
- Plagiarism is defined as misrepresenting work that has been done by another as one's own efforts whether such misrepresentation has been accomplished with or without the permission of the other individual.
- Cheating is the use of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations, and copying of another student's work or the giving or receiving of information or answers, whether verbally or in writing.

Procedures for Alleged Academic Dishonesty

Any member of the college community may make an allegation of academic dishonesty against a student. Students making allegations must do so in conjunction with the appropriate faculty member, supervisor (such as a test proctor or lab supervisor), administrator, or staff. A written charge must be made within 20 calendar days from the date of the alleged action. However, if such action occurs during the last 20 calendar days of the semester, the period for submitting the charge is extended 20 calendar days into the subsequent semester. The last day of a semester is the last day of final examinations.

The investigation of charges of academic dishonesty is to be conducted in such a way as to protect the student's identity. An informal review and discussion with an official of the college may be held prior to bringing a charge. However, this review should not violate the student's rights in the formal process.

Section I: Process

Faculty/Supervisor Action

The process for alleged academic dishonesty begins at the faculty/supervisor level. The faculty member/supervisor directly confronts the student with the evidence supporting the allegation and takes appropriate action. Resolution at the faculty/supervisor level may include but is not limited to an informal verbal warning, a reduced or failing grade, or a letter of reprimand.

Formal Hearing

A. If, in the judgment of the faculty member/supervisor, the charges of alleged academic dishonesty call for a more severe penalty than designated at the departmental level, the faculty member/supervisor may refer the case to the academic affairs designee and the student affairs designee for formal review

and/or hearing. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty will be provided to the student. If requested, reasonable time to prepare a response to the allegation will be given to the student; or

B. The student may appeal the decision of the faculty member/supervisor, and may request a formal hearing before the academic affairs and student affairs designees to the case. A formal hearing shall be scheduled at a time and place agreeable to all parties concerned. The hearing board will consist of the academic affairs designee, the student affairs designee, and a neutral faculty member or department chair from a department other than the department of the faculty member/supervisor, department chair, or student major. If requested by the student, a student may be designated to serve on the hearing board. Sanctions will not be in effect during the appeals process.

Section II: Sanctions

Sanctions for all proven cases of academic dishonesty may include but are not limited to the following. A student may appeal any finding or sanction.

1. A reduced or failing grade
2. A letter of reprimand
3. A defined period of disciplinary probation, with or without the attachment of conditions
4. Loss of Berklee scholarship
5. Loss of work-study privileges
6. Suspension from the college
7. Dismissal from the college
8. Notation on the official transcript
9. Revocation of an awarded Berklee degree or diploma

Section III: Appeal

Students and faculty member/supervisors have the right of appeal to the vice presidents for academic affairs and for student affairs. The decision of the vice presidents is final.

For questions regarding honesty guidelines for specific departments or areas, members of the Berklee community are encouraged to consult the relevant department. More extensive guidelines regarding honesty and the use of technological resources are found in the Acceptable Use Policy section that follows.

Acceptable Use Policy

Berklee's acceptable use policy applies to all members of the college community: students, faculty, and staff. Ignorance of the acceptable use policy is not considered an excuse for violation of the policy. Violation of the acceptable use policy will lead to disciplinary action up to and including separation from the college. For information about our policies and procedures, visit the Technology Resources website at berklee.edu/technology-resources/acceptable-use-policy.

Section I: General Guidelines

Berklee College of Music has computers capable of accessing the internet, world wide web, and other online computer networks (collectively, "online networks"). Berklee encourages members of the college community to use online networks for educational purposes under the appropriate circumstances. However, in order to protect the college's rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student, faculty member, or staff member posts on or transmits through online networks, certain rules must be followed. Community members who violate college policies, including those set forth in the Berklee College of Music Policy Handbook for Students, Faculty Contract Agreement, or Human Resources Policy Manual, others adopted by the college from time to time, or applicable law, shall be subject to sanctions, including, without limitation, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of any of our computers to access any online network, fines, restitution, probation, suspension, expulsion, termination of employment, or other action (or any combination thereof).

Berklee College of Music provides numerous information technology resources for use by the Berklee community to support its educational mission. The use of these resources must be consistent with the goals of the college. As members of the Berklee community, students, faculty, and staff are expected to act responsibly and to follow the college's guidelines, policies, and procedures in using information technology and electronic networks accessed by such technology. The college's acceptable use policy includes the following guidelines and the requirement that each Berklee community member, including faculty, students, staff, or other users:

Respect the rights of others to freedom from harassment or intimidation. Sending abusive or unwanted material causing the work or college experience of others to be disrupted is a violation of college policies, may violate the law, and is unacceptable.

Respect copyright and other intellectual-property rights. Copying files or passwords belonging to others will be considered a violation of college policies and a violation of law, and may constitute fraud, plagiarism, or theft. Software licensed by the college must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses, or simply damaging files) is unethical and a violation of college policies, and may be a felony in Massachusetts.

Identify oneself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications that appear to dissociate oneself

from responsibility for one's actions are inappropriate. Concealing one's identity or misrepresenting one's name or affiliation to mask or attempt to distance oneself from irresponsible or offensive behavior is a serious abuse and violation of college policies. Using identifiers of other individuals, including such identifiers as one's own, constitutes a violation of college policies and constitutes fraud.

Abide by security restrictions on all systems and information. Distributing or making one's password or another person's password or access code available to others; otherwise attempting to evade, disable, or "crack" a password or other security provisions; or assisting others in doing so, threatens the work, privacy, and well-being of many others and is a serious violation of college policies as well as grounds for immediate suspension of one's access privileges and other disciplinary action.

Recognize limitations to privacy in electronic communications. Community members may have an expectation that the contents of what they write or otherwise create, store, and send may be seen only by those to whom they intended or gave permission; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope—generally respected, but could be violated by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

Accept responsibility for one's own work by learning appropriate uses of software to maintain the integrity of what one creates. Community members should learn and properly use the features for securing or sharing access to information on any computers they use. Change passwords frequently and do not share them. Community members should maintain at least one backup copy of all important files, and diligently back up all work in progress at regular intervals.

Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when so instructed by the college. Such restrictions are designed to ensure fair access for all users.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for use not specifically permitted by the college, or assisting another in such use, is a serious violation of college policies and grounds for disciplinary action and other sanctions.

The college extends policies and procedures for use and access to information technology and systems outside the college accessed via college facilities. Network or

computing providers outside the college may additionally impose their own conditions of appropriate use, for which one is responsible.

When necessary, it is within the college's discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, departments providing resources, such as Technology Resources, may suspend privileges and may disallow connection of computers (even personal computers) to the campus network or take or recommend other action necessary or appropriate.

Community members are expected to cooperate with investigations by resource managers or others at the college, either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines, in its other guidelines, policies, or procedures, or as may otherwise be identified by the college from time to time; failure to do so may be grounds for suspension or loss of access privileges and other disciplinary action as indicated in the acceptable use policy, below in the online network services policy, or otherwise determined by the college.

Technology Resources or the Office of the Vice President for Student Affairs/Dean of Students will investigate and document apparent or alleged violations of these guidelines. Cases of apparent abuse or violation of college guidelines, policies, or procedures will be referred to the appropriate college department, and other action may be taken.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the vice president for information technology or the vice president for student affairs/dean of students.

Section II: Online Network Use

Berklee College of Music has computers capable of accessing the internet, world wide web, and other online computer networks (collectively, "online networks"). Berklee encourages members of the college community to use online networks for educational purposes under the appropriate circumstances. However, in order to protect the college's rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student, faculty member, or staff member posts on or transmits through online networks, certain rules must be followed. Community members who violate college policies, including those set forth in the Berklee College of Music Policy Handbook for Students, Faculty Contract Agreement, or Human Resources Policy Manual, others adopted by the college from time to time, or applicable law, shall be subject to sanctions, including, without limitation,

prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of any of our computers to access any online network, fines, restitution, probation, suspension, expulsion, termination of employment, or other action (or any combination thereof).

Passwords. Community members may be given passwords Berklee has selected for accessing online networks ("Berklee passwords") and be authorized to use one or more Berklee passwords for specific purposes. Community members are responsible for maintaining all Berklee passwords in confidence and not to disclose or make available any to third parties without prior written consent of the college. Community members will be held responsible and will be liable for any harm resulting from their disclosing or allowing disclosure or improper use of a Berklee password.

Online Conduct. Online networks shall be used only as permitted by the college, only in accordance with applicable college policies, and only for lawful purposes. Any conduct that in the college's sole discretion restricts or inhibits others from using an online network or violates college policies or applicable law is not permitted and will be subject to sanction and disciplinary action. Community members are prohibited from posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening, or otherwise objectionable material of any kind, including, without limitation, any material that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or college policy. Berklee reserves the right to restrict and/or interrupt communication, through or by use of any of the college's computers or computer services, that Berklee believes to be harmful to the college or to others using the applicable online network or to be a violation of college policies or any third-party rights. More specifically, and without limitation, the following conduct violates college policies and is not permitted:

Offensive Communication. Use of vulgar, abusive, or hateful language is prohibited.

Offensive Graphic Files. Transmitting through or posting on any online network sexually explicit images or any other content the college deems to be offensive is prohibited.

Impersonation. Communications under a false name or designation or a name or designation community members are not authorized to use, including instances in conjunction with representing that one is somehow acting on behalf of or under the auspices of Berklee College of Music, are prohibited.

Chain Letters and Pyramid Schemes. Transmission of chain letters and pyramid schemes of any kind is prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on or utilizing the structure of a chain letter are also of questionable legality.

Improper Advertising, Solicitation. Use of any online network to send unsolicited advertising, promotional material, or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by college policies, and in those areas that are designated for such purpose (for example, a classified ad).

Improper Use of Copyright and Proprietary Information of Others. Community members may, subject to college policies and authorization, upload to software files or otherwise distribute on online networks only information, software, photographs, videos, graphics, music, sounds, and other material (collectively "content") not subject to any copyright, trademark, trade secret, or other proprietary rights of others, or content in which the author has given express written authorization for online distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as, "Copyright owned by [name owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of college policies, and could subject community members to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

Use of Berklee College of Music Trademark. Berklee College of Music is a registered trademark in the United States, European Union, Japan, Korea, and other countries. Individuals may not, without the college's prior written consent, use any symbol, logo, or graphic used by or associated with Berklee College of Music for personal use. Individuals may not use the college name as part of a personal email address, website, domain name, or social media presence. This policy is to prevent the public from being confused about the source of college programs and communications.

Off-Campus Posting

In accordance with the General Laws of Massachusetts, under Chapter 40, Section 21D, signs and posters for on-campus events may not be posted on public property without permission. Those who post signs are subject to fines. If the college is fined for posters posted by a student, the college will collect the fine from the student.

Student Recording, Performance, and Photography Release Statement

Audio and video recordings produced in Berklee College of Music studios and on its stages ("recordings") are the

result of artistic collaboration among student producers, engineers, composers, arrangers, and musicians. The purpose of the recordings is to provide students with experiences they are likely to encounter in their professional careers. The recordings are for educational purposes only and not for commercial use by any party.

Berklee College of Music reserves rights in student participation in the recordings to promote the college and its programs, without payment of fees or royalties, and maintains ownership of the master recording for archival purposes. All rights in and to a composition remain the property of the composer(s). Berklee College of Music reserves the right to record, edit, use, reproduce, publish, and distribute (via print, web, television, video, photography, and all other media) a student's visual and/or audio likeness, and is granted permission to use such likeness for news, educational, marketing, advertising, fund-raising, or other reasonable purposes.

Hazing

Berklee College of Music supports all laws of the Commonwealth of Massachusetts governing "hazing" for all recognized student organization members.

The college supports the right of all recognized student organizations to recruit members but in no way condones any act of hazing. The following is Massachusetts General Law Chapter 269, sections 17, 18, and 19, which prohibit the practice of hazing:

17. Hazing; organizing or participating; hazing defined: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment.

The term 'hazing' as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

18. Failure to report hazing: Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such

person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.

19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of said sections 17 and 18, and shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections 17 and 18.

“Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Higher Education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Higher Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

The college will take disciplinary action against any individual(s) or organization(s) where sufficient evidence of hazing is found. Sanctions may include probation, suspension, or dismissal.

Drug and Alcohol Policy for Students

Berklee College of Music supports all city, state, and federal laws pertaining to drug and alcohol use and sale. Further, the college is concerned for the well-being of all students who use drugs or alcohol and the serious challenges that jeopardize the safety and security of students and the college community.

The college is committed to a clear, meaningful, and well-publicized set of limitations and consequences that hold students accountable for alcohol or drug-related behaviors (both on and off campus) and provide necessary educational, monitoring, and support elements.

Students are expected to comply with local, state, and federal laws relating to the use of alcohol. The college will not tolerate conduct that disrupts the campus or the academic or residential environment, or jeopardizes the safety of another person. The legal minimum drinking age in Massachusetts is 21 years old. Except in special circumstances approved by the vice president for student affairs/dean of students, students are not allowed to consume alcohol in any area of the college regardless of age.

The college realizes that drug or alcohol abuse can be harmful to the user's health as well as his or her educational and professional career and that the user can become harmful to others. Therefore, the college attempts to educate all students as to the prevention and hazard of drug or alcohol use, to maintain support and referral services for drug and alcohol users, and to discipline those students who violate the rules of the college.

Massachusetts state law, applicable to all students regardless of home state or country, makes it illegal for anyone under age 21 to purchase, arrange to have purchased, transport, possess, consume, or carry alcoholic beverages. Regardless of age, the unlawful use of alcohol, drunk and disorderly conduct (including assault and battery and property damage), and violation of any regulations listed below are considered serious offenses and will result in judicial action and possible sanctions through the Office of the Vice President for Student Affairs/Dean of Students and/or the Office of Residence Life. Alcohol or alcohol paraphernalia discovered pursuant to a violation of a regulation listed below will be confiscated and discarded. Moreover, the college reserves the right to confiscate alcohol, alcohol paraphernalia, and false identifications as circumstances require. Confiscated items will be disposed of and will not be returned under any circumstances. Confiscated false identifications will be submitted to the Public Safety Department. All students are responsible for knowing and abiding by the following alcohol regulations:

- The use, sale, possession, or distribution of alcohol by or to anyone under the age of 21 anywhere on college property, at college-sponsored events, or off-campus establishments is prohibited.
- Students may not be intoxicated and may not encourage or contribute to the intoxication of another person.
- It is the college's policy that students and student groups may not possess central alcohol sources (including kegs, beer balls, punch bowls, etc.) on campus or at student organization events that occur either on campus or off campus. However, this policy does not prohibit a student over the age of 21 from possessing a common source container off campus as long as that student is not in violation of other college policies or any law, regulation, or ordinance.
- Regardless of age, no one may drink from or possess an open container of alcohol in a public or common area on campus or participate in drinking games. Open containers of alcohol are prohibited on the streets of Boston and could result in arrests and court action.
- No student, regardless of age, may possess hard liquor on the campus.
- Students (21 years of age or older) may not possess or store excessive amounts of alcohol on campus. An

excessive amount is defined as any amount in excess of six (6) standard drinks per person at any given time. One standard drink is equivalent to a 12-ounce beer or a 5-ounce glass of wine. The college reserves the right to limit and/or dispose of any excessive or unsafe amounts of alcohol at the discretion of college officials. This regulation is a limitation on possession and storage and in no way is meant to suggest that the consumption of 6 standard drinks or fewer during a single episode is safe, healthy, or appropriate.

- Students age 21 years or older may not consume, possess, or store alcohol in the common areas of individual suites and apartments if any resident of the suite/apartment is under the age of 21. Moreover, students may not consume alcohol or possess open containers of alcohol in these common areas during any time when guests/visitors under the age of 21 are present. Students 21 years or older may consume, store, or possess alcohol in the privacy of their individual residence hall rooms except as prescribed by law or other policies
- It is prohibited to display alcohol containers (whether unopened, partially filled or empty) on campus, including in residence hall rooms. It is further a violation of the Code of Student Conduct for underage students to possess or store empty alcohol containers anywhere on campus including in residence halls.
- Creation, possession, distribution or use of false identification is prohibited. False identification cards will be confiscated and turned over to the Public Safety Department.
- The college reserves the right to confiscate alcohol as circumstances require. Confiscated alcohol will be disposed of; it will not be returned under any circumstances.

Education

The Office of the Vice President for Student Affairs/Dean of Students, the Counseling and Advising Center, and the Office of Housing help to educate the college community about the threat of drugs and alcohol to students' physical and mental well-being and the learning process. The Counseling and Advising Center provides extensive educational materials, such as pamphlets, resource information, and self-assessment materials, which emphasize the prevention of drug and alcohol abuse. Supporting the goals of the prevention programs, Berklee's LiveWell program for health, wellness, and fitness sponsors events and activities focusing on positive alternatives that contribute to a healthy lifestyle.

Discipline

Students who violate the college's rules on the use, possession, and sale of drugs and alcohol are disciplined according to the established disciplinary

policies and procedures. Sanctions include but are not limited to probation, suspension, dismissal, and referral for prosecution.

In some cases, the college may also require a student to participate in a drug or alcohol abuse prevention and/or treatment program, such as BASICS, which could include but not be limited to meeting with a member of the Counseling and Advising Center staff to assess need for regular meetings or referral to an external professional or agency.

When appropriate, the vice president for student affairs/dean of students, upon recommendation of the director of counseling services, may temper any sanction if the student agrees to participate in an on-campus or off-campus support program. Such temperance is at the discretion of the dean and may be revoked if, in the opinion of the dean, the student does not make a sincere effort to actively participate in the agreed program. While the college desires to help students who may have a drug or alcohol problem, it will not be so tolerant of those who are found guilty of selling or distributing drugs or alcohol. In the case of suspicion of selling or distribution of drugs or alcohol, local authorities may be contacted. Local, state, and federal sanctions against violations of the law may include fines, imprisonment, or both, and the loss of federal financial aid for the year for the first conviction.

Further, in accordance with the Federal Drug-Free Workplace Act of 1988, a student who is convicted of violations of any criminal drug statute which took place on college property or as part of a college activity must notify the Office of the Vice President for Student Affairs/Dean of Students no later than five days after such conviction.

Consistent with recent changes in the federal October 1998 Reauthorization of the Higher Education Act (Section 952) and its amendment to FERPA (Family Educational Rights and Privacy Act of 1974), and as a part of a disciplinary action if deemed appropriate, the vice president for student affairs/dean of students or his or her designee may contact the parents or guardian of a student under the age of 21 who has committed a disciplinary violation with respect to the use of or possession of alcohol or a controlled substance.

Smoking Policy Statement

The smoking of cigarettes, cigars, and pipes is prohibited inside all Berklee College of Music facilities, including the residence halls, and is prohibited within 25 feet of an exit, entrance, or operable window of any campus building. In recognizing the health risks of people who smoke and the hazards of involuntary smoking to nonsmokers,

and in accordance with the college's overall responsibility to provide a safe and healthful work environment, Berklee College of Music has adopted a policy of restricting smoking.

Education

Because the college cares about the health of smokers and nonsmokers and because it is difficult to quit or to curtail smoking, the college will provide on-campus smoking cessation programs. The goal is to provide ongoing support to those wishing to quit. Such programs will be offered through the Human Resources Office for employees, the Office of the Vice President for Student Affairs/Dean of Students, and Berklee's LiveWell program for health, wellness, and fitness.

Enforcement

This policy is intended to be self-enforcing. However, short of total compliance, those in authority are responsible for enforcing this policy within their respective areas of authority.

Clothing

Students should dress appropriately while in or using all Berklee facilities. For safety reasons, proper footwear should be worn at all times.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record(s) are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the

decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records without the consent of the student if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from education records without obtaining prior written consent of the student to the following:

- Other school officials, including teachers, within the college whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties

to whom the school has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.

- Officials of another school where the student seeks enrollment or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the regulations.
- Authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority who is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the regulations, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the school in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."
- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules

or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- To the Department of Homeland Security (DHS), formerly Immigration and Naturalization Services (INS), upon a specific request to the college to verify F-1 status of international students.

The following directory information is considered by the college to be informational in nature and may be released without the student's permission at the discretion of the college: name, enrollment status, dean's list status, graduation status and honors, semester level, program, major, minor, principal instrument, dates of attendance, college mailbox number, college email address, and hometown.

If a student does not wish the college to disclose directory information from his or her educational records without prior written consent, the student must notify the college in writing or via the student's my.berklee.net account. The student should indicate which data the student does not wish to be released and return the request to the Office of the Registrar. The student's information will not be disclosed from the time the Office of the Registrar receives the student's form until the request is rescinded.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and your private personally identifiable information (PII) contained in such records—including your social security number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to your records and PII without your consent to any third party designated by a federal or state Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and state Authorities must obtain certain use-restriction and data security promises from

the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students are advised to make copies of any important documents before submitting them to Berklee. In accordance with college policy, the Office of the Registrar cannot return documents to students. These may include such documents as immunization records and high school diploma records.

Additional information on procedures or policies relating to the college compliance with the Family Educational Rights and Privacy Act can be obtained from the Office of the Registrar.

Notification of Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state, but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year, and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Suffolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Berklee College of Music supports students in their fulfillment of this civic duty. Students should carefully read all materials they receive with their summons to service, as they contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Counseling and Advising Center staff may also be able to assist students in making arrangements for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If students have any questions about jury duty, including confirming, postponing, rescheduling, or limiting their service, they can contact the Office of Jury Commissioner for the Commonwealth (800 THE JURY or 800 843-5879). Further information can be found at mass.gov/courts/jury-info/.

Academic Programs and Curriculum Overview

This section provides a brief summary of academic programs and curriculum at Berklee. Complete information can be found at berklee.edu.

Full-time Programs of Study: Undergraduate Degree and Diploma

Berklee offers a bachelor of music (B.M.) degree program and a four-year program leading to a professional diploma on our Boston campus. In addition, Berklee offers a fully online Bachelor of Professional Studies (B.P.S.). All programs are designed to help students achieve excellence in professional music. Intensive concentration in musical subjects combined with business and technology topics provide students with the necessary tools for developing their musical talents to the fullest and preparing for enduring careers as capable and multifaceted musicians in the ever-changing world of today's professional music, entertainment, and other industries.

In the degree program, music studies are combined with liberal arts courses, affording students a broad societal context in which to study and pursue their musical and personal learning objectives. The diploma program is focused primarily on the study of music and includes additional courses connected to professional development and the major concentrates.

Graduate Programs of Study

Berklee offers master's of music (M.M.) and master's of arts (M.A.) degree programs. All master's programs at Berklee College of Music prepare students to excel musically, artistically, and professionally. These programs apply cutting-edge music technology, advance international music business models, and promote diverse music traditions. Through focused and rigorous study, enhanced by close mentoring relationships with exceptional faculty, students reach their professional and artistic goals while gaining the knowledge and skills needed to prepare for careers and to serve as leaders in today's music industry.

Core Education

At the heart of the Berklee experience is the core education. All Berklee students follow a unique and rigorous curriculum of core music, technology, and business designed to create a firm foundation of skills and knowledge that leads to subsequent success in each student's major field of study.

All undergraduate students on our Boston campus take core courses in harmony (contemporary pop, jazz, and other styles), ear training, arranging, and private instruction (on their principal instrument), and participate in ensembles. Students also take core music courses in tonal harmony and composition (Western European tradition), counterpoint, and conducting.

All courses are taught in English. Success in our core education, liberal arts, and all majors is dependent on English comprehension and writing ability. All students who apply to the degree program for whom English is

a second language are required to submit a TOEFL or IELTS score. All students for whom English is a second language are required to participate in an English placement exercise during orientation week.

Students identified through the placement process as needing further study in English before taking LENG-111 Writing and Communication are required to enroll in an English as a Second Language (ESL) class during their first semester and for subsequent semesters until they reach LENG-111 Writing and Communication proficiency, regardless of intended or declared program of study. For instance, a student who is placed in LENG-105 (ESL 2) must complete that course as well as LENG-106 (ESL 3). Transfer credit will not be accepted for English as a Second Language courses. Students who are placed in an ESL course and later wish to transfer LENG-111 (Writing and Communication) from another institution must first complete their required ESL courses at Berklee.

An integral aspect to preparing students for success in music and today's global society resides in the study of liberal arts areas that complement the study of music. The partnership of liberal arts and music in the Berklee curricula provides an expanded foundation encompassing an interdisciplinary focus that enhances graduates as accomplished musicians who also excel as collaborators, communicators, and problem-solvers. Students pursuing the degree program complete a full breadth of liberal arts core courses, including English composition and literature, art history, natural science, social science, history, music and society, technology literacy, the artistry seminar, and the professional development seminar.

Regardless of the music career path a student may choose, the foundation provided by the core education described above ensures that each student develops skills, knowledge, and experiences that provide a foundation for success in the chosen major and entry into the music industry.

First-Semester Curriculum

Berklee's innovative first-semester curriculum has a unique and personalized placement process that maximizes each entering student's potential. Through the Entering Student Proficiency Assessment and academic advising, students from differing musical backgrounds are placed in appropriate study sequences geared to their individual needs.

During their first semester, all students follow a closely coordinated, interrelated series of courses. Both degree and diploma candidates work in the same subject areas. Specific areas of study include harmony, arranging, ear training, music technology and the liberal arts, ensemble, and private instruction. Each student is assigned to

appropriate levels of ensemble and private instrument or vocal instruction based on audition results.

Academic Support Services

Core Music Tutoring

The Learning Resources Center at Berklee offers free tutoring to all students enrolled in the core music courses at Berklee. Tutors are students who have excelled in the discipline in which they tutor. Tutoring sessions are one-on-one and can be scheduled for 30 or 50 minutes each. Tutors are available for assistance in the following disciplines:

- Arranging
- Counterpoint
- Ear Training
- Harmony
- Tonal Harmony and Composition

Liberal Arts Tutoring

The Liberal Arts Department at Berklee offers free tutoring to all students in the liberal arts disciplines. Berklee tutors are students who have excelled in the discipline in which they tutor. Tutoring sessions are one-on-one and last 50 minutes each. Tutors are available for assistance in the following disciplines:

- English as a Second Language (ESL)
- Mathematics and Acoustics
- Spanish, French, and Japanese
- English
- History
- Art History
- Social Sciences

Assistance with writing is also available through the Liberal Arts Department. Writing tutors assist with academic papers, reports, resumés, and other documents. To sign up for a tutor, contact the Liberal Arts Department in room 334 of the 7 Haviland building or at 617 747-2552.

Center for Writing and English as a Second Language

The Liberal Arts Department provides a Center for College Writing and English as a Second Language for students to receive individual help with all writing for any Berklee course.

Studies in Global Music

Rapidly expanding communications within an ever-shrinking world make it imperative for individuals to possess substantive knowledge of diverse people, ideas, and societies. The Berklee College of Music curriculum includes more than 150 courses in global music from 30 cultures on 5 continents. The growth of World Music at Berklee over several decades parallels the expansion of the Internet and of economic globalization. World Music

is not a passing fad or a “niche market;” it is the musical reflection of who we are—interconnected and interested in each other. Study in global music at Berklee expands students’ awareness and understanding of a wide spectrum of music and culture. Students build the foundation needed for bridging the vast range of innovative music resources available in the 21st century. Global music study provides students with the broadest possible artistic perspective, better enabling them to employ their education in a global society.

Studies in global music will help students to:

- Gain understanding of the wide array of the world’s musical arts and ideas.
- Learn how people in differing cultures make music meaningful for their communities and their lives.
- Develop an informed perspective of one’s own musical and cultural background.
- Analyze the global impact that these cultures bring to the music industry.

For purposes of this curriculum, “global music” refers to:

- Traditional music (also termed folk music or roots music) of any culture that is created and played by indigenous (or native or vernacular) musicians.
- Music that is closely informed or guided by indigenous music of the regions of its origin, including some “Euroamerican” music (ie. Celtic music).
- Music that does not include “Western” popular genres (jazz, rock, etc.) or European classical music.

Course Topics

- Music of Africa
- Music of South Asia, Central Asia, and Asia
- Music of Central, South America, and the Caribbean
- Music of North American and European Traditions
- Music of the Middle East, Balkans, and the Mediterranean
- Cross-Cultural Music Studies
- Ensembles based on global music traditions

Africana Studies

Africana Studies at Berklee is one of the most comprehensive academic black music culture programs in the country. Mixing scholarship with performance and cultural criticism with industry insider knowledge, Africana Studies has brought to campus such artists as Geri Allen, Chuck D, Stanley Crouch, George Duke, Bobby McFerrin, Mint Condition, Bernice Johnson Reagon, Patrice Rushen, Billy Taylor, and Cornel West. Africana Studies programming and courses emphasize the relationship between music and society by increasing students’ understanding, awareness, and appreciation of artists’ roles in the modern world. The Liberal Arts

Department sponsors and supports the Africana Studies curriculum and programs.

American Roots Music Program

The artistic validity of a wide range of American roots styles, including blues, gospel, folk, early country music, bluegrass, old-time, western swing, polka, tex-mex, and others, is beyond dispute. This music is the lifeblood of America's cultural heritage. The expressive urgency and depth of these styles is supported by strong fundamental musical values, and it is in recognition of the richness of these idioms, and of the ways that they fuse with contemporary elements, that Berklee has created the American Roots Music Program.

Among its many projects, the program produces concerts, hosts visiting artists, designs and implements curriculum, creates and hosts faculty development sessions, and designs and implements symposiums and seminars. Also, using a broader definition of the term "roots," the program examines the core of what it means to be a musician in all idioms, and contemplates the roots of our western musical traditions, ranging from Bach to traditional African music. The artistic director for the American Roots Music Program is Matt Glaser, who served as chair of Berklee's String Department for 28 years. The board of advisors includes: Béla Fleck, Leo Kottke, Charlie Haden, Edgar Meyer, David Grisman, Don Rigsby, Bruce Molsky, Jay Ungar and Molly Mason, Darol Anger, Ray Benson, Doug Wamble, John Lawless, Fletcher Bright, Sara and Sean Watkins, and Michael Doucet.

Global Jazz Institute

The Berklee Global Jazz Institute (BGJI) is a program designed to foster creativity and musicianship through the study of various musical disciplines. Danilo Pérez serves as its artistic director. The institute is an all-inclusive contemporary music lab where students are given the opportunity to explore their creativity at the highest level possible. Students are mentored by world-renowned visiting artists through various seminars and directed study. The program focuses on teaching what musicians need to know to succeed in the music industry as an artist. Each program is tailored to suit each student's specific needs. The BGJI is designed to help students with a broad range of musical interests and special musical talents achieve their artistic goals.

Students may pursue a Master of Music degree, Bachelor of Music degree, diploma, or two-year certificate through this institute. An application to the undergraduate BGJI will be considered after the student has successfully completed one year at Berklee or the equivalent. Applications are available in the Professional Performance Division office.

Music Therapy Equivalency Program Certificate of Completion

This program is for individuals who have already completed a four-year bachelor's degree program in music or music education from an accredited institution. Although no additional degree is awarded, this certificate of completion— which represents satisfactory completion (2.7 GPA required) of 48 credits in the Berklee music therapy curriculum, including a six-month internship— prepares the student to register for and complete the Board Certification Examination, administered by the Certification Board for Music Therapists (CBMT), to become a Music Therapist-Board Certified (MT-BC). Students are not qualified to work as professional music therapists until they have the credential MT-BC. Application to this program is completed as a separate process found with our Graduate Studies programs.

Artist Diploma Program

Berklee's artist diploma is designed to meet the needs of the most distinguished musicians applying to the college. Those chosen for this highly selective program have already embarked upon a successful music career and are seeking a tailored program of study designed to meet their specific goals as musical artists. In some cases, candidates will have accomplished an advanced level of proficiency through nontraditional means and with no formal music education. Others will have had the benefit of formal music training but have outgrown the standard repertoire and seek to challenge their creativity and explore new avenues for innovation. As part of their program responsibilities, these artists play an active role in the musical life of the college during the required two years of residence, participating in college concerts and events as deemed appropriate. Each candidate will work closely with the appropriate department chair and division dean, as well as designated faculty and advisors to ensure the best possible outcome for this highly individualized course of study.

The artist diploma is designed to provide the highest level of training for musicians who have distinguished themselves through advanced study and/or have previously established a promising career in music. Candidates for the artist diploma typically complete their course requirements in about two years by means of advanced placement, special tutoring, and open class attendance. A minimum of 48 in-class credits is required to complete the artist diploma. In all cases, diploma credit requirements and the college's residency requirement policies will apply.

To apply for artist diploma candidacy, the student submits the Berklee admissions application, along with a letter of justification for artist diploma candidacy; a statement of educational goals should candidacy be granted; and recordings, scores, and other materials that demonstrate the candidate's musical qualifications. The appropriate

department chair reviews the application materials and, if it's approved, presents the approved application to the dean of the division for approval of candidacy status. Once candidacy is approved, the student meets with the appropriate chair(s) to create a study plan, which is submitted to the appropriate dean for final program approval.

Liberal Arts

Berklee College of Music fosters students' creativity and artistry by educating the whole person. It is important to prepare students to excel in music and, at the same time, for success in today's global society. It is not surprising, then, that music and liberal arts are partners in Berklee's curriculum.

In the 21st century, a liberal arts education is a necessity for all students. Berklee's liberal arts program focuses on the interdisciplinary learning that artists and musicians need to succeed in today's world, especially on writing and communication, and on entrepreneurial, critical thinking, and problem-solving skills. Liberal arts courses provide a cultural context for the music being studied; relate the world of music to other arts, politics, literature, technology, and science; encourage in students an appreciation for diversity; and prepare students to make the complex ethical choices they will face throughout their lives.

Liberal arts include the study of:

- **Humanities**—literature, creative writing, poetry, philosophy, languages, communication, art history, visual arts, drama, women's studies, Africana studies, Latino studies
- **Natural Sciences/Mathematics**—biology, chemistry, physics, environmental science, acoustics, mathematics
- **Social Sciences**—psychology, economics, sociology, history, anthropology, political science, women's studies, Africana studies, Latino studies

Through study in liberal arts, students will be able to:

- Synthesize knowledge from a variety of disciplines
- Evaluate attitudes to foster ethical behavior and develop appreciation for diversity
- Compose written and oral communications
- Apply critical-thinking, practical-reasoning, and problem-solving skills

Poetry Slam

The Liberal Arts Department offers a performance poetry program, including a minor in spoken word/slam poetry, and sponsors Berklee's poetry club and Poetry Slam Team. Club members meet regularly, perform for each other, and enter slams (local, regional, and national competitions). In 2010, Berklee's team won the Spirit of the Slam award at the College Unions Poetry Slam Invitational.

FUSION Literary Magazine

FUSION magazine is the literary and multimedia voice of the Berklee community and an artistic collaboration between Berklee faculty and students. *FUSION*'s primary purpose is to publish student writing and other multimedia, including artwork. However, the magazine also solicits work from faculty, visiting artists, and guests. *FUSION* seeks to publish work of the highest quality in all genres: fiction, poetry, drama, creative nonfiction, and essays on a wide variety of topics, including music. For more information about how to make submissions, visit the submissions link at fusionmagazine.org or contact the *FUSION* office at 617 747-8148 or fusion-magazine@berklee.edu.

Music Business Journal

The *Music Business Journal* is a student-run publication facilitated by the Music Business/Management Department. It is designed to put the spotlight on an ever-changing music industry; engage Berklee students and the community with articles about innovative business models, leaders in the field, successful alumni, etc.; and provide a vehicle for student authors to be published (in print and electronic formats). The *MBJ* recently celebrated its fifth anniversary. For more information, contact the Music Business/ Management Department or visit thembj.org.

Special Programs: Off-Campus

Berklee isn't just Boston. Students and faculty travel all over the world to participate in music programs and scholarship tours in a variety of locations including Athens, Barcelona, Dublin, Freiburg, Helsinki, Kobe, Kuala Lumpur, Los Angeles, Mexico City, Paris, Perugia, Quito, San Juan, São Paulo, Seoul, Tel Aviv, Thessaloniki, and Tokyo.

Berklee in Los Angeles

The Berklee in Los Angeles program will guide the aspiring musician in a variety of aspects in songwriting, stage performance, production, and the business of music. Through both individual and team efforts, students will work through the processes and techniques involved in writing, producing, and marketing a song from conception to completion. Lectures and ensemble sessions will range from song form and lyric analysis to using various tools to facilitate the creative process, including introductions to music software and the fundamental procedures of a recording studio. Berklee's Music Business/Management Department ties it all together by introducing students to the business tools necessary to compete in today's ever-changing music industry.

Berklee Campus in Valencia, Spain

Valencia is the first Berklee campus outside of Boston. It is devoted to advancing contemporary music education;

studying and applying leading-edge music technology and international music business models; and promoting the diverse musical traditions of Europe, North Africa, and the Middle East that have come together in and around Valencia. Most programs of study offer areas of music education that are new to Europe, focusing on contemporary music and involving music technology as an integral component. The Berklee campus in Valencia offers several master's programs, a semester-abroad program, and various special/certificate programs. For more information, visit valencia.berklee.edu.

Berklee Online

Berklee's premier online school, online.berklee.edu, features over 150 online courses, certificate programs, and a Bachelor of Professional Studies undergraduate degree program. The Online Berklee community is made up of students throughout the world and offers direct access to Berklee's renowned faculty. Berklee Online also features the world's largest network of professional musicians.

Berklee Online courses are transferable to Berklee College of Music for credit. Students wishing to utilize Berklee Online courses in the Bachelor of Music degree program or undergraduate diploma program must first apply and be accepted to Berklee College of Music through the Admissions Office. Credits apply to a matriculated student's general elective requirement except where otherwise noted. Only 12-week Berklee Online courses taken for credit are eligible. The Berklee Online courses must have been taken for credit or as part of a certificate program.

Cross-Registration and Exchanges

ProArts Consortium

Through the Professional Arts Consortium (ProArts), an association of six area institutions of higher education dedicated to the visual and performing arts, Berklee students can take courses at leading Boston arts institutions in such areas as communications, modern dance, visual arts, ballet, graphic design, theater arts, and liberal arts.

Students enrolled in a course at a member institution may use its library, audition for musical groups or dramatic productions at participating performing arts colleges, join intramural sports teams, and use the sports and fitness facilities.

Joining Berklee in the ProArts Consortium are the Boston Architectural Center, the Boston Conservatory, Emerson College, Massachusetts College of Art and Design, and the School of the Museum of Fine Arts.

For more information, contact the host school, log on to proarts.org, or call the ProArts Office at 617 236-8617.

All members of the Berklee community can also access ProArts Connect (proartsconnect.org) with their Berklee email address. Connect in a popular online resource for finding collaborations, posting and searching for events, exploring a marketplace, and finding off-campus housing.

Tuition charges for cross-registration will be at current Berklee rates. Some restrictions may apply for credits counting toward graduation at Berklee. A limit of four general elective credits can be accepted toward graduation from consortium schools. Liberal arts credits will be accepted under the transfer credit policy guidelines. A course that seems to duplicate a Berklee course required for graduation generally cannot be used to satisfy the requirement. This policy can be waived only in special situations, and will require written preapproval from the Berklee department chair.

The ProArts Consortium publishes a catalog of available courses twice a year for the fall and spring semesters. Copies of the catalogs and cross-registration forms are available for consultation at the Office of the Registrar. Forms must be authorized by the Office of the Registrar and taken to the chosen institution on the announced cross-registration dates. This authorization does not guarantee enrollment or the acceptance of credit toward graduation.

Because credits taken at outside schools become part of a student's semesterly credit load, the student must ensure that he/she has sufficient space for these credits; otherwise the student will be charged for any credits that exceed the maximum credit load for his/her program.

The Accelerated M.B.A. Program

Students who successfully complete the music business/management program and earn a bachelor of music degree from Berklee may apply for acceptance to the Suffolk University Accelerated M.B.A. Program for Berklee students.

Through a special arrangement, students in this program may receive credit for Berklee course work in the music business/management major towards an M.B.A. from Suffolk University. For more information, contact the Music Business/Management Department at Berklee or the Office of Graduate Admissions at Suffolk University or go to suffolk.edu/catalogs/graduate/9143.php.

Global Initiatives

The Global Initiatives Department develops and manages academic and institutional networks to enhance global musical exchange and shape Berklee's presence in the world. It does this by building relationships with international interests and conducting a variety of educational programs around the world. These programs include the Berklee International Network (BIN); Credit Transfer Agreements (CTA);

Berklee Latino, Berklee on the Road (BOR); and the Africa Scholars Program. Additionally, the department continually explores and develops programs and relationships on six continents on an annual basis, including countries such as Australia, China, the Dominican Republic, India, Jordan, Mexico, Panama, Russia, Serbia, Turkey, and more. For further details, visit berklee.edu/international or listen to the Berklee Internet Radio Network at thebirn.com and select "Birn Global."

Berklee International Network

The Berklee International Network (BIN) is a shared endeavor designed to promote the effectiveness of contemporary music education among members and to advance the value of contemporary music education internationally. Berklee faculty and staff members and student ambassadors visit network member institutions annually to conduct workshops, clinics, and concerts, in addition to admissions and scholarships auditions and interviews for Berklee's full-time programs.

There are currently 19 members of BIN. For a complete listing of Berklee's international partners and contact details, berklee.edu/BIN.

Berklee supports its network partners by fostering the sharing of knowledge between partners and providing training courses for teaching contemporary music curriculum. These training sessions occur biennially during the years between summits. Faculty members from partner institutions travel to Boston to take part in these collaborative weeklong educational seminars.

Curriculum Transfer Agreements

Berklee College of Music has established agreements with a number of two-and three-year institutions with contemporary music programs whose course offerings are similar to those offered by Berklee. These agreements allow students to enroll in a prescribed program at any one of these institutions and, upon completion, receive direct credits for equivalent Berklee courses. Students are encouraged to meet with an academic advisor at one of Berklee's partner institutions to discuss the benefits of participating in articulated programs. For more information on colleges with articulation agreements please visit: berklee.edu/international/articulation-agreements.

Berklee in Valencia: Study Abroad in Spain

Berklee's Study Abroad in Spain program provides an opportunity for undergraduate students to become successful global music leaders and to prepare for international careers. Students study in Valencia, Spain at Berklee's new international campus. The Study Abroad program is open to students in any major. Courses are offered from across the curriculum and for a variety of majors so that all students may find the classes they

need. The program appeals to anyone who is interested in learning about other cultures and developing the competencies necessary to become a successful global music leader.

In Valencia, Berklee students may take advantage of performance and experiential learning opportunities while also studying the courses they need to progress in their programs and meet their graduation requirements. Students will also meet with top artists and network within the international music industry.

The program includes travel to other European cities such as Paris, Madrid, and Cannes. Small trips vary according to semester. For more specific information on requirements and eligibility, students should email studyabroad@berklee.edu, call 617 747-2700, or visit berklee.edu/study-abroad.

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