POLICY HANDBOOK FOR STUDENTS

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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 detail 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 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.
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.

It is your responsibility to be aware of and abide by the policies and regulations outlined here, as well as all other college policies.

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

Lawrence E. Bethune
Vice President for Student Affairs/Dean of Students
Introduction

Mission
The mission of Berklee College of Music is to educate, train, and develop students to excel in music as a career.

Developing the musicianship of 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 inquisitiveness essential to creativity—are critical to achievement in any pursuit, musical or otherwise; and that music is a powerful catalyst for personal growth, which is 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, ability, 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.

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.

**Academic Calendar**
For important 2013-2014 academic dates and deadlines, visit berklee.edu/calendar.

**Campus Map**
To view a map of the Berklee campus, visit berklee.edu/boston-campus/map.
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 Student Activities Center 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 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 by peer 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 event 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, laptop 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. Second-semester students 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 their restriction 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.

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 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, Counseling and Advising, Enrollment, Financial Aid, the Office of the Registrar, Scholarships, or Student Affairs.

Core Music - Entering Student Proficiency Assessment

Berklee’s core music curriculum comprises arranging, ear training, harmony, and music technology course work. All entering students must take entering student proficiency assessments 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, harmony, or music technology 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 the 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 of 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 placement in second-semester courses.

In this manner, Berklee’s unique, flexible first-semester curriculum 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 career major.
**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, 1 represents first semester, 2, 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 a 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 will have the opportunity to increase their overall rating by re-auditioning.

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 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 (130 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 called “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 8 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 coursework taken by students at 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 or is delivered by a student in a sealed and stamped envelope to Berklee. 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 to the Office of the Registrar for continuing and returning students. 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 or 48 classroom credits for the diploma 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 music history and some 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 nine transfer credits after a student matriculates, as long as those 9 credits do not exceed the 24 credit Liberal Arts cap.

Special Note: The credit cap policy does not apply entirely to students who 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

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, be placed in upper-semester classes, and move that much closer to completion. 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 many different sources, including Berklee programs, federal and state programs, other government agency programs, and private sources.

The Office of Financial Aid is responsible for administering need-based funds through 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 Guide to Private Loans available on berklee.edu/forms.

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.

Financial Aid for International Students
International students are eligible for merit-based scholarships. Berklee scholarships and grants usually cover only a portion of tuition, so 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 the Office of Scholarships and Student Employment for further information.

Additional long-term financing is available to international students and their families. Many loan companies offer programs for creditworthy applicants with a U.S. citizen or permanent resident cosigner. Further information on these programs is available in our Guide to Private Loans, located at berklee.edu/forms.

Counselors in the Office of Financial Aid work with students to help find solutions to financing their education. Options include payment plans and parent and student loans. For more information, visit berklee.edu/financial-aid, email financialaid@berklee.edu, or call 800 BERNLEY (800 237-5533).

Scholarships
Berklee’s Office of Scholarships provides extensive 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 $28 million in scholarship funds annually.

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

Student Employment
The Office of Student Employment provides opportunities for part-time positions both on and off-campus. The program aims to assist students with earning money towards their living expenses. Students work in areas such as the recording studios, the media center, the Berklee Performance Center, and many other 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 $8 per hour. Payments are issued to students every two weeks via direct deposit.

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.

To Apply for Student Employment
In order to apply, a student would first need to complete an online application, which will provide our office with details of your work experience and skill set. International students are required to obtain a social security number prior to beginning their job, and the Office of Student Employment will assist them with the process of applying to the Social Security Administration.

For further details, email the Office of Student Employment at studentemployment@berklee.edu, call 617 747-2687, or visit the office located at 921 Boylston Street.
Academic Policies

Additional academic program and curriculum information can be found on page 44 of this handbook 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.

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 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 ($1,293 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 Financial Aid and/or the Office of Scholarships, 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.)
- Berklee graduates.
- 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 that each F-1 students enroll in each semester. 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 an annual 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 credits during a DHS-approved vacation semester with authorization from the Counseling and Advising Center.
- 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 credits and no prerequisite sequences remaining and will satisfy all (credit and non-credit) graduation requirements during that semester.
- 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 Berklee’s 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 graduation have the earliest times. Students should consult the online Registration Manual and check their Registration Profile before registering for courses. These online resources can be found on berklee.edu and MyBerklee (my.berklee.edu) respectively. Equally important is for students to seek academic advising through the Counseling and Advising Center, departmental advisors, and/or peer advisors 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 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. 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 by through 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.

**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
Students who wish to withdraw from the college for any nonmedical reason must complete a Withdrawal from the College form, which they 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 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. Students withdrawing by the end of the third week of classes in the summer semester are entitled to a credit of their 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 Financial Aid 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.

Withdrawal from the College and Financial Aid

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 has 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.

Federal law requires that a student must earn his or her federal student aid or the funds must be returned to the federal financial aid programs. If any federal aid was disbursed directly to the student, the student is responsible for returning unearned funds to the federal financial aid programs in a timely manner. Failure to do so may result in the student being ineligible for future federal student aid.

Title IV federal financial aid includes Federal Pell Grants, Federal SEOG, Federal Perkins Loans, Federal Direct Stafford Loans (subsidized and unsubsidized), and Federal Direct PLUS Loans. Federal Work-Study is excluded.

For those who officially withdraw from the college, the withdrawal date is the date the student completed the college’s withdrawal process. If the student does not officially withdraw, the date is either the midpoint of the semester or a date determined by documented academically related activity.

Students not receiving any federal financial aid who withdraw before the end of the fourth week of either the fall or spring semester or the end of the third week of the 12-week summer semester are entitled to a partial credit of tuition and residence hall/board charges under the college’s standard refund policy. Refunds are made on the basis of assessing 20 percent of the semester’s tuition per week (or portion thereof) of attendance for fall/spring, and 25 percent for summer. After the fourth week of the fall or spring semester, and after the third week of the summer semester, no refund of tuition or fees will be made.

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

State funds have their own eligibility criteria for when students withdraw. State regulations vary, and we recommend students check with their state or with the Office of Financial Aid to determine eligibility for any state funds when withdrawing.
Veterans benefits, too, have their own eligibility criteria for when students withdraw. We encourage any student receiving Veterans benefits to meet with the veterans coordinator in the Office of Financial Aid before withdrawing from the college.

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 are calculated. Refer to the column that applies to a student’s withdrawal/federal student-aid status at Berklee. The college will calculate a student’s tuition charges and aid eligibility under the policy, which applies to a student’s status and withdrawal.

Note that when a student fully withdraws, any adjusted Berklee charges that have not been paid are still owed to the college.

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.

### Tuition and Aid Percentage Chart for Students Withdrawing

#### Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Semester Level</th>
<th>Tuition Charged</th>
<th>Institutional Aid Earned</th>
<th>Federal Aid* Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Classes Begin</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Week 1</td>
<td>20%</td>
<td>20%</td>
<td>4%</td>
</tr>
<tr>
<td>Week 2</td>
<td>40%</td>
<td>40%</td>
<td>11%</td>
</tr>
<tr>
<td>Week 3</td>
<td>60%</td>
<td>60%</td>
<td>18%</td>
</tr>
<tr>
<td>Week 4</td>
<td>80%</td>
<td>80%</td>
<td>25%</td>
</tr>
<tr>
<td>Week 5</td>
<td>100%</td>
<td>100%</td>
<td>32%</td>
</tr>
<tr>
<td>Week 6</td>
<td>100%</td>
<td>100%</td>
<td>37%</td>
</tr>
<tr>
<td>Week 7</td>
<td>100%</td>
<td>100%</td>
<td>45%</td>
</tr>
<tr>
<td>Week 8</td>
<td>100%</td>
<td>100%</td>
<td>52%</td>
</tr>
<tr>
<td>Week 9</td>
<td>100%</td>
<td>100%</td>
<td>57%</td>
</tr>
<tr>
<td>Weeks 10–15</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### Summer Semester

<table>
<thead>
<tr>
<th>Semester Level</th>
<th>Tuition Charged</th>
<th>Institutional Aid Earned</th>
<th>Federal Aid* Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Classes Begin</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Week 1</td>
<td>25%</td>
<td>25%</td>
<td>4%</td>
</tr>
<tr>
<td>Week 2</td>
<td>50%</td>
<td>50%</td>
<td>12%</td>
</tr>
<tr>
<td>Week 3</td>
<td>75%</td>
<td>75%</td>
<td>20%</td>
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<td>100%</td>
<td>31%</td>
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<td>Week 5</td>
<td>100%</td>
<td>100%</td>
<td>39%</td>
</tr>
<tr>
<td>Week 6</td>
<td>100%</td>
<td>100%</td>
<td>48%</td>
</tr>
<tr>
<td>Week 7</td>
<td>100%</td>
<td>100%</td>
<td>56%</td>
</tr>
<tr>
<td>Week 8</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*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 Financial Aid 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.

<table>
<thead>
<tr>
<th>Semester Level</th>
<th>Diploma</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0–12</td>
<td>0–15</td>
</tr>
<tr>
<td>2</td>
<td>13–24</td>
<td>16–30</td>
</tr>
<tr>
<td>3</td>
<td>25–36</td>
<td>31–45</td>
</tr>
<tr>
<td>4</td>
<td>37–48</td>
<td>46–60</td>
</tr>
<tr>
<td>5</td>
<td>49–60</td>
<td>61–75</td>
</tr>
<tr>
<td>6</td>
<td>61–72</td>
<td>76–90</td>
</tr>
<tr>
<td>7</td>
<td>73–84</td>
<td>91–105</td>
</tr>
<tr>
<td>8</td>
<td>85–96+</td>
<td>104–120+</td>
</tr>
<tr>
<td>9 (Five-Year Dual Program only)</td>
<td>97–108</td>
<td>121–135</td>
</tr>
<tr>
<td>10 (Five-Year Dual Program only)</td>
<td>109–120+</td>
<td>136–150+</td>
</tr>
</tbody>
</table>
Maximum Extra Credits per Term
Students may register for up to four 4 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
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 institutions 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.

Five-Year Dual Major
Students may apply for a dual major involving two of most of the single majors. Dual majors with music education and music therapy are available to degree students only. Diploma enrollment in music business/management requires departmental approval.

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 46 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 Scholarships and Student Employment 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
- Professional music and music education: six semesters
- Performance: eight semesters
- Songwriting: 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 the following secondary instruments: guitar, piano, and voice. When these private instructions are taken on a secondary instrument, they will be counted as unlevelled 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 faculty member in your department
- Principal instrument with 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.

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

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”) below.

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 coursework 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 17. 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
Students seeking to obtain Credit by Exam (CBX) for a course should apply to the course chair who is the final source of determination. 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. 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/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 now meet or exceed the three satisfactory academic progress standards and fulfilled 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 fulfilled 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) x 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 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”) 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 I and Music Application and Theory must remain in the Second Semester Success Program until they successfully complete both Ear Training I 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>96</td>
</tr>
<tr>
<td>Degree</td>
<td>120</td>
</tr>
<tr>
<td>Music Education</td>
<td>128*</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>122</td>
</tr>
<tr>
<td><strong>Dual Majors</strong></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>126</td>
</tr>
<tr>
<td>Degree</td>
<td>150</td>
</tr>
<tr>
<td>Dual degree including</td>
<td></td>
</tr>
<tr>
<td>Music Education</td>
<td>158*</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>152</td>
</tr>
</tbody>
</table>

*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**

To start the graduation process, a student must first apply to graduate. Students who are nearing the completion of their degree or diploma requirements (semester level 6 or above/level 8 or above for dual majors) must submit an Application for Graduation form to the Office of the Registrar indicating the term in which they intend to graduate. Note: your anticipated graduation term (the term in which you plan to complete all requirements for your academic program and major(s), including proficiencies, final projects, internships, etc.) may be different from the Commencement ceremony term.

Berklee holds one commencement ceremony per year, which occurs in May on the Saturday after the last week of classes. Students planning to complete their degree requirements by the August or December before the May ceremony, or the August or December after the May ceremony, may participate in one ceremony of their choice, subject to the following conditions:

A student who needs no more than nine (9) credit hours after the spring semester to complete all remaining degree course requirements (including any course with an Incomplete), as well as all other degree requirements (such as completion of a portfolio, recital, etc.) may participate in the May commencement ceremonies. The maximum of nine (9) credit hours to be completed is firm and not subject to appeal.

Failure to submit the Application for Graduation form by the posted deadline will delay processing of the students’ academic records and diploma orders, and their names will not be listed in the ceremony program.

Filling out the Application for Graduation form is the only way to notify Berklee of graduation plans. For additional information on how to check graduation requirements, visit berklee.edu/registrar/requirements-graduation.

For any questions regarding the graduation process, contact the graduation and curriculum specialist in the Office of the Registrar, 921 Boylston Street, Suite 120, 617 747-2470. The Counseling and Advising Center and departmental advisors are also available to assist with graduation plans.

Please keep in mind that participating in the commencement ceremony does not necessarily mean all degree requirements have been satisfactorily completed. The final responsibility for meeting graduation requirements rests solely with each student.

**Honor Graduates**

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

<table>
<thead>
<tr>
<th>Honor</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.85–4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70–3.84</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50–3.69</td>
</tr>
</tbody>
</table>

**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.net/en/reserve.html. 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, and B33
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 for 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, 114, 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 email enquipment@berklee.edu authorizing use of steel pans in this room. Any questions on equipment policies can be emailed to enquipment@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.net/pd/fordham_reserve.html. 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 always 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 berklee-card.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 in cash payable at the Berklee Card Office located at 150 Massachusetts Avenue. 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**

Transcripts are issued through the Office of the Registrar. Transcript request forms are available by the front counter. Requests cannot be taken over the phone; however, a request received through an authenticated berklee.edu email account will be accepted. Otherwise, a signed request is required. Transcripts will not be issued for students owing money to the college.

**Insurance**

**Health Insurance**

Massachusetts state law requires students enrolled in colleges located in the state to participate in a qualifying student health insurance program. Further, the law requires that colleges may enroll only students who either participate in the college’s qualifying health insurance program or verify (through a waiver process) that they are in a health insurance program that meets the law’s minimum QSHIP benefit requirements. The college has arranged for a qualifying student health insurance program. Students who have comparable health insurance to the QSHIP minimums may elect to waive the requirement to participate in the health insurance. Students can submit a waiver online by logging in to my.berklee.edu, selecting the “Students” link, and then 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 likely 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 “Students” link, and then the “My Contact Information” link under the Check-in submenu.

Methods of Communication
The official method 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.

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.

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.
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 completely 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 38.

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.

Current students can log on to the berklee.edu portal to view the complete policy.
**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 41). 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 150 Massachusetts Avenue Public Safety Desk. 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 26).

**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.

**Weapons**

The use or possession on campus of firearms; explosive agents of any kind; or hazardous chemicals, such as mace and tear gas, is specifically forbidden. Violation of this policy is cause for disciplinary action up to and including termination of employment of faculty and staff. Student disciplinary action may result in dismissal from the college. Contractors found violating this policy will be immediately dismissed from the campus. In addition, it is worth noting that Massachusetts law states: “Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as herein defined, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, ‘firearm’ shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.” Massachusetts General Law also prohibits the possession of nunchaku or karate sticks, switchblades, knives, starter’s pistols, ammunition, or other dangerous weapons or articles.

**Off-Campus Disturbances**

As an urban college, Berklee is part of the community and business life of its neighborhood. The maintenance of friendly and considerate relations among the college and area residents and businesses is in keeping with the college’s broader responsibility to contribute to the general good of society.

Therefore, Berklee expects its students to demonstrate responsible citizenship. Excessive or unreasonable noise, rude and abusive language or behavior, or conduct that is disruptive to the neighborhood is not in keeping with the role of the college in its urban setting, and such actions will be subject to disciplinary review by the Office of the Vice President for Student Affairs/Dean of Students. If found responsible, students may be disciplined up to and including suspension or dismissal from the college.
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 dean of students 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, binging, 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.

The duration of the leave is typically no less than one semester, although the specific length of the leave will be determined by the 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 this section.) 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

In order to ensure a safe work and learning environment and reduce the risk of violence for all faculty, staff, students, contractors and other visitors, Berklee College of Music will not tolerate any behavior which may be disruptive, threatening, bullying or violent in nature. Any instance of threatened or actual violence within the community is a serious violation of the student conduct policies and a sanction appropriate to the severity of the offense will be imposed.
Definitions
Violence in the college community is defined as behavior which creates a work and learning environment that a reasonable person would find intimidating, violent, or abusive, regardless of whether the behavior may affect a person's psychological or physical well being.

Bullying refers to repeated, unreasonable actions of individuals or a group, directed towards an employee or student or a group of employees or students, which is intended to intimidate and creates a risk to the health or safety of the individual(s). Bullying includes behavior that intimidates, degrades, offends or humiliates another individual, often in the presence of others. Bullying typically involves an ongoing pattern of behavior that creates feelings of defenselessness in the target and undermines an individual's right to dignity in the workplace or learning environment.

Actual or threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct, which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, burning, shoving, beating, slapping, punching, throwing things, restraining, and other acts designed to cause injury, harm, or physical pain on a person or persons.

Prohibited Conduct
The following behaviors, while not exclusive, provide examples of conduct that is prohibited:

- Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person(s) or property, whether in person, over the telephone, by email or through other means of electronic communication.
- Threatening words or actions that either creates a perception that there may be intent to harm a person or property, or that result in harm or similar consequences.
- Acts of physical aggression, such as an assault or attempted assault on another person.
- Comments (even if “joking”) about violence or possession of weapons.
- Intentionally damaging college property or the property of another person.
- Theft of college property or the property of another person.
- Use or possession of explosives, firearms, or other weapons (see weapons policy).
- Stalking: willfully, maliciously and repeatedly following or harassing another person.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting
When appropriate, complaints under this policy may be reported to Public Safety and/or Student Affairs depending on the nature of the situation. All reports or complaints will be taken seriously and an investigation will be conducted. Some behaviors may also be prohibited under criminal law, and where appropriate, the college will report such cases to the proper authorities.

Any individual who feels there is an immediate threat of violence should contact the Public Safety Control Center at 617-747-2333 immediately.

Resources
- The Public Safety Office assures that a system of safe-guards 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.

Policy and Procedure for Grievances Involving Discrimination or Harassment
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, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law, is strictly prohibited. All such unlawful harassment or discrimination is strictly prohibited on the college campus and at all college-sponsored functions, events and activities, regardless of location. Berklee College of Music, its faculty, staff, students, customers and suppliers will be held responsible for their acts of discrimination and harassment and are subject to appropriate disciplinary and/or remedial actions.
The college, as well as state and federal laws, also prohibits retaliation against any person who, in good faith, reports, assists in reporting, or participates in an investigation of possible discrimination or harassment. Any person who retaliates against such an individual will be subject to the college disciplinary procedures up to and including expulsion or termination of employment by the college.

The following sections describe the process by which staff, faculty, and students can report prohibited conduct and how complaints will be addressed by the college.

**Definitions**

**Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates federal and state laws as well as college policy. Berklee College of Music, its faculty, staff, customers and suppliers, and students shall be held responsible for their acts of discrimination and sexual harassment, and are subject to appropriate disciplinary action and may be held personally liable.

Sexual harassment, whether between people of different sexes or of the same sex, is defined to include, but is not limited to, unwanted sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term and condition of an individual's academic status or employment; or
2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting him or her; or
3. Such conduct, whether verbal or physical, has the purpose or effect of unreasonably interfering with the individual's academic or work performance, or of creating an intimidating, hostile, or offensive environment in which to work or to learn.

Sexual harassment can involve:

- 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

The following behavior may constitute sexual harassment:

As stated by the Massachusetts Commission Against Discrimination (MCAD): “While it is not possible to list all those additional circumstances that outline sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its perversiveness”:

- 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 messages of an offensive sexual nature

**Other Unlawful Harassment and Discrimination**

The law also prohibits a hostile educational or work environment based on any legally protected class, which includes race, color, national or ethnic origin, ancestry, sex, gender or gender identity, religion, age, physical or mental disability, sexual orientation, genetic information, military or veteran's status, and any other characteristic protected by state or federal law. In its effort to prevent unlawful harassment or discrimination the college prohibits negative or stereotyping jokes and demeaning or derogatory comments about any of these protected groups in any manner that may affect the work and educational environment.

**Procedures**

There are two different processes for resolving harassment and discrimination complaints. They are the informal resolution and formal resolution processes.

**Informal Resolution**

Any member of the Berklee community who believes that he/she has been discriminated against or harassed may first attempt to resolve the problem through discussion with the other party. When discussing the problem with that person would present particular stress or difficulties, the complainant has the right to consult with a college workplace discrimination and sexual harassment resource person listed in this statement for consultation and assistance with resolution of the problem on a timely basis. The list of designated resource persons is in the Where to Find Help section found on page 33. Conclusion of an informal resolution process ordinarily should be sought within three (3) weeks of the beginning of informal proceedings. However, the complainant has the right to institute formal proceedings at any time during this process. The informal resolution process is not appropriate in cases where an assault or violence of any kind have occurred.
**Formal Resolution**

If the problem has not been resolved to the satisfaction of the complainant through the informal process, or the complainant has determined in his or her discretion not to utilize the informal process, she or he has the right to file a formal complaint in accordance with the following procedure.

A complainant has the right to institute formal proceedings without first availing himself or herself of the informal process.

**Where to file a complaint**

If the person alleged to be responsible for the harassment or discrimination is:

1. A student: file with the student judicial officer (SJO) in the Office of the Vice President for Student Affairs.
2. A staff member or an administrator: file with the vice president of human resources, diversity, and inclusion.
3. A faculty member: file with the senior vice president for academic affairs/provost or his/her designee.

**What to include in a formal complaint**

The complaint should be reduced to writing by the complainant and should set forth the facts upon which the harassment complained of is based, the person alleged to be responsible, the names of the witnesses, any supplemental information, and the resolution sought.

**When to file a complaint**

Students: The complaint should normally be filed within one academic semester of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

Staff: The complaint should normally be filed within one academic semester of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

Faculty: Faculty should file complaints in accordance with the union contract.

**How a complaint will be processed**

Students:

1. If the charged party is a student, the written complaint should be filed with the student judicial officer (SJO) in the Office of the Vice President for Student Affairs.
2. The SJO, upon receiving the complaint, will immediately notify and provide a copy of the written complaint to the charged party and request that he or she submit a written response to the charges within 10 working days. Response to a complaint is required and will be pursued to see that it is obtained in a timely fashion. Also, the SJO will immediately notify in writing the Title IX Coordinator that a complaint has been filed.
3. Upon receiving the written response from the charged party, the SJO will attempt to resolve the situation through discussion, investigation, or other steps that he or she feels is necessary. The complainant will have the right to review the written response of the charged party. The complainant and the charged party will be informed in writing by the SJO (or his or her designee) of the results of the investigation and any action to be taken.
4. The SJO will send a summary report to the Title IX coordinator, as described in the Centralized Reporting and Coordination section below.

Staff:

1. If the charged party is a staff member or administrator, the written complaint should be filed with the vice president for human resources, diversity, and inclusion (VP/HRD I).
2. The VP/HRD I, upon receiving the complaint, will immediately notify and provide a copy of the written complaint to the charged party and request that he or she submit a written response to the charges within 10 working days. Response to a complaint is required and will be pursued to see that it is obtained in a timely fashion. Also, the VP/HRD I will immediately notify in writing the Title IX Coordinator that a complaint has been filed.
3. Upon receiving the written response from the charged party, the VP/HRD I will attempt to resolve the situation through discussion, investigation, or other steps that he or she feels is necessary. The complainant will have the right to review the written response of the charged party. The complainant and the charged party will be informed in writing by the VP/HRD I (or his or her designee) of the results of the investigation and any action to be taken.
4. The VP/HRD I will send a summary report to the Title IX coordinator, as described in the Centralized Reporting and Coordination section below.

Faculty:

If the charged party is a faculty member, the complaint will be handled in accordance with the union contract. The written complaint should be filed with the senior vice president for academic affairs (SV/PA/A)/provost or his/her designee.

Within the constraints of the academic schedule, the SV/PA/A/provost or his/her designee and the designated associate vice presidents and staff listed below will strive to conclude the investigation within 30 working days from the date the original formal complaint was filed or as soon as practical depending upon schedules and availability. The academic affairs designee will follow the time limits as outlined in the union contract.

Note: The time limits mentioned in this policy are intended as reasonable amounts of time for specific activities to occur. The appropriate college officials may adjust the time lines at their discretion, while focusing on ensuring a fair and equitable process for all parties.
Confidentiality
An individual who seeks informal resolution of a complaint may request that the college keep the matter confidential from the accused or other persons involved in the events. In such a case, the college will take all reasonable steps to investigate and respond to the complaint consistent with that request. However, the college will not be able to hear a formal complaint unless the individual is willing to reveal the complaint (including his or her identity) to the accused party and the fact-finder. In some cases (for example, allegations of violence), the college may not be able to honor a request for confidentiality if doing so would endanger the safety or well-being of the complainant or other members of the college community. In addition, the college may not be able to preserve the complete confidentiality of its records in the event of litigation or a government investigation. Finally, an accused party may have access to misconduct allegations that become part of his or her student record or personnel file, although in such cases the college will remove information identifying the complainant.

Central Reporting and Coordination
Title IX regulations of the Education Amendments of 1972 require all college personnel to report any allegation of sexual harassment whether resolved informally or formally through the complaint procedure to the college’s Title IX coordinator. (The role and responsibilities of the Title IX coordinator are assigned to the Associate Dean of Students/Student Counseling and Advising, as noted under the Where to Find Help section on this page.)

Such reports should include the names or identities of the persons involved, a description of the complaint made, and the identities of the divisions or administrative units with which the participants are affiliated. Reports from decentralized areas will allow the Title IX coordinator to identify patterns of activity or frequency in particular areas or locations of the college and to develop responses to such patterns, including as necessary by reporting these findings to the president.

Berklee College of Music encourages anyone who believes he or she has been subjected to harassment or discrimination to use the procedures described above. In addition or in the alternative, affected individuals may also file a formal complaint with the appropriate government agencies.

For the Student Community
Complaints of discrimination or sexual harassment may be filed directly with 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)
http://www2.ed.gov/about/offices/list/ocr/addresses.html

For College Employees
Complaints of sexual discrimination or sexual harassment may be directed to:

Equal Employment Opportunity Commission
JFK Building
Room 475
15 New Sudbury Street
Boston, MA 02203
617 565-3200
(Statute of Limitations: 300 days)

Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02108
617 727-3900
(Statute of Limitations: 300 days)

Where to Find Help
The following is a list of the workplace discrimination and sexual harassment resource persons available to the college community:

Larry Simpson, Senior Vice President for Academic Affairs/Provost
617 747-3145, lsimpson@berklee.edu

Title IX Coordinator
Toni Blackwell, Associate Dean of Students/Student Counseling and Advising
617 747-2462, tblackwell@berklee.edu

Student Judicial Officers
Angela F. F. Davis, Associate Dean of Students
617 747-2268, adavis@berklee.edu
Rita Pisapia, Coordinator for Student Conduct & Community Standards
617-747-2849, rpisapia@berklee.edu

Housing Office
Marguerite Sharkey, Director of Housing
617 747-2340, m sharkey@berklee.edu

Human Resources Office
Christine Connors, Vice President for Human Resources, Diversity and Inclusion
617 747-2089, c connors@berklee.edu

Human Resources Office
Eileen Alviti, Director, Employee Relations and Staffing
617-747-2305, ealviti@berklee.edu

In addition to the individuals listed above, students seeking confidential support, guidance, and counsel may also contact any of the counselors in the Counseling and Advising Center. The personal counseling staff members are very knowledgeable about harassment procedures, but do not serve as Berklee College of Music workplace discrimination and sexual harassment resource persons.
Students choosing to report an incident of sexual assault to campus authorities should contact the Office of the Vice President for Student Affairs/Dean of Students to discuss options and procedures.

If the student files a complaint with the Office of the Vice President for Student Affairs/Dean of Students, this office will:
1. notify the accused
2. conduct an investigation
3. make a finding on the complaint and determine the appropriate sanction

If appropriate, both the accused and the accuser are entitled to:
1. appear in person
2. identify witnesses and character references to be interviewed in their defense or as part of the fact-finding process

The entire process will be conducted in a reasonable amount of time, usually not to exceed 15 working days. The finding and outcome will be communicated in writing to both the accused and the accuser.

Sanctions
If the finding of the Office of the Vice President for Student Affairs/Dean of Students is one of probable violation of college rules, a sanction appropriate to the severity of the offense will be imposed. Sanctions may range from a warning to suspension or dismissal from school.

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.
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 Bulletin, 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 associate vice president for information technology or the vice president for student affairs/dean of students.

Section II: Online Network Use

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.

Harassment. Targeting another person or organization to cause 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, handicap, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are 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, the 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.

Berklee is committed to:

- providing education
- promoting alcohol-free social options
- developing alcohol policies and increasing the consistency of enforcement
- reducing the marketing of alcohol
- conducting early interventions
- providing treatment and referrals

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 the student(s) 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 age 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 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 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.

**Conflicts Resolution**

In the event that a conflict cannot be resolved informally, it should be handled in accordance with the already established procedures for discipline and grievances for faculty, staff, and students.

**Clothing**

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

**Fire Regulations**

Please note the location of fire extinguishers and fire alarm boxes on each floor. Students should familiarize themselves with all exits and use the nearest means of exit in the event of a fire or fire drill. Students must vacate and move away from the building every time the alarm sounds or face disciplinary action.
False alarms endanger not only the safety of the entire college community but also the safety of the firefighters and the neighborhoods left unprotected by the firefighters responding to the alarm. A student found to be responsible for false alarms may be dismissed from the college and may face prosecution by the city of Boston.

Under no circumstances should students use the elevators during an actual emergency or a fire drill.

**Automobiles**

Please be aware that parking regulations are rigidly enforced by the local police departments.

Housing residents are not permitted to have cars, motorcycles, or motor scooters at the college. Parking and garage facilities are virtually nonexistent except at great cost and inconvenience.

**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.
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 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, graduation status, semester level, program, major, 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/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 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, which 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 may contact the Office of the Jury Commissioner (800 THE JURY or 800 843 5879). Further information can be found on the Office of the Jury Commissioner’s website at massjury.com.
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. 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.

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 devoted entirely to the study of music and includes some liberal arts courses connected to the music core and specific majors.

Graduate Programs of Study

Berklee offers master of music (M.M.) and master 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 will lead to subsequent success in each student’s major field of study.

All students take core courses in harmony (contemporary pop, jazz, and other styles), ear training, arranging, music technology, and private instruction (in the principal area: instrument or voice), 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 for whom English is a second language and who have not graduated from a high school in which English is the primary language of instruction are required to submit a TOEFL score. Students may also be asked to participate in an English placement exercise during orientation week. Students identified through the placement process as needing further study in English are required to enroll in an English as a Second Language class during their first semester and for subsequent semesters until they reach LENG-111 Writing and Communication proficiency, regardless of intended or declared major.

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 curriculum 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, 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. Degree candidates will also be enrolled in required liberal arts courses. Specific areas of study include harmony, arranging, ear training, music technology, ensemble, and private instrument/vocal instruction. Each student is assigned to appropriate levels of ensemble and private instrument or vocal instruction based on audition results.

Academic Support Services

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 100 courses in global music from 30 cultures on 5 continents. 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 Asia
- Music of Central, South America, and the Caribbean
- Music of North American and European Traditions
- 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 performance degree, diploma, or two-year certificate through this institute. An application to the BGJII 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.

**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 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, 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 fusionmagazine@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 berkleevalencia.org.

**Berkleemusic.com**

Berkleemusic.com is Berklee’s premier online school, which features over 130 online courses and certificate programs in which the outside-Berklee community made up of non-enrolled students can gain direct access to Berklee’s renowned faculty. Berkleemusic.com also features the world’s largest network of professional musicians.

Most Berkleemusic courses are transferable to Berklee College of Music for credit. Students wishing to transfer Berkleemusic courses 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 and can be used in Berklee degree and diploma programs. Only 12-week Berkleemusic courses taken for credit are eligible for transfer consideration. The transfer equivalent will be two credits per course. A grade of “C” or better in each course is required for transfer approval. The Berkleemusic 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 toward 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/sbs/landing/suffolk-mba/accelerated-mba.html.

International Programs
The Office of International Programs (IP) 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 on the Road (BOR); and the Africa Scholars Program. Additionally, International Programs 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 Channel 5—“BIN 5: The BIN on the BIN.”

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 14 members of BIN: Conservatorio Musical Souza Lima in São Paulo, Brazil; L’AULA de Música Moderna i Jazz—Conservatori Liceu in Barcelona, Spain; Instituto de Música Contemporánea Universidad San Francisco de Quito in Quito, Ecuador; International College of Music (ICOM) in Kuala Lumpur, Malaysia; Jazz and Rock Schulen (JRSF) in Freiburg, Germany; Koyo Conservatory in Kobe, Japan; Music Academy International (MAI) in Nancy, France; Newpark Music Centre in Dublin, Ireland; Philipppos Nakas Conservatory in Athens, Greece; Pop & Jazz Conservatory and Helsinki Metropolia University of Applied Sciences in Helsinki, Finland; the Rimon School of Jazz and Contemporary Music in Ramat Hasharon, Israel; and Seoul Jazz Academy in Seoul, Korea. For a complete listing of Berklee’s international partners and contact details, visit berklee.edu/international/bin-institutions-curriculum-transfer-agreements.

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.

BIN and Credit 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 music 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, visit berklee.edu/international/bin-institutions-curriculum-transfer-agreements.

Berklee in Valencia: Global Studies: Where Music Takes You
Berklee’s Global Studies 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 Global Studies 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 globalstudies@berklee.edu, call 617 747-8536, or visit berkleevalencia.org/academic-programs/global-studies-2.
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