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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 bulletin is accurate as of date of issuance. The right is reserved to make changes in detail as circumstances require. For the most up-to-date information, visit berklee.edu.

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, 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, 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 college, I welcome you to Berklee's graduate studies program. Congratulations! We are thrilled that you have joined the Berklee community.

The Graduate Bulletin contains important information about graduate studies at Berklee. Use it as a resource as you navigate your educational experience. Key information about the institution, the programs, and the campus is located in these pages. Policies and regulations are outlined as well.

Berklee College of Music is committed to your success. Remember, you are the reason we are here.

Again, welcome. We wish you the very best.

Sincerely,

Roger H. Brown
President
Dear Berklee Student:

Bienvenido a Valencia! Welcome to Berklee’s Valencia campus. Berklee in Valencia represents the culmination of Berklee’s desire to immerse our students in the global music community.

The city of Valencia has a long musical and artistic tradition. It’s home to more musicians per square kilometer than anywhere else in Spain, and we hope you embrace the city and all of its resources—consider it an extension of the classroom. This setting was made to inspire musical creation and innovative thinking.

Berklee in Valencia’s team of faculty and staff are here to support you throughout your studies, and to ensure your success.

Congratulations!

Sincerely,

Guillermo Cisneros
Vice President for Global Initiatives
Executive Director, Berklee in Valencia
History

Berklee College of Music was founded on the revolutionary principle that the best way to prepare students for careers in music is through the study and practice of the music of the times. For more than half a century, the college has evolved to reflect the state of the art of music and the music business. With both undergraduate and graduate studies, not to mention a diverse and talented student body representing more than 80 countries, and a music industry “who’s who” of alumni, Berklee is the world’s premier learning lab for the music of today—and tomorrow.

Berklee has proven its commitment to this approach by wholeheartedly embracing change. The college remains current by continuously updating its core curriculum, and adding studies in emerging musical genres and indispensable new technology. Berklee also has responded to important developments in music education and music therapy, making good on its promise to improve society through music. Likewise, Berklee has expanded to offer graduate studies. To lead, to be the best, Berklee recognizes the need to provide education beyond the baccalaureate degree.

With the main campus located in the historic Back Bay neighborhood of Boston, Massachusetts, the college was founded by Lawrence Berk, an engineer trained at Massachusetts Institute of Technology and veteran arranger with the CBS and NBC radio orchestras. He wanted to teach contemporary music and provide practical career preparation for the working musician. His idea was successful, and the small teaching studio grew into a sizable school, then college, in just over two decades. In 1966, he was joined in the administration by his son, Lee Eliot Berk, who was appointed president by the board of trustees in 1979.

Under president Lee Eliot Berk’s leadership, Berklee developed additional undergraduate majors for the contemporary music professions, including majors in music production and engineering, music business/management, electronic production and design, songwriting, and music therapy. Furthermore, the mission of the college was extended to include greater international outreach. President Berk retired from the college in May 2004, after 25 years.

At Berklee, undergraduate students acquire a strong foundation of contemporary music theory and technique, then build upon that foundation by learning the practical, professional skills needed to sustain a career in music. A range of undergraduate majors leads toward either a fully accredited four-year baccalaureate degree or a professional diploma.

In fall 2012, Berklee launched its graduate studies program, recognizing that Berklee not only is the place where students begin their higher education and earn their undergraduate degrees, but also where students develop and perfect their work as musicians, as composers, as artists, as thinkers, and as people. Graduate students enrich the Berklee community with their unparalleled musical and intellectual energy.

Berklee attracts a diverse range of students who reflect the multiplicity of influences in today’s music, be it jazz, rock, hip-hop, country, gospel, electronica, bluegrass, Latin, or funk. The college is a magnet for aspiring musicians from every corner of the earth, which gives the school a uniquely international flavor. Of all U.S. colleges and universities, Berklee’s Boston campus has one of the largest international student bodies. The graduate studies program, located at Berklee’s Valencia, Spain, campus, likewise attracts students from more than 50 countries. Reflected the interplay between music and culture, Berklee creates an environment where aspiring music professionals learn how to integrate new ideas and showcase their distinctive skills in a vibrant and engaged community.

The college’s alumni form an ever-widening global network of industry professionals who use their openness, virtuosity, and versatility to take music in inspiring new directions. Notable alumni include BT, Gary Burton, Terri Lyne Carrington, Bruce Cockburn, Paula Cole, Juan Luis Guerra, Roy Hargrove, Quincy Jones, Diana Krall, Aimee Mann, Arif Mardin, Branford Marsalis, John Mayer, Danilo Perez, John Scofield, Howard Shore, Alan Silvestri, Luciana Souza, Susan Tedeschi, and Gillian Welch.

President Roger H. Brown and Linda Mason

When Berklee College of Music President Roger H. Brown assumed his post in 2004, he brought a rich palette of professional and life experiences to the job. Skills accrued playing recording sessions as a drummer in New York,
administering United Nations humanitarian operations in Southeast Asia and Africa, and cofounding a successful publicly traded corporation have contributed to his effective leadership at the world’s largest college of contemporary music.

Music has been a recurring theme in Brown’s diverse pursuits. He played drums with bands throughout high school, during his undergraduate years at Davidson College, and while in graduate school at Yale—and he still leads a band. Brown spent five years engaged in humanitarian work teaching mathematics in Kenya and administering successful humanitarian undertakings in Southeast Asia and Sudan. The Land Bridge operation Brown and his wife, Linda Mason, managed in the 1980s was the largest famine-relief program attempted to date and averted starvation for countless Cambodians. Innovative work Brown and Mason undertook a few years later in Sudan for the Save the Children Federation saved an estimated 20,000 lives. In each location, Brown sought opportunities to make music with local artists and engage them in humanitarian efforts.

In 1986, Brown and Mason launched Bright Horizons, a corporation employing 20,000 people, to provide quality childcare and early education to the children of working parents. Brown and Mason built and oversaw the operation of numerous facilities at universities, hospitals, and corporations around the U.S. and the U.K. Brown utilized his musical talents at the company to write, produce, and perform on six CDs of children’s music that featured Ziggy Marley, Vinx, Raffi, and others. For their groundbreaking work at Bright Horizons, Brown and Mason received several awards, including the President’s Ron Brown Award for Corporate Leadership and the Ernst & Young Entrepreneur of the Year Award.

In 2004, Brown became Berklee’s third president. Under his direction, the college successfully completed a $50 million capital campaign and established Presidential Scholars and Africa Scholars programs that continue to attract the world’s best young musicians to Berklee. He has led the development of a more selective undergraduate admissions policy that has raised the level of entering students. Brown has overseen the expansion of the City Music Program to reach economically disadvantaged urban youth across America and has facilitated the expansion of Berklee’s Boston campus facilities, including the opening of the 7 Haviland Street building and the planned 2014 opening of the building at 160 Massachusetts Avenue, which is the first purpose-built facility in the college’s history.

As well, under his leadership, Berklee opened its first international campus in Valencia, Spain, and launched the graduate studies program, offering master’s degrees for the first time in the college’s history.

College 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.

College 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.

**Graduate Studies Mission**

Graduate studies at Berklee College of Music prepares students to excel musically, artistically, and professionally. Highly selective graduate programs apply leading-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.

**Graduate Studies Objectives**

• To offer a unified graduate studies program that delivers highly selective master’s offerings.
• To attract excellent students committed to serious study.
• To attract superior faculty who are leaders in today’s music industry and are devoted to student success.
• To create the leaders of today and the innovators of tomorrow in the music industry.
• To research, anticipate, and lead music industry trends and developments.

**Diversity Statement**

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, 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.

Cultural diversity is integral to the mission of Berklee College of Music simply because cultural diversity is 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.

Accreditation

Berklee College of Music is accredited by the New England Association of Schools and Colleges and authorized under U.S. federal law to enroll nonimmigrant students and to train veterans under the G.I. Bill of Rights.

The graduate studies programs that have been implemented on Berklee’s campus in Valencia, Spain, are accredited by the New England Association of Schools and Colleges and also by Spanish educational authorities. Therefore, the programs are valid throughout the European Higher Education Area. The master of music degree program in scoring for film, television, and video games and the master of arts degree program in global entertainment and music business have been implemented under affiliation with the Universitat Politècnica de València. This authorization is coordinated by the Instituto Superior de Enseñanzas Artísticas de la Comunitat Valenciana (ISEA-CV), the Valencian Community Institute for Higher Education in the Arts.

The master of music degree in contemporary performance (interpretación contemporánea en estudio) has been implemented by Berklee in Valencia itself, without affiliation, after being granted license to offer higher education in music by Spanish education authorities as an independent program of education in the arts (music). Approval is carried with assistance of ISEA-VC and through two accreditation agencies: the Valencia Accreditation Agency (AVAP) and the accreditation agency of the Ministry of Education at the central government in Madrid (ANECA). With approval by Spanish education authorities, the programs also qualify as approved programs of the European Higher Education Area (EHEA).

Location

The college has two campuses. The main campus is located in Boston, Massachusetts, in the heart of the city’s Back Bay neighborhood and Fenway cultural district. An international hub of intellectual and creative exploration, our neighborhood includes many of the world’s other great colleges and universities, treasure-filled museums and galleries, and world-class performing arts centers like Symphony Hall and our own Berklee Performance Center.

In summer 2011, Berklee College of Music launched its first international campus in Valencia, Spain, in the heart of the City of Arts and Sciences complex in the Palau de les Arts. Valencia boasts the highest number of musicians per capita in Spain, and thousands of Valencians of all ages are involved in musical activities. Featuring more than 500 symphonic bands throughout the region and representing countless music styles, including classical, rock, pop, and jazz, the Berklee in Valencia campus aims to be a main hub for the study, evolution, and global proliferation of many musical genres—including flamenco—all over the world. All instruction at Berklee’s international campus is in English. Students are also provided the opportunity to study the Spanish language.

Seal and Motto

The Berklee seal has been a symbol of the college since its earliest years. The seal uses the traditional shield as its basic design. The upper-left quadrant is adorned by the classic “B” for Berklee. The lower-right quadrant is inscribed with the college’s motto. The surrounding ribbon is inscribed with the name of the college.

Berklee’s motto is Esse quam videri. The translation of this Latin phrase is “to be, rather than to seem” or “to be, rather than to appear to be.”

Official Colors

The official colors of Berklee College of Music are red and gray.
# 2014-15 Graduate Academic Calendar—Valencia Campus

## Fall semester 2014
- Returning and new student orientation and activities (Welcome week for all Berklee Valencia students)
- Instruction begins
- Valencian Community Day—No classes
- Spanish National Day—No classes
- All Saints’ Day—No classes
- Day of the Spanish Constitution—No classes
- Day of Immaculate Conception—No classes
- Final examinations (last week of classes)
- Semester break
- College closed

- Tuesday–Friday, Sept. 2–5, 2014
- Monday, September 8, 2014
- Thursday, October 9, 2014
- Sunday, October 12, 2014
- Saturday, November 1, 2014
- Saturday, December 6, 2014
- Monday, December 8, 2014
- Monday–Friday, December 15–19, 2014
- Saturday, December 20, 2014–Sunday, January 11, 2015
- Saturday, December 20, 2014–Sunday, January 4, 2015

## Spring semester 2015
- Professional Development Week (required)
- Instruction begins
- Fallas—No classes—College closed
- Spring break—No classes
- Spring break—College closed
- Instruction resumes
- Labor Day—No classes—College closed
- Final examinations (last week of classes)
- Graduation (Boston)

- Wednesday–Friday, January 14–16, 2015
- Monday, January 19, 2015
- Monday–Thursday, March 16–19, 2015
- Thursday, April 2–Wednesday, April 8, 2015
- Friday–Monday, April 3–6, 2015
- Thursday, April 9, 2015
- Friday, May 1, 2015
- Monday–Friday, May 4–8, 2015
- Saturday, May 9, 2015

## Summer semester 2015
- Instruction begins
- Initial Culminating Experience Presentations (Week 3)
- Final Culminating Experience Presentations (Week 6)
- Commencement Concert (Valencia)
- Commencement (Valencia)

- Monday, May 25, 2015
- Monday–Friday, June 8–12, 2015
- Monday–Friday, June 29–July 3, 2015
- Saturday, July 11, 2015
- Monday, July 13, 2015

## Fall semester 2015
- Returning and new student orientation and activities (Welcome week for all Berklee Valencia students)
- Instruction begins
- Valencian Community Day—No classes
- Spanish National Day—No classes
- All Saints’ Day—No classes
- Day of the Spanish Constitution—No classes
- Day of Immaculate Conception—No classes
- Final examinations (last week of classes)
- Semester break
- College closed

- Monday–Friday, August 31–Sept 4, 2015
- Monday, September 7, 2015
- Friday, October 9, 2015
- Monday, October 12, 2015
- Saturday, November 1, 2015
- Sunday, December 6, 2015
- Tuesday, December 8, 2015
- Monday–Friday, December 14–18, 2015
- Saturday, December 19, 2015–Sunday, January 12, 2016

## Spring semester 2016
- Professional Development Week (required)
- Instruction begins
- Fallas—No classes—Reduced hours, closed March 19
- Spring break—No classes
- Spring break—College closed
- Instruction resumes
- Labor Day—No classes—College closed
- Final examinations (last week of classes)
- Graduation (Boston)

- Wednesday–Friday, January 13–15, 2016
- Monday, January 18, 2016
- Thursday–Saturday, March 17–19, 2016
- Thursday, March 31, 2016
- Sunday, May 1, 2016
- Monday–Friday, May 2–6, 2016
- Saturday, May 7, 2016

## Summer semester 2016
- Instruction begins
- Initial Culminating Experience Presentations (Week 3)
- Final Culminating Experience Presentations (Week 6)
- Commencement Concert (Valencia)
- Commencement (Valencia)

- Monday, May 23, 2016
- Monday–Friday, June 6–10, 2016
- Monday–Friday, June 27–July 1, 2016
- Saturday, July 9, 2016
- Monday, July 11, 2016
Graduate Studies Admissions Policies and Procedures

Berklee’s board of admissions thoroughly reviews each application, considering every aspect of an applicant’s strengths. We look for candidates who reflect the rich diversity of Berklee’s curriculum, with high musical, business and/or technological aptitude. We seek students with great potential; those who are creative, collaborative, and open to new ideas; those who are problem-solvers and entrepreneurs; and those who have something extra that sets them apart.

The Berklee graduate studies program application consists of the application form, the audition and/or interview, and supporting materials. Applicants will be invited to audition and/or interview at the discretion of the review board based upon their application materials.

For the most current application procedures, detailed guidelines, and answers to many questions, visit berkleevalencia.org.

The Application Form
Berklee prefers that applicants apply online. To apply online, visit apply.berklee.edu. Please note that all correspondence related to the application will be addressed to the email address provided on the application.

Completed applications will be processed and considered in the order they are received. It is recommended that applicants begin the process as early as possible in order to attend their desired program.

The Application Fee
To apply, all candidates are required to submit a fee. This fee is not applied toward the tuition balance and is nonrefundable. Details regarding the current fee and payment process can be found at valencia.berklee.edu/admissions.

Eligibility Requirements
Applicants for all Berklee graduate studies programs are required to hold a bachelor’s degree from an accredited college or university and to have a strong academic record.

Applicants for the master of music in contemporary performance are required to hold a bachelor of music degree, or a bachelor of arts degree with a major in music.

Applicants for the master of music in scoring for film, television, and video games are required to hold a bachelor’s degree in music composition, electronic music production, or performance. Applicants with non-music or non-composition degrees who have studied privately and/or accumulated significant experience working in the film, television, or video game industry will also be considered.

Applicants for the master of arts in global entertainment and music business must possess a bachelor’s degree, ideally in music or business.

Applicants for the master of music in music technology innovation are required to hold a bachelor of music degree, or a bachelor of arts degree with a major in music. An emphasis in music technology or music production is desirable. Relevant alternative degrees will also be considered.

All candidates should demonstrate leadership, motivation, intellectual curiosity, and promise of great achievement in their area of study.

Application Process
In order for an application to be considered complete and ready for review by the admissions committee, the following is required:

Application Form (online)
Statement of Purpose
A statement of purpose should be included in your online application. It should be between 400 and 500 words. This is the candidate’s chance to tell Berklee about you, your musical journey to date, and why you would like to pursue a master’s program at Berklee College of Music. In the statement, students should address the following:

• Why do you want to pursue a master’s degree at Berklee?
• What are your professional goals and how does this master’s program get you closer to those goals?
• What musical and other challenges have you overcome?
• What academic and professional accomplishments do you have?

Résumé/Curriculum Vitae
Applicants must include a résumé/CV in their online application. It should include educational and work experience.

Additional Materials
Some programs require applicants to submit an online portfolio and/or provide answers to additional questions. See valencia.berklee.edu/admissions for details.

Letter of Recommendation
Applicants are required to submit one letter of recommendation from a person they have worked with and
who can speak to their musical and/or academic skills and overall strengths.

Transcripts
Applicants should submit one official copy of the transcript from each of the institutions of higher education they have attended or are attending.

English Proficiency
Applicants for whom English is a second language must have successfully completed their undergraduate studies at an institution where the language of instruction is English, or must submit results of the following standardized tests:

- TOEFL: iBT (internet-based): 100; Computer-based: 250; Paper-based: 600
- IELTS: 7.5
- Cambridge English Language Exams: Certificate in Advanced English (CAE) or Business English Certificate (BEC) or higher
- Pearson Test of English Academic: 73

Audition and Interview
Candidates will be invited to audition and/or interview at the discretion of the board of admissions review board. All applicants are encouraged to visit the Berklee campus in either Valencia or Boston to tour the facilities, and meet with Berklee faculty, students, and staff.

Berklee’s Board of Admissions Final Decision
After the audition and/or interview has been completed, and all application materials have been received, applicants will be reviewed by Berklee’s board of admissions. A decision will be sent to applicants in as timely a manner as possible.

Tuition Deposit
Upon notification of acceptance, applicants are required to submit a tuition deposit. This initial deposit is nonrefundable and is credited towards the student’s tuition charges. This deposit confirms the student’s intention to enroll at Berklee and secures a seat in the upcoming class. Although accepted to the program, students are not guaranteed a spot until this deposit is received.

Check-In, Orientation, and Professional Development
Students are expected to arrive on campus for the first day of orientation-professional development each semester. This is usually the Monday or Tuesday prior to the start of classes each semester. See the academic calendar (page 5) for the start date for each semester.

Check-in is completed during the orientation-professional development 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.

All graduate students—new and returning—are required to attend orientation-professional development activities each semester. These take place the week before instruction begins each semester.

Please note: All students, including entering students, who check in after the deadline will be assessed a $250 late check-in fee.
Financial Information

Payment of Tuition
Before a student attends any classes, all tuition and fees for the semester must be paid.

Tuition Fees and Payment
Tuition and Fees for the 2014-15 Academic Year
Application fee (waived for Berklee alumni): $150
Tuition: $36,990 for the entire one-year, three semester program
Tuition deposit (nonrefundable, credited towards tuition charges): $2,500
Comprehensive fee¹: $1,150
Late payment fee: $250
Late check-in fee: $250

Paying Tuition
Students receive a bill for the program via their Berklee.edu address three times per year. Billing and payment due dates are below. All billing information will also be available online following each invoice billing date. All accepted students will receive login credentials 10 days after receipt of their tuition deposit. These credentials enable students to log in a Berklee portal that provides billing information.

Invoice Bill Date–Payment Due Dates:
June 2014 – August 1, 2014
March 2015 – May 13, 2015
A $250 late payment fee will be applied to your account if full payment is not received by the due date indicated.

Payment options:
• For payment options, please see valencia.berklee.edu/admissions-berklee-valencea/tuitionfeesandpayment.
• Financial Holds
Students are required to pay tuition and fees by the due date of any given semester. If payment is not received, the college will make every internal effort to collect these funds. Restrictions will be placed on any account with an outstanding balance, thereby prohibiting access to grades, transcripts, degrees, diplomas, and participation in any future term at the college. The restriction will remain until the account is paid in full.

For more information regarding payments in U.S. dollars, contact the Boston campus Bursar’s Office at bursar@berklee.edu.

¹ The comprehensive fee covers services and facilities that augment the students’ academic experience and includes, but is not limited to, students’ required registration into the Spanish educational system, students’ compulsory health insurance, and a variety of services and facilities to which students have access.

Withdrawal Policies
Students canceling enrollment before checking in the first day of classes will receive a credit of 100 percent of their tuition charges. However, the tuition deposit and all fees will be forfeited.

All students who desire to withdraw from the college after checking in are required to discharge all financial obligations to the college, return all college property, and complete a “Withdrawal from the College” form. All withdrawals from the college are subject to the following conditions:

Students withdrawing during the first four weeks of the fall or spring term are eligible for a tuition credit according to the following schedule:

During the first week of classes – 80% credit
During the second week of classes – 60% credit
During the third week of classes – 40% credit
During the fourth week of classes – 20% credit
After the fourth week of classes – No credit

Please note that no fees are returned in any of these cases.

For more information, contact the Valencia Campus Bursar’s Office at bursarvalencia@berklee.edu.

Scholarships
Berklee College of Music offers limited merit and need-based financial aid to prospective master’s students so that the most gifted musicians and scholars from all over the world have the means to attend.

Scholarships
Berklee has established the following funds to recognize outstanding talent and potential:

• Berklee Alumni Scholarship: awarded to an outstanding Berklee undergraduate alumnus/a who has demonstrated excellence, exceptional talent, and outstanding achievement throughout their undergraduate studies.
• BIN Scholarship: awarded to an outstanding student, alumnus/a, or faculty member from a Berklee International Network school.
• Michel Camilo Scholarship: awarded to one gifted artist who is accepted to the Berklee master’s program in contemporary performance.
• Juan Luis Guerra Scholarship: awarded to one gifted artist who is accepted to the Berklee master's program in contemporary performance.

• Alberto Iglesias Scholarship: awarded to one gifted composer who is accepted to the Berklee master’s program in scoring for film, television, and video games.

• Howard Shore Scholarship: awarded to one gifted composer who is accepted to the Berklee master’s program in scoring for film, television, and video games.

• Endesa Foundation Scholarship: awarded to gifted candidates from Latin America accepted to any of the Berklee master's programs. Students must be from Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Dominican Republic, Uruguay, or Venezuela.

• Conexus Foundation Scholarship: awarded to one gifted artist who is accepted to the Berklee master’s program in contemporary performance and who is from Madrid, Spain.

• Berklee Lollapalooza Chile Scholarship: awarded to one gifted artist who is accepted to any of Berklee in Valencia's master's programs and who is from Chile.*

• Berklee Lollapalooza Brazil Scholarship: awarded to one gifted artist who is accepted to any of Berklee in Valencia's master's programs and who is from Brazil.*

* Application fee waived for citizens of Chile and Brazil.

How To Apply
To be considered for institutional scholarships/grants, all candidates should submit the Berklee Graduate Aid Application. All U.S. citizens and permanent residents who apply for Berklee Graduate Aid are also required to file the free 2014-15 Application for Federal Student Aid (FAFSA). Non-U.S. international applicants are not eligible to file the FAFSA and should complete only the Berklee Graduate Aid Application in order to be considered for any kind of financial assistance. Please note that students first need to apply for the master's program before they have access to the Berklee Graduate Aid Application. Once the application is complete, the student will have access to the Berklee Graduate Aid Application on your online applicant profile.

Deadlines
For the most up-to-date admissions deadlines, please see valencia.berklee.edu/admissions.

Contact Us
If you have any questions regarding scholarships, please contact scholarshipsvalencia@berklee.edu or call +34 96 333 2802, ext 3408.

Financial Aid
Students who are U.S. citizens or permanent residents may apply for Federal Direct Unsubsidized Stafford loans through the Free Application for Federal Student Aid (FAFSA).

Graduate students may borrow up to $20,500 under the Federal Direct Unsubsidized Loan program. The $20,500 will be divided and distributed evenly across all three semesters. Interest will begin to accrue upon disbursement and the interest rate is fixed at 6.8 percent. The loan also has a 1 percent origination fee that is deducted proportionately each time a loan disbursement is made.

How to Apply
U.S. citizens or permanent residents can complete the 2014-2015 Free Application for Federal Student Aid (FAFSA) online. You will need to sign the form electronically using your PIN. If you do not have a PIN, you can request one through www.pin.ed.gov. Be sure to list Berklee College of Music, Federal School Code 002126.

If you provide your email address when completing your FAFSA, you will receive information about your application within a few days of processing. Please check the information for accuracy and follow any special instructions.

Cost of Attendance
The cost of attendance is comprised of direct costs and indirect costs. Direct costs are part of the tuition bill and are paid to Berklee. Indirect costs are not billed to students by Berklee, but are inherent with attending the program.

For students who are U.S. citizens or permanent residents and are receiving federal financial aid, the total cost of attendance reflects the maximum amount a student may receive for the length of the program. This includes all scholarships, federal loans, and private loans.
Direct Costs Masters Programs (USD)

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Comprehensive fee (fall only)</th>
<th>Software bundles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$36,990</td>
<td>$1,150</td>
<td>$0-750, depending on the master’s program. Details of the laptop and software program are described below.</td>
</tr>
</tbody>
</table>

Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Housing</th>
<th>Food</th>
<th>Books</th>
<th>Laptop (may be waived; details of the laptop and software program are described below)</th>
<th>Transportation</th>
<th>Personal Expenses</th>
<th>Loan Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,000</td>
<td>$7,700</td>
<td>$700</td>
<td>$3,172</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$205</td>
</tr>
</tbody>
</table>

Total $63,917-$64,667

Contact Us

If you have any questions regarding the financial aid application process, your awards or our policies, please contact us at financialaid@berklee.edu or at 800 BERKLEE, option #1.

Student Visas

Students may need certain visas and authorizations in order to complete their graduate studies at Berklee’s Valencia campus.

Spanish law divides foreign students studying in Spain into three different groups. These groups are determined by the length of stay.

- **Group One**: Up to 90 days (tourist visa)
- **Group Two**: More than 90 days and up to 180 days (student visa)
- **Group Three**: More than 180 days and up to one year (student visa)

Students studying in the master’s program will be in Group Three and will need a student visa for more than 180 days and up to one year. This visa allows students to study up to one year in Spain, and it can be renewed. The application process requires more documentation than the shorter visas, and students must apply for their student residency card within 30 days of entering Spain (or Schengen territory).

The Group Three visa is the appropriate visa for all Valencia campus master’s program participants, except those who are citizens or legal residents of the European Union, Norway, Liechtenstein, Iceland, or Switzerland.

The visa process has two distinct parts. The first part is the sole and complete responsibility of the student: arranging for all the documents to complete the visa application. If documents need to be translated by a sworn translator approved to work in Spain or legalized internationally (apostille), students should be sure to allow extra time to arrange for the translation. Valencia campus Student Services can advise students, but it cannot intervene on students’ behalf.

The second step begins when the student presents his or her application at the Spanish consulate. Each consulate has a different workload, so the length of time to complete the process may vary. Students should allow two months or longer, if possible.

The following list of documents will help students with their visa applications. The requirements vary by place of residence. Students should consult the Spanish consulate in their country of residence for a complete and up-to-date list.

- Two completed and signed Schengen application forms
- Two recent, passport-sized color photographs
- The student’s original, physical passport or travel document. The passport must have at least one blank page in it and it must be valid for a longer period than the visa for which the student is applying
- Any of the following: U.S. driver’s license, U.S. state ID card, voter registration card, or current student ID (U.S. residents only)
- Acceptance letter as a full-time student from Berklee College of Music in Valencia
- Proof of the student’s available financial resources, consisting of at least one of the following:
  - Proof of financial aid or scholarship for at least $1,000 per month for room and board
  - Notarized letter from parents or legal guardians assuming full financial responsibility for at least $1,000 per month for room and board. Suggested wording: “I hereby certify that I am the (father/mother/other) of (student name), will support him/her with a monthly allowance of at least $1,000 while he/she is in Spain, and that I am financially responsible for any emergency that may arise.”
• Personal bank account statements showing at least $1,000 per month of stay.
• Proof of public or private health insurance from an operator licensed in Spain (Berklee will provide you with this letter)
• A criminal background check (Certificado de Antecedentes Penales)
• Letter from doctor stating the student meets certain health requirements
• Payment of the visa application fee
• Self-addressed, prepaid envelope to receive your passport back

Please note that often the consulate holds a student’s passport while processing the application. Students must inform the consulate if they will need their passport to travel during the anticipated processing time.

Students will need to submit the original documents as well as one photocopy of each document.

The consulate will provide students a Group One (90-day) visa. Once in Spain, students must complete additional steps to extend the visa for a year and to receive the Group Three visa.

**Spanish Student Residency Card**

Once in Spain, the Group One (90-day) visa requires that students obtain a Spanish student residency card (Autorizacion de Estancia por Estudios) within 30 days of arrival. This is the key document that replaces the temporary student visa that a student is issued in his or her home country. The card is valid for the duration of a student’s studies (up to one year) and can be renewed annually. It is important that a student has his or her passport stamped when entering Spain.

The application process for a student residency card has three steps:

**Step One**

Students must go to the National Police Station with:

• A completed EX-17 form
• A passport and a photocopy of all its pages
• Three recent passport-sized photographs in color
• A student visa
• A receipt showing that the student paid the appropriate application fee

**Step Two**

Roughly one month later, students will be asked to go back to the National Police Station and be fingerprinted.

**Step Three**

Finally, after roughly one more month, students will have to go back once again to the National Police Station to pick up their official student residency card. Students must take their passport with them.

Berklee staff will be available to help address questions and concerns during each step of the process. However, by Spanish law students must personally go for the fingerprinting and to pick up the card when it is issued.

For more information, contact Valencia campus Student Services representative Mateo Balson at +34 96-333-28-02, ext. 3409, or mbalson@ berklee. edu.
Housing
Berklee College of Music’s Valencia Campus is a nonresident campus. Valencia has many different housing options for short-term and medium-term visits, everything from “do it yourself” to “having everything done for you.” See valencia.berklee.edu/valencia-campus/housing/ for suggestions.

Find Your Own Apartment
Students may rent their own apartments. The most popular websites for finding an apartment are:

- Idealista (idealista.com/pagina/portada)
- Fotocasa (fotocasa.es/)
- Segundamano (segundamano.es/)
- En alquiler (enalquiler.com/alquiler-pisos-valencia-valencia-48-2-0.html)

Please note that these websites are all written in Spanish. Terms and conditions for rental contracts vary. Please check the contract length and additional costs.

Student Dorms
Students can also choose a privately run student dormitories that cater specifically to their needs:

- Resa (resa.es/esl/Residencias/(residencias)/Valencia)
- Galileo Galilei (http://www.galileogalilei.com/#/en/)
- Colegio Mayor Ausias March (cm-ausiasmarch.com/Berklee_Valencia.html)

Office of the Registrar
The Office of the Registrar provides a wide variety of services to students, parents, faculty, and agencies, including government agencies. The Office of the Registrar coordinates student course registration and check-in, maintains the academic records of enrolled students and alumni, supplies enrollment reporting and statistics, confirms progress towards graduation, graduates students, and supplies graduates with their diplomas.

Transcripts and Enrollment Verifications
Transcripts and enrollment verifications are issued at no charge through the Office of the Registrar. Both the Transcript and Enrollment Verification Request forms are available to the student. Requests for transcripts cannot be taken over the phone. A written request, received by mail or through an authenticated Berklee email account, is required. Transcripts will not be issued for students owing money to the college. As authorized by Berklee, the National Student Clearinghouse, at studentclearinghouse.org, allows for students and other inquiring third parties (such as employers, housing providers, health insurance agencies, and consumer product companies) to download and print official enrollment verification certificates as well as official/unofficial transcripts for $2.50. For more information, visit berkle.edu/registrar.

Services for Students with Disabilities
Students with documented physical, learning, and/or psychological disabilities that qualify under the Americans with Disabilities Act are offered assistance in obtaining necessary and reasonable accommodations to support a successful experience at Berklee. Students requesting accommodations must initiate and maintain ongoing contact with the Valencia campus academic dean. All accommodation requests must be made with a two-week minimum notice to faculty.

International Career Center
The mission of the International Career Center is to assist students with career development by providing expert guidance, current resources, and professional development experiences. The overall focus is on music career management rather than on a one-time job link, helping students access resources and activities that are available and helping them apply these resources to their own individual career paths.

The International Career Center team provides advice and assistance to students and to music recruiters throughout the hiring process. In addition, the International Career Center assists in matching students to employers who are offering internships. For more information, email internationalcareers@berklee.edu.

Library and Learning Center
The Library and Learning Center provides resources to support student work, including assistance with research. The Library and Learning Center also provides peer tutoring in language, writing, researching, presentation techniques, and other disciplines.

Public Safety Department
The Public Safety Department is responsible for maintaining a safe and secure learning environment at Berklee. Its main responsibility is the protection of, and assistance to, the Berklee community.

Since public safety is the responsibility of everyone, students’ cooperation with the department will help make Berklee a more secure environment. With this in mind, students are required to report any thefts, accidents, threats to persons or property, and suspicious persons. Students’
willingness to do their part by being proactive and cooperating with all investigations will ensure the safest possible environment.

Students are expected to observe all reasonable precautions to assure the safety of themselves and their possessions. All students are responsible for the protection of their property, whether it be in the college's facilities or in the community.

Berklee complies with the U.S. Crime Awareness and Campus Security Act of 1990, which requires the publishing of information with respect to campus crime statistics and campus security policies. This information is published in a brochure titled “Playing It Safe,” which also contains tips on safety and security practices. To obtain a copy, visit berklee.net/ps or contact the director of Public Safety.

Office of Financial Aid
The Office of Financial Aid is responsible for administering need-based aid such as grants, loans, and the following U.S. federal aid programs: the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan program, the Direct Stafford Loan, and the Direct Parent PLUS Loan. In addition, this office provides information and materials regarding private credit-based loans. For further information see berklee.edu/financial-aid.

Veterans’ Counseling
A student who is a U.S. veteran, disabled veteran, or son or daughter of a disabled veteran can seek advice concerning these benefits from the veterans’ counselor located in the Office of Financial Aid. The counselor who coordinates veterans' benefits can assist with the certification of veterans' benefits and provide guidance regarding the Yellow Ribbon Program as well as obtaining a Certificate of Eligibility.

Office of the Bursar
The Office of the Bursar is responsible for all financial matters pertaining to student accounts, including the billing and collection of tuition and fees, and refunds due to overpayments.

Visiting and Faculty Artist Series
Through the Visiting and Faculty Artist Series, students are exposed both to Berklee's outstanding faculty of music professionals and to a wide variety of visiting professional musicians. Numerous lectures, demonstrations, and informal discussions are presented annually, and are open to all students. The resulting interaction provides a unique opportunity for heightening musical awareness, obtaining exposure to specialized knowledge (often with immediate practical implications), and for establishing meaningful relations within the college.

Faculty Offices
Faculty offices are located throughout the college campus. All students enrolled in the master's programs are assigned a faculty adviser and are expected to meet with that adviser regularly.
Academic Policies

Academic Year
The academic year for the master’s programs consists of two 15-week semesters, fall and spring, and one seven-week summer term.

Catalog Year Policy
Berklee College of Music features a dynamic curriculum that evolves as new courses are developed and added. Catalog year determines the set of academic requirements that must be fulfilled for graduation. Students must fulfill the academic requirements of the catalog in effect at the time of their matriculation as a master’s student in order to graduate.

Registration
There are two general registration events scheduled each year for students to select courses for the following term. These occur toward the end of the fall and spring terms.

Through regular meetings with their academic advisers, students will register for the following semester. 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 canceled, or (2) if the student becomes ineligible to enroll in a course due to failing a requisite course.

Full-Time and Part-Time Attendance
The master’s programs are designed for full-time study. All master’s students are considered full-time and charged the full-time tuition fee.

Student Schedules
Students will meet with their faculty advisor regularly, beginning with the first week of the semester and continuing until the last. With their faculty adviser, students will determine their schedules each semester, before the first day of classes.

Graduate students move through their programs in a cohort, taking the courses required for the semester and selecting among electives. In fall and spring semesters, graduate students enroll in approximately 12-15 credits, depending on the program. In summer semester, most programs require six credits for the culminating experience/thesis, and three or more credits for final courses.

Enrolling in Additional Courses
With the exception of private lessons, graduate students may enroll in additional courses—undergraduate or graduate—each semester, without additional fees, provided they receive authorization from their faculty adviser and there is room in the selected course.

Graduate students who need skill development in English and Spanish languages and/or in technology are especially encouraged to enroll in those courses, as appropriate and as approved by their faculty adviser.

Private Instrumental or Vocal Instruction (Private Lessons)
All students in the master of music in contemporary performance program are required to enroll in private instrumental or vocal instruction each semester. Students in other master of music or master of arts programs may, for a fee, to enroll in private lessons, provided it is approved by their faculty adviser and there is space and time in the private lesson faculty member’s schedule. For the 2014-15 academic year, the fee for each additional three-credit private lesson is $4,000.

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, lessons and ensembles are scheduled to start promptly on the hour and to end 10 minutes before the hour. Late arrival is both disruptive and unprofessional.

Absence From Class or the College
Students are expected to notify each of their faculty members directly via voicemail or email of absence from class prior to the class in all but the most extreme situations. It is the student’s responsibility to contact their instructors in advance of the classes. Each faculty member determines whether or not the absence is excused for that particular class.

Missed Course Material
Students who are absent from any class meeting are responsible for making up the missed material and course
work. 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 may result in a grade of “F” for the ensemble.

Absence Due to Religious Beliefs
Students who are unable, because of their religious beliefs, to attend classes or participate in any examinations, studies, or work requirements on a particular day shall be excused from such and be provided with a reasonable opportunity to make up examinations, study, or work requirements that 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 Valencia campus student affairs manager.

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 Valencia campus student affairs manager 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 Valencia campus academic dean 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 Valencia campus academic dean may condition a student’s reinstatement upon a showing that (1) the student is not a direct threat to himself or herself or to others and (2) the student is otherwise qualified to return to school.

Withdrawal from Classes
With the authority of their instructor and academic adviser, in rare cases, students may withdraw from classes through the ninth week in the fall or spring, and through the second week in the summer term. The adviser will inform the Office of the Registrar.

A grade of “W” will be issued for any particular class from which a student has withdrawn. Once the withdrawal deadline has passed, all registered students will receive a course grade based on the stated grading criteria. Students continue to be financially responsible for that class and are not eligible for a tuition refund or replacement course. Students should note that withdrawing from a class may affect their eligibility to receive scholarships, financial aid, and veterans’ benefits; and it may affect international student visa status.

Withdrawal from the College
Students who wish to withdraw from the college for any nonmedical reason must complete a “Withdrawal from the College” form, which they can obtain at the Office of the Registrar. Students withdrawing before the end of the fourth week of either the fall or spring semester are entitled to a credit of part of their tuition. After the fourth week, no credit will be made. No tuition credits are available for withdrawal during the summer term. 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.

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 they have earned to that point. If a student who is receiving federal financial aid withdraws after the 60 percent point of the term, he or she is considered to have earned all of his or her federal student aid for that semester.

U.S. 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 Direct Unsubsidized Stafford Loans and Federal Direct Graduate PLUS Loans.
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 U.S. federal financial aid who withdraw before the end of the fourth week of either the fall or spring semester are entitled to a partial credit of tuition 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 or spring. After the fourth week of the fall or spring 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.

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 following chart 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.

Veterans' benefits 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.

### Tuition and Aid Percentage Chart for Students Withdrawing

<table>
<thead>
<tr>
<th>Week</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>
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<tr>
<td>Week 6</td>
<td>100%</td>
<td>100%</td>
<td>37%</td>
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<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>Week 10-15</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 earned at the point of withdrawal and may be awarded to the student. The Office of Financial Aid will determine final eligibility within 30 days of the student withdrawing from classes. Summer semester is seven weeks and, therefore, federal aid is earned at a different percentage. Please speak to the financial aid office to determine the amount of aid a student may earn for summer.
2015 Academic Trips

Spring: Audio Engineering Society (AES) International (Warsaw; optional for M.M. MTI students) Gathering of audio engineers from all over the world. Trip is optional and paid directly by students. Students will make own travel arrangements.

April 15-18: Musicmesse (Frankfurt; optional for M.M. MTI students) Manufacturers from all over the world present a complete spectrum of products for making music. Trip is optional and paid directly by students. Students will make own travel arrangements.

May: Film Scoring Experience Trip (London or Prague; required of M.M. SFTV students) Details TBD; more information will be available in fall 2015.

May 14-16: The Great Escape UK (Brighton; optional for M.M. CPRF and M.A. GEMB students) TGE is a new music festival that showcases emerging artists from all over the world. Trip is optional and paid directly by students. Students will make own travel arrangements.

May 20-23: International Music Summit (Ibiza; optional for M.M. MTI students) IMS is a high level music industry conference attended by the global industry leaders in the dance music scene. Trip is optional and paid directly by students. Berklee provides discount code for negotiated registration rate deal. Students will make own travel arrangements.

June 5-8: MIDEM (Cannes; required of M.A. GEMB students) MIDEM is the world’s largest international music market and trade show. Students can register for the conference at the discounted cost of $280. There will be optional Berklee-arranged bus travel and lodging at an additional cost; otherwise students must arrange their own transportation and lodging.

June 18-20: Sonar (Barcelona; optional for M.A. GEMB and M.M. MTI students) Annual festival of progressive music and multimedia arts in Barcelona, Spain. Trip is optional and paid directly by students. Berklee provides discount code for negotiated registration rate deal. Student may opt in for Berklee provided bus transportation but will make own lodging arrangements.

Berklee Laptop Purchase Program

Berklee College of Music requires all entering master’s students to own a laptop computer that meets certain standards established by the college’s academic and technology leadership. For over half a century, Berklee College of Music has been committed to preparing our students for the musical, technological, and business necessities of the world they will be entering. We firmly believe the laptop and software requirements stated below provide students with a unique resource that will maximize the potent music education available only at Berklee and will help prepare students for successful entry into the music industry. Entering students should follow the information specific to their program.

Required software bundles are purchased directly from Berklee College of Music and reflect the versions installed on the campus systems. Berklee has negotiated extremely reduced student pricing for these items. Berklee students will receive the bundles during the orientation week. Students cannot opt out of, or receive any exemption for, purchasing their program’s software bundle. The software fee is included in the first tuition bill.

Non-bundled required software (M.M. Musical Technology Innovation only) should be purchased before arrival to campus. Offers to purchase this software at reduced pricing will be made available to students via a private intranet site in the summer of 2014 after their tuition deposits have been processed.

Optional software/hardware is strongly recommended but not required. (All optional items will be available to students on computer workstations in the Berklee Valencia studios and technology labs.) Offers to purchase the software items at reduced pricing will be made available to students via a private intranet site in the summer of 2014 after their tuition deposits have been processed.

Laptop requirements outline required specifications for student computers. Students whose laptops already meet specifications need not purchase a new computer. Information on purchasing a laptop from the Spanish Apple Store with educational pricing will be made available to students via a private intranet site in the summer of 2014 after their tuition deposits have been processed.

Other requirements are additional items necessary for each program’s course of study and must be purchased prior to arrival on campus. Recommendations are made, but equivalent products are also acceptable.

Master of Music: Scoring for Film, Television and Video Games

Required Software Bundle (Provided to Students During Orientation Week)

Berklee Negotiated Price = $750
(MSRP = $4167; Total Student Savings = $3417)

- Avid Pro Tools
- Avid Sibelius
- MakeMusic Finale
- Microsoft Office
• MOTU Digital Performer
• Native Instruments Komplete
• Propellerhead Reason
• Waves Berklee Bundle

Optional Software
• Cinesamples Cinebrass Core
• Spectrasonics Omnisphere
• Vienna Symphonic Library Special Edition Vol. 1 (Standard and PLUS)

Laptop Requirements
• Recommended Specifications: Apple Macintosh MacBook Pro computer with 15.4” display, 2.6GHz i7 Quad, 16GB RAM, 500GB SSD hard disk, NVIDIA GeForce GT 650M, Gigabit Ethernet, Firewire 800, two USB ports, AirPort card built-in, Mountain Lion (OS 10.8). Retina models must include Thunderbolt to FW800 and Thunderbolt to Ethernet connectors.
• Minimum Specifications: Apple Macintosh MacBook Pro computer with 15.4” display (13” display may be considered), 2.0GHz i7 Quad, 8GB RAM, 500GB hard disk, 8x SuperDrive, NVIDIA GeForce GT 330M graphics processor, Gigabit Ethernet, Firewire 800, two USB ports, AirPort card built-in, Mountain Lion (OS 10.8).

Other Requirements
• External FW-800 hard drive for samples with a minimum of 1TB storage space (Recommended models: Western Digital Passport Studio 1TB or G-Drive Mini 1TB)
• Professional Headphones (Audio Technica ATH-50 or equivalent)
• USB MIDI keyboard, preferably with faders/knobs (e.g. Akai MPK61)
• Interface with at least 2 microphone preamplifiers, one stereo output and a headphone output (e.g. Apogee Duet, Universal Audio Apollo Twin, Avid MBox)

Master of Music: Music Technology Innovation
Required Software Bundle
• Avid Pro Tools
• MakeMusic Finale
• Microsoft Office
• MOTU Digital Performer
• Native Instruments Komplete
• Propellerhead Reason
• Waves Berklee Bundle

Required Non-bundled Software
• Ableton Live Suite 9
• Celemony Melodyne Editor 2
• Cycling 74 Max 6

Optional Software
• Adobe Creative Suite Production Premium CS6 (students may also purchase the Creative Cloud monthly subscription, but this will not be fully cross-compatible with CS6 on the lab and studio computer workstations)
• Apple Logic Pro X
• iZotope Products
• McDSP Plugins
• Resolume Arena 4
• Steven Slate Trigger 2
• USB MIDI keyboard, preferably with faders/knobs (e.g. Akai MPK61)

Laptop Requirements
• Recommended Specifications: Apple Macintosh MacBook Pro computer with 15.4” display, 2.6GHz i7 Quad, 16GB RAM, 500GB SSD hard disk, NVIDIA GeForce GT 650M, Gigabit Ethernet, Firewire 800, 2 USB ports, AirPort card built-in, Mountain Lion (OS 10.8). Retina models must include Thunderbolt to FW800 and Thunderbolt to Ethernet connectors.
• Minimum Specifications: Apple Macintosh MacBook Pro computer with 15.4” display (13” display may be considered), 2.2GHz i7 Quad, 8GB RAM, 500GB hard disk, 8x SuperDrive, NVIDIA GeForce GT 330M graphics processor, Gigabit Ethernet, Firewire 800, two USB ports, AirPort card built-in, Mountain Lion (OS 10.8).

Other Requirements
• External USB hard drive with a minimum of 1TB storage space (Recommended models: Western Digital Passport Studio 1TB or G-Drive Mini 1TB)
• Professional Headphones (Audio Technica ATH-50 or equivalent)
• Microphone (Shure SM58 or equivalent) and microphone cable
• Interface with at least 2 microphone preamplifiers, one stereo output and a headphone output (e.g. Apogee Duet, Universal Audio Apollo Twin, Avid MBox)
• SDHC Memory Card, Class 10, 32GB minimum. (E.g. Transcend TS32GSDHC10E)
**Master of Music: Contemporary Performance**  
**Required Software Bundle**  
*Berklee Negotiated Price = $700*  
(MSRP = $4,167; Total Student Savings = $3,467)

- Avid ProTools with MBox Audio Interface
- Avid Sibelius
- MakeMusic Finale
- Microsoft Office
- MOTU Digital Performer
- Propellerhead Reason
- Waves Berklee Bundle

**Laptop Requirements**
- Recommended Specifications: Apple Macintosh MacBook Pro computer with 15.4” display, 2.3GHz i7 Quad, 16GB RAM, 500GB SSD hard disk, NVIDIA GeForce GT 650M, Gigabit Ethernet, Firewire 800, two USB ports, AirPort card built-in, Mountain Lion (OS 10.8). Retina models must include Thunderbolt to FW800 and Thunderbolt to Ethernet connectors.
- Minimum Specifications: Apple Macintosh MacBook Pro computer with 15.4” display (13” display may be considered), i5 2.53GHz, 8GB RAM, 500GB hard disk, 8x SuperDrive, NVIDIA GeForce GT 330M graphics processor, Gigabit Ethernet, Firewire 800, two USB ports, AirPort card built-in, Mountain Lion (OS 10.8).

**Other Requirements**
- External USB hard drive with a minimum of 1TB storage space (Recommended models: Western Digital Passport Studio 1TB or G-Drive Mini 1TB)
- Professional Headphones (Audio Technica ATH-50 or equivalent)
- Microphone (Shure SM58 or equivalent) and microphone cable

**Master of Arts: Global Entertainment and Music Business**  
**Required Software Bundle**  
*Berklee Negotiated Price = 0 Dollars*  
(MSRP = $220; Total Student Savings = $220)

- Microsoft Office

**Laptop Requirements**
- A Mac computer that has an Intel processor (a PC may be considered) with the following specifications:
  - Mac OS X version 10.7.5 (or later)
  - 1 gigabyte (GB) or more of memory (RAM)
  - 2.5 GB of available hard disk space
  - HFS+ hard disk format (also known as Mac OS Extended or HFS Plus)
  - 1280 x 800 or higher resolution monitor
  - DVD drive or connection to a local area network
  - Safari 5 or a later web browser

**Grading System and Academic Standing**

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

**Grading System**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Equivalent</th>
<th>Numerical Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (excellent)</td>
<td>10.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>8.9</td>
<td></td>
</tr>
<tr>
<td>B (good)</td>
<td>8.6</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>8.2</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>7.9</td>
<td></td>
</tr>
<tr>
<td>C (fair)</td>
<td>7.6</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>7.2</td>
<td></td>
</tr>
<tr>
<td>D (poor)</td>
<td>6.9</td>
<td></td>
</tr>
<tr>
<td>F (fail)</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>NG</td>
<td>No grade submitted as of indicated date</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The grading criteria is defined below:

**A (93-100)**

The student has demonstrated superior achievement. The student appears to have a superior level of understanding of course material and the methodology associated with each task. A high level of understanding is regularly displayed, and errors are seldom present in any assignments.

**A- (90-92)**

The student has demonstrated superior achievement. The student appears to have a superior level of understanding of course material and the methodology associated with each task. However, some errors are present in select assignments.

**B+ (87-89)**

The student has demonstrated advanced achievement. The student appears to have an advanced level of understanding of course material and the methodology associated with
each task. Some errors are present, but infrequent and generally minor.

**B (83-86)**
The student has demonstrated advanced achievement. The student appears to have an advanced level of understanding of course material and the methodology associated with each task. However, additional concentration could produce a higher level of achievement.

**B- (80-82)**
The student has demonstrated advanced achievement. The student appears to have an advanced level of understanding of course material and the methodology associated with each task. Additional practice could produce a much more refined and consistent level of achievement.

**C+ (77-79)**
The student has demonstrated average achievement. The student appears to have an average level of understanding of course material and the methodology associated with each task. Errors appear to be of a larger magnitude in select assignments.

**C (73-76)**
The student has demonstrated average achievement. The student appears to have an average level of understanding of course material and the methodology associated with each task. Errors appear in at least half all assigned material.

**C- (70-72)**
The student has demonstrated a basic level of achievement. The student appears to have a basic level of understanding of course material and the methodology associated with each task. Few assignments are without problems.

**D (60-69)**
The student has demonstrated a below average/basic level of achievement. The student appears to have a below average/basic level of understanding of course material and the methodology associated with each task. Most assignments contain flaws.

**F (0-59)**
The students appear to be unaware of the most basic responsibilities in course material. The student does not understand elementary course material and the methodology associated with each task. Most assignments contain severe flaws.

**Calculating the Grade Point Average**
Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. A semester grade point average (GPA) is obtained by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The cumulative grade point average (CumGPA) is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded. For students who repeat courses, with the exception of ensembles and labs, the lower grade/credit will not be calculated into the cumulative grade point average. However, it is important to note that all courses and all grades will remain a part of the student’s permanent record and will continue to appear on transcripts.

**Grade Reports**
Grades are withheld from students owing money to the college. 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.

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

**Grade Change Policy**
All grades, except for the grade of “I” and “NG,” filed with the Office of the Registrar are regarded as final (see Incomplete Grade Policy for changing a grade of “I”). Students who disagree with a given grade should take the matter up immediately with the course instructor. The final grade “W” cannot be changed. Students should be aware that the possibility of changing a grade diminishes with the passage of time due to faculty changes and the discarding of individual class records.

**Incomplete Grade Policy**
Under rare 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 request, have no more than two weeks of work to complete, and have satisfactory attendance. The decision to grant the request rests with the instructor of the course and must be approved by the student’s academic adviser.

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 other similarly compelling situations, must notify the instructor of the ensemble to discuss and determine a solution. The decision regarding the solution rests with the instructor of the course and must be approved by the student’s academic adviser.

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

Incomplete grades must be resolved within four weeks of the following semester. Incompletes not resolved within this time period automatically change to a grade of Failure (“F”). The “F” is averaged into all grade point averages and cannot be changed.

Grades of “I” are not calculated into the grade point average. 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 can have neither incomplete grades nor withdrawal grades for the term in question. Dean’s list honorees are determined in the third week of classes of the following term, and therefore any incomplete grades must be resolved by the second week of classes to be eligible for dean’s list consideration.

Statute of Limitations on 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 course grades received while at Berklee. To ensure accuracy, students and alumni have online access to view their transcripts. Students have one calendar year from the date that the course, course section, and/or course grade appear on the transcript to dispute any discrepancy involving the course, section of a course, or course grade information on the transcript. This also 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. After one year of the official appearance on the transcript, courses, course sections, and/or grades are permanent and cannot be disputed or changed.

Students may dispute any possible discrepancies in the course, course section, and/or course grade information on official transcripts by submitting a written request to the Office of the Registrar within one calendar year from the end of the semester in which the course, course section, and/or course grade information appeared or should have appeared on the transcript. Students are asked to provide supporting reasoning as to why the transcript may appear to be incorrect.

Students are strongly advised to check their transcripts closely after each grading period to ensure the accuracy of the information on the transcript.

Repeat Course Policy
Students may enroll in a course for a second or subsequent time if the course is available and if students receive authorization from their academic adviser. Except in rare cases, only the highest grade will be computed into the cumulative grade point average (CumGPA). 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 graduate ensembles may be repeated for credit towards graduation.

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 are applicable as stated to all students.

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:

- Students must earn at least 12 credits each in the fall and spring semester, and at least six credits in the summer semester.
- Students must achieve a grade point average of 9.6 (“A”) or above.
- No grade in the semester in question may be lower than 8.2 (“B-”).
- 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.
- All incompletes must be resolved by the 2nd week of classes in a given semester.
- There must not be incomplete (“I”) or withdrawal (“W”) grades in the semester.

Academic Success and Progress
All Berklee College of Music students are required to make satisfactory academic progress. In order to meet satisfactory academic progress requirements, all students must meet
or exceed the following three standards at the end of each semester of enrollment:

- A cumulative grade point average (CumGPA) of 7.6 (“C”).
- A cumulative credit completion percentage (CumCCP) of 70 percent, calculated by cumulative credit hours completed divided by cumulative credit hours attempted.
- The ability to complete their degree requirements for graduation within 150 percent of the normal credits allotted for degree completion.

Failure to satisfy any of these standards will result in a student being placed on satisfactory academic progress warning. All students placed on satisfactory academic progress warning will have one additional semester of enrollment to meet the standards for satisfactory academic progress. Students still failing to make satisfactory academic progress after their warning period will face academic suspension from the college.

Students on academic suspension are prohibited from participating in any Berklee class or ensemble, or in any Berklee sponsored program or event, and are ineligible to use Berklee facilities while suspended. Students on academic suspension may file for reinstatement after one semester of suspension, provided they have followed the action steps, specified on their suspension notice, to bring themselves into compliance with Berklee’s satisfactory academic progress standards.

Failure to satisfy all three of these requirements will result in a financial aid warning. Students placed on a financial aid warning will have one additional semester of eligibility to meet the conditions for satisfactory academic progress. Students still failing to make satisfactory academic progress after their warning period will lose financial aid eligibility.

Students who have lost their financial aid eligibility may appeal the decision to the Office of Enrollment. Any appeal must be based on extenuating circumstances and contain written verification of those circumstances. All appeals are adjudicated at the discretion of the Office of Enrollment. If an appeal is granted, a student will have one semester of financial aid probation and is required to meet with a designated Berklee representative to sign a reinstatement contract before the aid is applied to his or her student account. If, at the end of the probation period, a student has met satisfactory academic progress, that student’s full eligibility will be restored. If, at the end of the probation period, a student has not met satisfactory academic progress, that student’s eligibility will be permanently revoked. Only one appeal is allowed during a student’s degree program.

**Graduation Requirements**

The master of music and master of arts program at Berklee College of Music are designed to be completed in three semesters of study—or one full academic year: fall, spring and summer semesters. Furthermore, all candidates seeking to graduate must attain at least a 7.6 (“C”) CumGPA and must complete all course work, the
culminating experience/thesis, and other graduation requirements.

**Graduation**
Students planning to complete their degree requirements by July may participate in the graduation ceremony held on the Berklee College of Music, Valencia campus. Keep in mind, however, that participating in the commencement ceremony is not the same as completing the degree requirements. All academic requirements must be complete before the degree will be awarded.

**Honor Graduates**
Students who at the time of graduation have attained the following CumGPAs have earned honor status and will have their diplomas and records inscribed with the appropriate honors.

<table>
<thead>
<tr>
<th>Honor</th>
<th>CumGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>9.9-10.0</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>9.7-9.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>9.5-9.69</td>
</tr>
</tbody>
</table>

**Culminating Experience/Thesis Continuation: Fee, Incomplete, and Failure**
Students are expected to complete their culminating experience/thesis project during the semester in which they enroll in the Culminating Experience/Thesis (XX-695) course. Students may, in limited situations and for compelling reasons, be granted an Incomplete (“I”) by the director of the program. If students are granted an Incomplete, they will have until the first day of classes in the subsequent semester to complete their culminating experience/thesis without paying a fee. If completed, the Incomplete will be converted to a grade of P or pass and, if all other program requirements have been satisfactorily met, the student will have completed the master’s program.

Any student whose completed culminating experience/thesis is not submitted by the first day of classes in the subsequent semester is required to pay a Thesis Continuation Fee of $400. That student will have until the final day of classes in that semester to complete his/her culminating experience/thesis. If completed, the Incomplete will be converted to a grade of P or pass and, if all other program requirements have been satisfactorily met, the student will have completed the master’s program.

If the completed culminating experience/thesis is not submitted by the last day of classes of the semester following the one in which the student enrolled in the XX-695 course, the Incomplete grade will become an “F” or failure. The student will have failed the

**Residency Requirements**
All students are required to complete three semesters of full-time attendance as well as all course work, the culminating experience, and other academic requirements to graduate from the college with a master of music or master of arts degree.
**Emergency Closing**

When bad weather conditions or other circumstances make it necessary to cancel classes, all students, faculty, and staff are encouraged to check the homepage of the college’s website, berklee.edu, for the latest official information on the status of the college. Students may also call the Berklee College of Music, Valencia campus’s main number, +34 963 332 802, for status. Though classes may be canceled, only in extreme emergencies will the buildings be closed. Notification of class cancellation will always be posted and/or distributed as early as possible. In the majority of situations, students may 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 to provide status on the cancellation of classes and on 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 Berklee Card is also an access control card that allows access to authorized card readers across the college.

Only the card owner is permitted to use 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 registers 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 $15, payable at the Office of the Bursar. If the ID is not working, it will be replaced at no charge.

**Insurance**

**Health Insurance**

All students enrolled in master’s programs at Berklee College of Music, Valencia campus are enrolled in a qualifying health insurance program. The cost of this plan is included in the graduate studies comprehensive fee.
**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**

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 the college's 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**

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 that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or college policy.

The college reserves the right to remove any posting that is believed 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 deemed 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 other such characteristic or affiliation, are prohibited.

**Check Cashing**

Since Berklee does not have the capacity to render banking services such as the cashing of checks and money orders, students are advised to establish a personal checking account at a local bank.

In an emergency requiring cash from home, funds should be transferred directly from the student's home bank to an affiliated Valencia bank where they may be picked up.

**Telephone Calls and Messages**

To reach the Berklee College of Music, Valencia Campus front desk, dial the main number at +34 963 332 802. The operator can direct calls to college departments or the voicemail system.

**Email Addresses**

Student, faculty, and staff email addresses typically use a first initial followed by the last name @berklee.edu. Thus, email addresses are name@berklee.edu or sometimes name1@berklee.edu, name2@berklee.edu, etc. Ascending numbers are used according to how many other students, faculty, and staff (past and present) have the same combination of first initial and last name.

The college will not release any personal information about a student without prior approval from the student. Restrictions apply to providing personal information regarding students' addresses, telephone numbers, or class schedules. Any requests for such information must be reviewed, approved, and authorized and in compliance with all college policies and procedures.

**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 behavior must conform to standards necessary to advance the educational process. Failure to observe these standards may result in referral of a student's behavior to the Valencia campus student affairs manager for appropriate determination. If a student does not respond to the request to meet with the student affairs manager or designee, a hold is placed on the student's record, thereby preventing access to transcripts, degree, grades, registration, and other college activities, including graduation. The hold is not removed until the student meets with the student affairs manager 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. Student disciplinary action may result in dismissal from the college. Violation of this policy is cause for disciplinary action up to and including termination of employment of faculty and staff. Contractors found violating this policy will be immediately dismissed from the campus. Please note that “firearm” refers to any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means. The college also prohibits the possession of nunchaku or karate sticks, switchblades, knives, starter’s pistols, ammunition, or other dangerous weapons or articles.

**Off-Campus Disturbances**
Berklee College of Music 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, and such actions will be subject to disciplinary review by the Valencia student affairs manager. If found guilty, 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. However, in instances in which the student’s mental/emotional or medical health condition poses a threat to himself or herself 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 Valencia campus students affairs manager 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 of himself or herself
- 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.

Wherever possible the college will encourage the student to withdraw from the semester voluntarily, thereby aiding in the preservation of the student’s privacy and confidentiality. In any instance in which a leave is required, the Valencia student affairs manager will provide written notice to the student, including the specific requirements that must be met as a condition of eligibility for re-enrollment.

The duration of the leave is typically no less than one semester, although the specific length of the leave will be determined on a case-by-case basis.

**Student Grievance Procedure**

**General Procedure**
Situations sometimes arise in which 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.) 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 people 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 program director or chair of the department in which the faculty member teaches, the student affairs manager, Valencia campus academic dean, and/or the dean of institutional assessment and graduate studies. An unresolved complaint about the behavior or 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 Valencia campus student affairs manager will assist students who have complaints or grievances and need help in determining the procedures to be followed.

In cases in which a student is uncomfortable 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 Valencia campus student affairs manager, who, with the student’s permission, will seek to resolve the problem through discussion with the involved parties.

**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 sexual harassment and any other unlawful discrimination. Any form of unlawful discrimination or harassment, based on race, color, religion, gender, gender identity, 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.

The college, as well as Massachusetts state and U.S. federal laws, and Spanish laws, 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 U.S. federal and Massachusetts state laws as well as Spanish laws and 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. This behavior may arise between:

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

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 pervasiveness”:

- 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 or she has been 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 the Valencia campus student affairs manager. Conclusion of an informal proceeding ordinarily should be sought within three weeks of the beginning of informal proceedings. However, the complainant has the right to institute formal proceedings at any time during this process.

Formal Resolution
If the problem has not been resolved to the satisfaction of the complainant through 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 procedure.

Where to file a complaint
Complaints against a student, a staff member, or a faculty member should be filed with the Valencia campus student affairs manager.

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 complaint is based, including the name of the person alleged to be responsible, the names of the witnesses, and the resolution sought.

When to file a complaint
Students, staff, and faculty: The complaint should normally be filed within 14 calendar days of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

How a complaint will be processed
1. The written complaint should be filed with the Valencia campus student affairs manager.

2. The student affairs manager, 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 ensure that it is obtained in a timely fashion. Also, the student affairs manager will immediately notify in writing the Title IX coordinator in Berklee Boston that a complaint has been filed.

3. Upon receiving the written response from the charged party, the student affairs manager will attempt to resolve the situation through discussion, investigation, or other steps that he or she feels is necessary. The complainant and the charged party will be informed in writing by the student affairs manager (or his or her designee) of the results of the investigation and any action to be taken.

4. The student affairs manager will send a summary report to the Title IX coordinator, as described in the centralized reporting and coordination section below.

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 timelines at their option, while attempting to ensure a fair and equitable process for all parties.

Confidentiality
The college recognizes that all individuals involved in
processing the complaint may want their identity to remain confidential. However, issues of confidentiality must be balanced against the college’s need to process the complaint and to resolve the problem.

Central Reporting and Coordination
Title IX regulations of the U.S. Education Amendments of 1972 require all college personnel to report any case of sexual harassment, whether resolved informally or formally through the complaint procedure, to the college’s Title IX coordinator. Such reports should not include the names or identities of the persons involved. They should include, however, a description of the complaint and 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 frequency in a particular area or location within the college and report these findings to the president, as necessary.

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 instead, they 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:

- U.S. Department of Education
- Office for Civil Rights
- Post Office Square
- Boston, MA 02109
- 617 223-9662
- (Statute of Limitations: 180 days)

www2.ed.gov/about/offices/list/OCR/sexharassresources.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
  617 727-3990

- (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:

Title IX Coordinator
Toni Blackwell, associate dean of students/student counseling and advising
617 747-2462, tblackwell@berklee.edu

Student Judicial Officer
Angela Davis, associate dean of student affairs and parent services
617 747-2330, adavis@berklee.edu

Student Judicial Intake Officer
Renese King, administrative associate, office of the vice president for student affairs
617 747-2268, rking@berklee.edu

Human Resources Office
Christine Connors, vice president for human resources, diversity, and inclusion
617 747-2089, cconnors@berklee.edu

Valencia Campus
Clara Barbera, student affairs manager
Palau de les Arts Reina Sofía – Anexo Sur
Avenida Autopista del Saler, 1
46013 Valencia (Spain)
+34 963 332 802, cbarbera@berklee.edu

Sexual Assault
Berklee is committed to preventing the occurrence of sexual assaults and is prepared to respond responsibly to any report of a sexual assault that is brought to its attention. Sexual assault is an act of violence and is considered a felony in the Commonwealth of Massachusetts and in Spain.

Prevention and Education
Through its educational programming and security measures, the college attempts to help students reduce their risk of being sexual assault victims. The Public Safety Department publishes the brochure Rape & Sexual Assault: A Guide to Prevention, Reporting, and Changing the Culture on Campus, issues security alerts when incidents in the surrounding community occur, and offers security workshops for students and employees.

Reporting, Counseling, and Support
A victim of sexual assault may contact local police to file a report and/or seek legal action. Whether or not the
assault occurred on campus, the college’s Public Safety Department can be of assistance in reporting the assault.

If a Berklee student is the alleged assailant, victims/survivors also have the option to simultaneously or exclusively file a complaint through the Valencia campus academic dean.

**Procedures**

Students choosing to report an incident of sexual assault should contact the Valencia campus student affairs manager to discuss options and procedures.

If the student files a complaint, the student affairs manager 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 student affairs manager 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 engaged in academic dishonesty may be 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 program; 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 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 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 from a person or a resource) in the performance of assignments and examinations, and the 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 a 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 program. 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. Suspension from the college
6. Dismissal from the college
7. Notation on the official transcript
8. Revocation of an awarded Berklee degree

Section III: Appeal
Students and faculty member/supervisors have the right to appeal sanctions 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.

Acceptable Use Policy
Berklee’s acceptable use policy applies to all members of the college community: students, faculty, and staff. Ignorance of the acceptable use policy is not considered an excuse for violation of the policy. Violation of the acceptable use policy will lead to disciplinary action up to and including separation from the college.

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, Human Resources Policy Manual, others adopted by the college from time to time, or applicable law, shall be subject to sanctions, including, without limitation, the prohibition of connection to or use of any campus network, the disallowance of the privilege to connect computers to the campus network, the prohibition of the use of any Berklee computers to access any online network, fines, restitution, probation, suspension, expulsion, termination of employment, or other actions (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, follow them:

Respect the rights of others to freedom from harassment or intimidation. Sending abusive or unwanted material that causes 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 using such identifiers as one's own, constitutes a violation of college policies and it 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 Valencia campus academic dean will investigate and document apparent or alleged violations of these guidelines. Cases of apparent abuse or violation of college guidelines, policies, or procedures will
be referred to the appropriate college department, and other action may be taken.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the vice president for technology and education outreach or the Valencia campus student affairs manager.

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. They 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. They 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 that Berklee believes 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 actions to threaten, 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 other 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 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 Name. Berklee students and community members may not, under any circumstances, without the college’s prior written consent, use the name “Berklee College of Music” in any form or use any symbol, logo, or graphic used by or associated with Berklee College of Music, alone or with the name “Berklee College of Music,” or any name, symbol, logo, or graphic confusingly similar to Berklee College of Music’s name, symbols, logo, or graphics, as part of an email address, a web page, or a second or higher-level domain name for any online network a community member utilizes, originates,
or registers with internet or similar authority. Unauthorized use is a violation of college policies and is subject to sanctions.

**Off-Campus Posting**

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, fundraising, 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 in the U.S. and Spain 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 holds students accountable for alcohol or drug-related behaviors (both on and off campus) and provides necessary educational, monitoring, and support elements.

Students are expected to comply with local, Massachusetts, U.S. federal laws, and/or Spanish 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 college, students, regardless of their ages, are not allowed to consume alcohol in any area of the college. Berklee Boston students studying in Valencia are expected to comply with Massachusetts state and U.S. federal laws while in Valencia.

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. 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 legal drinking age 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 legal drinking age from possessing a common source container off campus as long as such 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.
- No student, regardless of age, may possess hard liquor on the campus.
- Students (regardless of age) may not possess or store alcohol on campus.
- Students of legal drinking age may not consume, possess, or store alcohol in the common areas of individual off-campus suites and apartments if any resident of the suite/apartment is under the legal drinking age. Moreover, students may not consume alcohol or possess open containers of alcohol in these common areas during any time when guests/visitors under the legal drinking age are present.
- 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.

**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.

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 distributing 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.

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 Valencia campus academic dean no later than five days after such conviction.

Consistent with changes in the U.S. federal October 1998 Reauthorization of the Higher Education Act (Section 952) and its amendment to FERPA (Family Educational Rights and Privacy Act), and as a part of a disciplinary action if deemed appropriate, the Valencia campus academic dean 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.

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

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

**Fire Regulations**
Please note the location of fire extinguishers and fire alarm boxes. 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.

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

**Right of Access to Student Records**
The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students the right of access to inspect or review their educational files, records, or data. If a student wishes to inspect his or her records, he or she must file a request for access with the Office of the Registrar. Within 45 days of receipt of the request for access, the student will be notified as to the date, time, and location that the desired record will be available for inspection.

The college maintains the following general records on students: admission file and permanent academic records, financial aid records, immigration status, and account and payment records. A student file will contain a record of all non-Berklee–affiliated individuals or organizations requesting access to it plus statements that specify the legitimate educational purpose for which access was requested. The Record of Access may be released only to
Berklee personnel or to state or federal officials as a means of auditing the reporting of access to student records.

Except as listed below, information or records concerning individual students may not be released to any individual or agency without the student's written permission. Any request for such information received without such written notice will not be honored and will be returned with a request for a written release from the student.

With the approval of the registrar and without the student’s approval, educational records may be released to the following individuals or agencies under the following specific conditions:

1. Berklee officials (including certain contracted agents) for legitimate educational purposes only;

2. Federal or state officials in connection with the audit and evaluation of federally funded programs, in connection with the enforcement of federal legal requirements that relate to such programs, or in connection with the student’s application for or receipt of financial aid;

3. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974, for organizations conducting studies for the purpose of developing predictive tests, administering student aid programs, and improving instruction;

4. Accrediting organizations in order to carry out their accrediting function;

5. The student’s parents, if they claim the student as a dependent on the most recent Internal Revenue Service tax return and provide documentation of such;

6. Persons possessing a judicial order or lawfully issued subpoena (provided that the college first makes reasonable attempts to notify the student);

7. When necessary in an emergency, to protect the student’s health, safety, or welfare or that of others, to persons who are in a position to deal with an emergency; or

8. The Department of Homeland Security (DHS), formerly Immigration and Naturalization Services (INS), upon specific request to the college to verify the F-1 status of an international student.

Unless an individual or agency can meet one of the aforementioned conditions, the college will not release a student’s educational records, class schedule, specific address, or telephone number.

However, the following directory information is considered 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, principal instrument, dates of attendance, college email address, and hometown.

If a student does not wish the college to disclose directory information from his or her educational records without prior written consent, the student must notify the college in writing. The student should indicate which data he or she 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.

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's compliance with the Family Educational Rights and Privacy Act can be obtained from the Office of the Registrar.
Important Links

Course Descriptions
• berklee.edu/courses

Valencia Faculty Profiles
• Contemporary Performance: valencia.berklee.edu/academic-programs/master-degrees/master-of-music-in-contemporary-studio-performance/#.tab_faculty_profiles
• Global Entertainment and Music Business: valencia.berklee.edu/academic-programs/master-degrees/master-of-arts-in-global-entertainment-music-business/#.tab_faculty_profiles
• Music Technology Innovation: valencia.berklee.edu/academic-programs/master-degrees/master-in-music-technology-innovation/#.tab_faculty_profiles
• Scoring for Film, Television, and Video Games: valencia.berklee.edu/academic-programs/master-degrees/master-of-music-degree-in-scoring-for-film-television-and-video-games/#.tab_faculty_profiles

Valencia Campus Staff
• valencia.berklee.edu/valencia-campus/berklee-valencia-staff/

Berklee Executive Officers
• berklee.edu/executive-officers

Additional Information about Upcoming Graduate Programs
• berklee.edu/graduate
Graduate Program Curriculum

Berklee offers master of music (M.M.) and master of arts (M.A.) degrees. 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 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.

2014-2015 Academic Year (Valencia Campus)
- Master of Music in Contemporary Performance
- Master of Arts in Global Entertainment and Music Business
- Master of Music in Music Technology Innovation
- Master of Music in Scoring for Film, Television, and Video Games

2015-2016 Academic Year (Valencia Campus)
- Master of Music in Contemporary Performance (Production concentration)
- Master of Arts in Global Entertainment and Music Business
- Master of Music in Music Technology Innovation
- Master of Music in Scoring for Film, Television, and Video Games

2015-2016 Academic Year (Boston Campus)
- Master of Music in Contemporary Performance (Global Jazz concentration)
- Master of Arts in Music Therapy

For more information about the new programs on our Boston campus, please see page 53.
Master of Music – Contemporary Performance

The master of music degree in contemporary performance offers advanced studies to instrumentalists and vocalists who demonstrate excellent musical proficiency and desire to develop their performance career in any style. Through the program, advanced musicians have the opportunity to develop their artistry in a wide array of performance projects. Students work with master musicians in a variety of genres, such as Flamenco, salsa, rock, Afro-Cuban jazz, electronic music, and more. Through applied lessons, ensembles, master classes, and course work, students deepen their understanding of the harmonic and stylistic practices associated with their chosen area of performance.

Students also learn to master the technological and entrepreneurial skills that are essential for the contemporary performer. Through the study of music business and production, students develop strategies for producing and marketing their performance projects. Students’ projects may take a variety of forms: a recording project, a lecture/demonstration, a grant proposal, a website marketing plan, or another option of students’ devising. This program is distinctly contemporary in its content and approach, and embraces the principal musical movements of our time.

Program Purposes and Learning Outcomes:
Upon completion of the program, students will be able to

1. Synthesize the harmonic and stylistic practices associated with their chosen area of performance
2. Synthesize the skills required of performers in a variety of contemporary music settings
3. Perform contemporary musical styles
4. Create and improvise music
5. Develop strategies for producing and marketing their performance projects
6. Apply technology to recording and distributing their music
# Master of Music – Contemporary Performance: Courses by Semester

For course descriptions please see berklee.edu/courses

<table>
<thead>
<tr>
<th>Required Courses (3 credits/6 ECTS each unless otherwise noted)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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</thead>
<tbody>
<tr>
<td>PS-520 Production Concepts for the Contemporary Musician</td>
<td></td>
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<tr>
<td>PS-532 Artist Project Management</td>
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<tr>
<td>PS-619 Masters Performance Forum</td>
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<tr>
<td>PS-622 Masters Advanced Performance Forum</td>
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<tr>
<td>PS-624 Applied Advanced Production Projects</td>
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<td>X</td>
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<tr>
<td>PIMM-550 Private Instruction/Recording Projects</td>
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<tr>
<td>PIMM-600 Private Instruction/Recording Projects</td>
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<td>X</td>
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<tr>
<td>PIMM-650 Private Instruction/Recording Projects</td>
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<td>X</td>
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<tr>
<td>ENDS-550 Contemporary Studio Ensemble (1 credit/2 ECTS; take 3 times)</td>
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<thead>
<tr>
<th>Electives (Choose 2: 3 credits/6 ECTS each unless otherwise noted)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
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<tbody>
<tr>
<td>Technology/Business/Production Electives</td>
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<tr>
<td>MB-615 Online and Social Media Management</td>
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<td>MTI-511 Music Technology for the Writer</td>
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<td>MTI-523 Electronic Production and Live Performance</td>
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<tr>
<td>MTI-613 Electronic Dance Music Composition</td>
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<tr>
<td>Music/General Electives</td>
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<tr>
<td>AR-511 Contemporary Arranging</td>
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<tr>
<td>ET-511 Contemporary Ear Training</td>
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<tr>
<td>HR-511 Contemporary Harmony</td>
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<tr>
<td>PS-621 Topics in Improvisation</td>
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<tr>
<td>PS-625 Stage Performance Workshop</td>
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<thead>
<tr>
<th>Required Skill Classes (Placement via exam; students may test out. Courses do not count in program total.)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
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</thead>
<tbody>
<tr>
<td>ISKB-211 Basic Keyboard Techniques 1 (1 credits/2 ECTS)</td>
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<tr>
<td>ISKB-212 Basic Keyboard Techniques 2 (1 credits/2 ECTS)</td>
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<tr>
<th>Optional Research Elective (3 credits/6 ECTS)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
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<tbody>
<tr>
<td>GS-510 Principles of Music Research</td>
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<tr>
<th>Optional Internship (1 credit/2 ECTS)</th>
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<tbody>
<tr>
<td>GS-595 Graduate Internship</td>
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<tr>
<th>Culminating Experience/Thesis (6 credits/6 ECTS)</th>
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<tbody>
<tr>
<td>PS-695 Culminating Experience/Thesis</td>
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</tbody>
</table>

| Total Credits: 39/40 with optional internship                 | 13               | 13                 | 13                 | 1                 |
| Total ECTS: 72/74 with optional internship                    | 26               | 26                 | 20                 | 2                 |
Master of Arts – Global Entertainment and Music Business

The master of arts degree in global entertainment and music business provides advanced instruction to guide and prepare music industry professionals to lead today’s global music industry as visionaries, executives, and entrepreneurs. Global entertainment and music business students focus on the skills, concepts, and methodologies of global business models. They learn to apply these models to the artistic management and entrepreneurial challenges of music and digital media in the international contemporary entertainment industry. Through a contemporary approach to global entertainment and music business, students strengthen analytical and leadership skills, as well as written, oral, and musical communication skills, as they excel as music business leaders. Students not only enhance their professional skills and knowledge, they also grow as leaders of the music industry.

Program Purposes and Learning Outcomes

Upon completion of the program students will be able to:

1. Synthesize the language of the global music and entertainment industries
2. Evaluate and apply leadership models as tools for ethical and culturally influenced decision-making
3. Apply effective promotion and marketing strategies to the global development of music and entertainment
4. Synthesize research techniques applicable to the global music and entertainment industries
5. Synthesize intellectual property laws, with particular attention to rights licensing
6. Assess markets for emerging business models
7. Assess financial considerations in the commerce of music and entertainment in a global economy
8. Forecast trends and gain expertise in the technology applications appearing in business environments
# Master of Arts – Global Entertainment and Music Business: Courses by Semester

For course descriptions please see berklee.edu/courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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</thead>
<tbody>
<tr>
<td>Required Courses (3 credits/6 ECTS each except where noted)</td>
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<tr>
<td>MB-551 Contract Management and Entertainment Law</td>
<td>X</td>
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<tr>
<td>MB-553 Music Business Finance (NOTE: Students who test out of this course will replace it with an extra elective.)</td>
<td>X</td>
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<tr>
<td>MB-562 Entrepreneurship and Innovation</td>
<td>X</td>
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<tr>
<td>MB-575 Music Business Seminar (1 credit/2 ECTS)</td>
<td>X</td>
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<tr>
<td>Required Practicum Course: Choose one (3 credits/6 ECTS each; determines program concentration)</td>
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<tr>
<td>MB-611 Emerging Business Models Practicum</td>
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<tr>
<td>MB-621 Live Entertainment Practicum</td>
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<tr>
<td>MB-623 Record Practicum</td>
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<tr>
<td>MB-625 Technology Practicum</td>
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<tr>
<td>Elective Courses: Choose five (3 credits/6 ECTS each)</td>
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<tr>
<td>MB-550 Branding, Sponsorship, and Advertising</td>
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<td>XXX</td>
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<tr>
<td>MB-555 Global Leadership and Management</td>
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<tr>
<td>MB-557 Economics of Global Entertainment</td>
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<tr>
<td>MB-559 Publishing, Licensing, and Distribution</td>
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<tr>
<td>MB-563 Strategic Marketing Management</td>
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<td>MB-564 Music, Media, and Society</td>
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<td>MB-613 The Science of Artist Management</td>
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<tr>
<td>MB-615 Online and Social Media Management</td>
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<td>MB-624 The Art of Marketing a Record</td>
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<td>MTT-543 Music Video Production</td>
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<tr>
<td>MTT-613 Electronic Dance Music Composition</td>
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<tr>
<td>MTT-618 Mobile Music App Writing</td>
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<tr>
<td>Optional Electives (do not count in program total; 3 credits/6 ECTS unless otherwise indicated)</td>
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<tr>
<td>GS-510 Principles of Music Research</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ENDS-550 Conemporary Ensemble (1 credit/2 ECTS)</td>
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<tr>
<td>Optional Internship (1 credit/2 ECTS)</td>
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<tr>
<td>GS-595 Graduate Internship</td>
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<tr>
<td>Culminating Experience/Thesis (6 credits)</td>
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<tr>
<td>MB-695 Culminating Experience/Thesis</td>
<td>X</td>
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<tr>
<td>Total Credits: 35/36 with optional internship</td>
<td>13</td>
<td>13</td>
<td>9</td>
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<tr>
<td>Total ECTS: 64/66 with optional internship</td>
<td>26</td>
<td>26</td>
<td>12</td>
<td>2</td>
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</tbody>
</table>
Master of Music – Music Technology Innovation

This unique one-year project-focused program provides students with a deep knowledge of innovations and contemporary developments in music technology, electronic musicianship, and music production. Students learn hybrid arranging, composition, recording, editing, and manipulation techniques, live interactive performance systems, and the means of forward-thinking musical innovation.

Students also explore the art and science of innovation, case studies of transformative musical innovators, and directly apply the principles of innovation to an advanced musical project.

Students create technology-aided compositions; large scale recording projects and/or live performances featuring interactivity, multi-channel audio, and digital visual expressions; originally-designed instruments and systems; musical applications for tablets, mobile devices, and the web, or other innovations that push the boundaries of music and technology.

Throughout the program, students conceive and produce a body of work as they prepare for careers in music technology innovation, composition and production, interactive and mixed media, remixing, electronic musicianship, DJing, software and game development, live performance in solo and ensemble settings, and education. Graduates are well prepared for rapid changes in the music industry and adaptable to new creative directions.

Program Purposes and Learning Outcomes:

Upon completion of the program, students will be able to:

1. Create innovative music, using technology
2. Apply technology to the composition of music
3. Analyze the properties of sound
4. Master critical listening and assessment skills
5. Synthesize studio technologies and techniques
6. Master MIDI and audio production technologies and techniques
7. Perform electronic music live
8. Integrate music and audio into software applications and games
9. Generate and manipulate video in relationship to music
10. Develop audio in the context of software applications (coding)
### Master of Music – Music Technology Innovation: Courses by Semester

*For course descriptions please see berklee.edu/courses*

<table>
<thead>
<tr>
<th>Required Courses (3 credits/6 ECTS each)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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<tbody>
<tr>
<td>MTI-515 Music Technology Innovation Seminar 1</td>
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<tr>
<td>MTI-521 Nonlinear Structures for Real-Time Media*</td>
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<tr>
<td>MTI-525 Electronic Production and Live Performance*</td>
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<tr>
<td>MTI-525 Hybrid Recording Methods and Strategems</td>
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<tr>
<td>MTI-543 Music Video Production*</td>
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<tr>
<td>MTI-616 Music Technology Innovation Seminar 2</td>
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<tr>
<td>MTI-645 Advanced Studio and Interactive Performance Mixing</td>
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</table>

*take these courses in fall or spring

<table>
<thead>
<tr>
<th>Electives: choose two (3 credits/6 ECTS each)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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<tbody>
<tr>
<td>MTI-611 DJing and Turntablism</td>
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<td>MTI-613 Electronic Dance Music Composition</td>
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<td>MTI-614 Professional and Creative Music Sound Design</td>
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<td>MTI-615 Opera Technology Workshop</td>
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<tr>
<td>MTI-617 Master's Engineering Lab</td>
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<tr>
<td>MTI-618 Mobile Music App Writing</td>
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</table>
| MTI-641 Advanced Topics in Music Technology | | | | *

*take electives in fall, spring, or summer

<table>
<thead>
<tr>
<th>Optional Electives (do not count in program total; 3 credits/6 ECTS unless otherwise indicated)</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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</thead>
<tbody>
<tr>
<td>GS-510 Principles of Music Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ENDS-550 Contemporary Ensemble (1 credit/2 ECTS)</td>
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<tr>
<td>PS-532 Artist Project Management</td>
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**Optional Internship (1 credit/2 ECTS)**

| GS-595 Graduate Internship | X |

**Culminating Experience/Thesis (6 credits/6 ECTS)**

| MTI-695 Culminating Experience/Thesis | X |

**Total Credits: 33/34 with optional internship**

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<thead>
<tr>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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<tr>
<td>12</td>
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**Total ECTS: 60/62 with optional internship**

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<tr>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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<tr>
<td>24</td>
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Master of Music – Scoring for Film, Television, and Video Games

The master of music degree in scoring for film, television, and video games offers an advanced, individualized course of study for students seeking to enhance their knowledge and hone their skills in preparation for a professional career in scoring for visual media. The program focuses on the art and craft of composing, orchestrating, editing, and integrating music for film, television, and video games. The course of study is designed by the student in collaboration with his/her graduate advisor in a manner that best suits and speaks to that student’s knowledge, skills, and goals. Graduates of this unique program are qualified to begin work immediately in the film, television, or video game music industry in one or more of the following specialties: composing, orchestrating, conducting, music editing, music supervising, music copying, music programming, or producing synthesized music mock-ups.

Program Purposes and Learning Outcomes

Upon completion of the program students will be able to:

1. Synthesize the language of visual media
2. Evaluate and apply leadership models as tools for ethical and culturally influenced decision-making
3. Interpret and apply musically artistic aesthetics to visual media projects in different styles
4. Analyze and research techniques of leading masters of music composition, orchestration, and arranging
5. Synthesize intellectual property laws, with particular attention to artistic contracts
6. Design project management plans for emerging new media scoring models
7. Assess financial considerations in the commerce of music within the entertainment economy
8. Exhibit expertise in the technology applications appearing in media scoring and sound environments
### Master of Music – Scoring for Film, Television, and Video Games: Courses by Semester

*For course descriptions please see berklee.edu/courses*

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fall: Semester 1</th>
<th>Spring: Semester 2</th>
<th>Summer: Semester 3</th>
<th>Fall: Semester 4 (optional)</th>
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<tbody>
<tr>
<td><strong>Required Courses (3 credits/6 ECTS each unless otherwise indicated)</strong></td>
<td></td>
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<tr>
<td>FS-510 Advanced Scoring 1: Narrative Analysis</td>
<td>X</td>
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<tr>
<td>FS-520 Advanced Scoring 2: Genre and Form</td>
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<tr>
<td>FS-530 Directed Study 1</td>
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<tr>
<td>FS-531 Directed Study 2</td>
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<tr>
<td>FS-615 Video Game Scoring Techniques</td>
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<tr>
<td>FS-617 Dramatic Electronic Composition</td>
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<tr>
<td>FS-620 Advanced Dramatic Orchestration 1</td>
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<td>FS-621 Advanced Dramatic Orchestration 2</td>
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<td>FS-616 Computer/Synthesis Applications for Film Scoring (2 credits/4 ECTS)</td>
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<td><strong>Electives: Choose 2 (3 credits/6 ECTS each)</strong></td>
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<tr>
<td>FS-631 Recording, Editing, and Mixing Techniques for Film Composers 1</td>
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<tr>
<td>FS-632 Recording, Editing, and Mixing Techniques for Film Composers 2</td>
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<tr>
<td>FS-623 Advanced Video Game Scoring</td>
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<tr>
<td>MTI-543 Music Video Production</td>
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<td>PS-532 Artist Project Management</td>
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<td><strong>Required Skill Classes (Placement via exam; students may test out. Courses do not count in program total.)</strong></td>
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<td>COND-211 Conducting 1 (1 credit/2 ECTS)</td>
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<td>COND-212 Conducting 2 (1 credit/2 ECTS)</td>
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<td>ISKB-211 Basic Keyboard Techniques 1 (1 credit/2 ECTS)</td>
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<tr>
<td>ISKB-212 Basic Keyboard Techniques 2 (1 credit/2 ECTS)</td>
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<tr>
<td><strong>Optional Electives (do not count in program total; 3 credits/6 ECTS unless otherwise indicated)</strong></td>
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<tr>
<td><strong>Culminating Experience/Thesis (6 credits/6 ECTS)</strong></td>
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<tr>
<td>FS-695 Culminating Experience</td>
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<tr>
<td><strong>Total Credits: 38/39 with optional internship</strong></td>
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<td><strong>Total ECTS: 70/72 with optional internship</strong></td>
<td>34</td>
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Culminating Experience Guidelines

Culminating Experience Description
All of the Master of Music and Master of Art programs at Berklee College of Music conclude with a “Culminating Experience.” This experience is meant to be exactly as named—the culmination of a student’s work in the program, the experience through which students synthesize all they have learned in the program. The culminating experience helps to shape students’ next steps in the profession and in their career. In short, the culminating experience provides an opportunity for students to complete unique and original professional work. Through the culminating experience, students make a creative contribution to, and/or define and solve a problem that exists in, the profession. This contribution may take the form of a research project, a creative project, a practical project, and/or another project of the student’s devising. Regardless of the form the culminating experience takes—whether creative, research-focused, or practical in nature—the culminating experience represents the highest expression of students’ learning at the master’s level.

Students are required to document their projects, with a written proposal, in their first semester. This proposal must be approved by the program director or chair. Additionally, students complete a reflection of the experience in their third and final semester. This reflection may take the form of a written report or of a multimedia presentation. This reflection is in addition to the completion of the project itself.

Likewise, all students are required to present their work to their culminating experience committee, selected during semester two—and the entire college community, if possible—during semester three.

Student/Advisor Relationship
Students work closely with their faculty advisors and program directors or chairs in conceiving and developing their culminating experiences. (For some students, the faculty advisor will be the program director or chair. For students whose advisor is a faculty member, it is important to meet at least once during the first semester with the program director to discuss the culminating experience and ensure that its size and scope meet program standards.) Meetings between the student and advisor begin during orientation in the first week of semester one. Students flesh out ideas, receive feedback, advice, support, suggestions, help, guidance and more from their advisors, as they design and execute their culminating experiences. Advisors guide students in meeting the various deadlines and milestones required as students complete their culminating experiences and prepare for graduation.

Culminating Experience Learning Outcomes
Upon completion of the culminating experience, students will be able to

1. Make a creative contribution to the profession, and/or define and solve a problem that exists in the discipline of study
2. Design and execute an original project
3. Produce a professional piece of academic and/or creative work, whether a composition; recording or production; performance; practicum or clinical experience that is analyzed and summarized; or other
4. Evaluate their experience, assessing the contribution made to the profession
5. Analyze their own artistic, professional and personal growth, as a result of having completed the experience

Culminating Experience Materials
Students work with their advisors to develop the appropriate reading and listening list and materials.

Timeline
Semester One
Culminating Experience Proposal
Students propose their culminating experience. This proposal is developed as students study in courses, in interaction with faculty and students, and in discussion with the faculty advisor or director of the program.

Deadlines
- November 30: Proposal submission due to advisor and program director AND Culminating Experience/Thesis Distribution Agreement (Appendix A of the Graduate Bulletin; authorizes Berklee to archive the culminating experience/thesis for educational purposes only) due to advisor and program director

Requirements
The culminating experience proposal is a written document that describes students’ intentions regarding the culminating experience. The proposal also describes the contribution that students plan to make to the profession. The contribution may take the form of a creative, research

Berklee provides a series of workshops for master’s students to assist with the research and writing involved in completing the culminating experience. Additionally, Berklee offers assistance for all students with their writing and English needs through the Library and Learning Center on the Valencia campus and through the Library and Writing Center on the Boston campus.

1 Note that each master’s program may require additional requirements, learning outcomes, deadlines, instructions or other components. Those requirements supplement these parameters.
or practical project. In the proposal, students also describe
their scope of work. Likewise, they indicate a plan of action
with a timeline, as well as resource or material needs.

The proposal is a written document, in standard English,
formatted according to an accepted academic style (i.e.,
APA, MLA, Chicago—different programs may require
particular styles). The document is, approximately, 5-10
double spaced pages, with standard (1-1.25 inch margins
and 10-12 point font). The proposal must include the
following headings:

1. Proposed culminating experience
2. How the work contributes to the profession
3. Plan of action
4. Timeline
5. Resources/materials needed
6. Other (optional)
7. Bibliography or works cited (depending on style).
   Culminating experiences that involve research will
   begin with a proposal that requires more external
   sources than will creative experiences. However,
   even creative experiences will require some external
   sources, such as interviews with mentors and teachers,
   listening to recordings of respected artists, reading
   about the creative process of other artists, etc.
8. Appendix (optional). Students may choose to include a
   creative project, such as a recording or composition, as
   appropriate, with their proposal.

**Semester Two**

**Culminating Experience Proposal Final Approval and
Culminating Experience Committee Formation**

During the second semester of their graduate program,
students work with their faculty advisor and/or program
director/chair to revise and refine the proposal, if necessary.
Students also determine if their proposal requires review
and approval by the institutional review board. If so,
students complete that approval process. The proposal
must be approved by both the faculty advisor and the
program director.

Following final proposal approval by the advisor, program
director and the institutional review board, if necessary,
students work with their advisor to form a culminating
experience committee. This committee will be chaired by

the advisor and will include a minimum of two members
and a maximum of three members (the advisor and one
to two others). Committee members may include other
Berklee faculty or academic administrators. Students may
include one external, professional contact in the field. The
committee membership must be approved by both the
faculty advisor and the program director.

During semester two, each culminating experience
committee must meet together once, to endorse the
advisor’s approval of the proposal and to offer advice to the
student as he or she embarks on the project. Likewise, the
student will work with each member of the culminating
experience committee to develop a regular communication
plan. For the most part, students will report every week to
their advisor during semester two and three. Some students
may choose to meet with their full culminating experience
committee more than once in semester two and semester
three, but all must meet with the committee at least once
in semester two for proposal approval, and once in semester
three for final approval of the culminating experience.

**Deadlines:**
- February 15: Revised culminating experience proposal
due to advisor and program director/chair
- March 30: Culminating experience committee
  membership due to advisor and program director/chair
- Week 13-14 of semester two: meeting of and approval
  by culminating experience committee of student’s
  culminating experience proposal
- Week 13-14 of semester two: understanding by all
  members of culminating experience committee of
  communication process with student during semester
  three

**Semester Three**

**Culminating Experience Execution and Presentation**

During the third and final semester of their graduate
program, students complete their culminating experience
and present it to their culminating experience committee.
If possible and appropriate, students also present their
culminating experience to the college.

Students follow their plan of action to execute their
culminating experience.

Students communicate regularly with their advisor to
ensure that execution is appropriate, and to address any
concerns, questions or needs for revision as the experience
progresses.
Students communicate regularly with all members of their culminating experience committee, as agreed during semester two.

Students present their culminating experience to their committee and to the college community, if appropriate and possible.

**Deadlines/process**
- Weeks 1-5 of semester three: execution of culminating experience
- Weeks 1-5 of semester three: meetings with advisor and culminating experience committee
- Week 3 of semester three: initial culminating experience presentations
- Week 5 of semester three: review of culminating experience by advisor
- Weeks 6-7 of semester three: final presentation of culminating experience to culminating experience committee and the college community. This presentation may involve a performance, the presentation of a recording, or another presentation of the student’s devising. In all instances, the student will present information regarding the contribution that was made to the profession in completing the experience.
- Week 7 of semester three: approval by culminating experience committee of the culminating experience
- Week 7 of semester three: submission of culminating experience program files to Berklee archives

**Requirements**
The culminating experience final presentation includes the presentation of the experience itself. This may include a sample performance, a sample composition or a summary of the student’s work. As mentioned above, the presentation also includes the student’s summary of the work completed and the lessons learned. In a 30-minute summary, the student presents information regarding the project that was completed and the contribution that was made.

Students also reflect on their culminating experience in a written document or multimedia presentation. This reflection summarizes the work completed, discusses and analyzes the process used, analyzes the ways in which the project execution aligned with expectations and ways in which the project execution resulted in findings that were not expected. The student discusses any concerns, questions, challenges and successes that occurred. Students also discuss the ways in which the culminating experience enriches the discipline of study or the profession, and the ways in which he or she was changed by completing the experience. Likewise, the student discusses next steps—what will he or she do to revise and perfect the project, if anything.

The final reflection of the culminating experience project may take the form of a written document or may be a multimedia presentation. If the former, the document should be in standard English, formatted according to an accepted academic style (i.e., APA, MLA—different programs may require particular styles). The document is, approximately, depending on the nature of the project, 7-15 double spaced pages, with standard (1-1.25 inch margins and 10-12 point font). Note that this reflective document discusses the project, its impact on the student and the profession, as well as the process involved in completing the work. Projects that are written documents—such as research projects, scripts, scores, lyrics—are separate and distinct from the summary and analysis document. Likewise, creative projects—scores and recordings; as well as practical projects—are separate from the reflective piece. The reflection must include the following heading or topics:

1. Culminating experience project: summary of project that was completed
2. Results: how the project did and did not align with expectations
3. Plan of action/process: where project met expectations and where it needed to be revised during execution
4. Next steps: if the project were to continue, what would the next phase entail?
5. Contribution to the discipline or profession
6. Impact on the student completing the work
7. Other (optional)
8. Bibliography or works cited (depending on style)
9. Appendix

**Resources**
- Library and Learning Center/Writing Center
- GS-510 Principles of Music Research, an elective course available for all graduate students, offered in fall and spring semesters.
- A series of workshops on the culminating experience—selecting a topic, conducting research, documenting that research, and preparing the presentation.
- Style manuals: The library contains copies of *Modern Language Association Handbook* and *American Psychological Association Handbook*
Conclusion
The advisor/student relationship is key to success in completing the culminating experience. Students and advisors meet frequently, working through questions and challenges as students complete their work.

All culminating experience documents are archived in the Berklee College of Music library. Students must submit a copy of all their work to the Berklee Library for archival purposes.

Berklee College of Music Institutional Review Board
The institutional review board (IRB) is a college committee that performs ethical review of proposed research. All culminating experience/thesis projects involving human subjects must follow IRB guidelines. For detailed information, please see http://www.berklee.edu/institutional-assessment.

Berklee College of Music Graduate Internship Program
Berklee College of Music’s optional graduate internship program supports Berklee master’s students who seek to integrate academic and professional experience after completing the coursework and culminating experience projects required in their specific master’s program. This optional program will take place during an additional semester, following the completion of all course work.

The internship site must be approved by the student’s faculty advisor and the program director of the student’s program. The internship must provide a learning experience that enables the student to meet academic and career goals. Through the internship, students apply theories learned in their graduate studies and explore aspects of the music, entertainment and/or other industry, as appropriate.

Note that students are responsible for securing their own internships and for securing all appropriate and required visa statuses. The internship must be secured prior to the beginning of the internship program. Students must complete approximately 100 to 300 hours of work during the internship. More hours are also allowed.

Program Purposes and Learning Outcomes:
Upon completion of the program, students will be able to:

- Evaluate the industry they have chosen to enter
- Integrate professional and academic experience
- Synthesize theoretical and practical knowledge
- Apply theoretical skills to a real-life work setting
- Verify their own career goals
- Comprehend the professional opportunities available in their field of study

Eligibility: Applicants must have completed all the coursework and their culminating experience project prior to enrolling. Applicants must have secured a viable internship site, and received approval from their faculty advisor and program director. Additionally, applicants, as well as the internship site (the organization/employer) must have completed all appropriate and required internship forms with the International Career Center (Valencia), the Office of Experiential Learning and/or the Career Development Center (Boston), as appropriate. Applicants should be comfortable working in an international community of artists, musicians, and scholars.

Program dates: Usually, students enroll in the internship for one semester. However, with approval from the academic advisor, the program director and the International Career Center (Valencia), the Office of Experiential Learning and/or the Career Center (Boston), the internship may extend to two or three semesters, or a full year in length.

Program Courses
Internship Orientation Seminar
Students are required to complete an on-campus internship orientation seminar in advance of beginning the internship. This seminar will review policies and procedures regarding internships, as well as emphasize career and employment skills.

GS-595 Graduate Internship (1 credit/2 ECTS)

Assessment Requirements
- Two student self-evaluations (one near the beginning of the internship and one at the end). Each report includes a summary of the student’s job responsibilities along with a self-evaluation, and an analysis of the experience in terms of how it met student’s professional and academic goals. Students should describe their work site, their work and responsibilities, as well as their relationship with their supervisor. They should indicate their goals and how well the experience met them. They should discuss what they have learned as a result of the experience and how they have deepened their understanding of the industry they seek to enter. They should also evaluate their work.

- Supervisor evaluation: students’ supervisors will also evaluate their work, verifying hours as well as commenting on performance. This evaluation will follow guidelines from the International Career
Center, the Career Center, and/or the Office of Experiential Learning.

- Attendance and work habits: students are expected to complete all work assignments including assigned hours.

NOTE: With approval from the faculty advisor, program director and the International Career Center, the Career Center, and/or the Office of Experiential Learning, students may repeat the internship course for up to three consecutive semesters, or one year.

Berklee College of Music Post Master’s Fellowship Program

Berklee College of Music’s post-master’s fellowship program supports recent master’s graduates who are working on academic and creative projects related to the study and practice of contemporary music. Projects may include performance, composition, research, technology, entrepreneurship, and other endeavors.

The fellowship program’s purpose is to stimulate and support promising musicians, scholars, and music business people in the early stages of their careers and to foster innovation and creativity. An additional goal involves supporting artists and scholars in the development of pedagogical skills as they contribute to Berklee’s educational environment.

Projects must be related to contemporary music and may include performances, compositions, scores for films or other media, technology, business, festivals, music therapy, music education, music research, archival work, music history or other. Projects should be designed to have a size and scope that can be completed within the fellowship year.

Program Purposes and Learning Outcomes:
Upon completion of the program, students will be able to:

- Complete the specific creative or scholarly project supported by the fellowship
- Synthesize their creative or scholarly work
- Present their work to the Berklee community and a wider live or virtual audience
- Plan and refine career goals
- Develop pedagogical and other academic skills

Eligibility: This is a highly competitive program, selecting two to three fellows annually. Applicants must have completed their master's degree within the past two years. Applicants must demonstrate significant achievement, as well as significant promise. Applicants should be comfortable working in an international community of artists, musicians, and scholars. Additional information on application procedures will be shared during the spring semester.

Program Dates: September 1 to July 30

Program Structure: Three semesters, one year of fellowship

Program Courses
GS-697 Fellowship Seminar 1 (0 credits/0 ECTS)
GS-698 Fellowship Seminar 2 (0 credits/0 ECTS)
GS-699 Fellowship Seminar 3 (0 credits/0 ECTS)

Terms and Stipends: Fellows are expected to be in regular attendance on campus and to participate actively in service to the college (approximately 30 hours per week), while they also complete their project goals. Performances and touring, research trips, interviews, attendance at conferences or speaking engagements should be limited to no more than 15 days in total during the fellowship term (this is exclusive of holidays and weekends).

Fellows receive an annual stipend, plus private health insurance.

Berklee provides computer support, library privileges, and access—in accordance with college guidelines—to recording studios (with a determined number of hours), rehearsal spaces, and private lesson rooms. When possible, office space will also be provided.
New Graduate Programs for 2015-2016 at Berklee’s Boston Campus

We are excited to announce two new degrees for 2015-2016, the master of music in contemporary performance (global jazz concentration) and the master of arts in music therapy. For additional information, please visit www.berklee.edu/graduate.

Master of Arts – Music Therapy

The master of arts in music therapy provides advanced instruction for board-certified music therapists who wish to enhance their knowledge and skills. With specialties in both conventional and integrative medicine and in research, students focus on contemporary music in clinical settings, improvisation, applied music technology, and global perspectives. Students also deepen their knowledge of practicing music therapy within different cultural contexts and with diverse populations. Through a contemporary approach to music therapy, students strengthen written, oral, and musical skills, as well as clinical skills, as they excel as music therapists. Students also grow as leaders of the music therapy profession.

Learning Outcomes:

Upon completion of the program students will

1. Synthesize advanced skills as professional music therapists
2. Synthesize knowledge for the neurological bases for music therapy practice
3. Apply advanced research methods
4. Apply skills in clinical music improvisation
5. Integrate theoretical knowledge and clinical skills in a thesis or culminating project
6. Integrate global and contemporary music perspectives into an innovative approach to the field
7. Apply technology to music therapy research and practice
8. Communicate musically, technologically, orally and in writing
9. Lead as therapists, as music therapy administrators and as healthcare professionals

Master of Music – Contemporary Performance - Global Jazz Concentration

The master of music degree in contemporary performance offers advanced studies to instrumentalists and vocalists who demonstrate excellent musical proficiency and desire to develop their performance career. Through the program, advanced musicians have the opportunity to develop their artistry in a wide array of performance projects. Students in this concentration study in Berklee’s Global Jazz Institute, under the artistic direction of Danilo Pérez. Students are given opportunities to explore their creativity to the highest level possible. Through applied lessons, ensembles, master classes, and coursework, students deepen their understanding of the harmonic and stylistic practices associated with contemporary jazz performance. As they are being mentored by jazz masters, students also have opportunities to travel and perform together. Additionally, through the study of music business and production, students develop strategies for producing and marketing their performance projects. This program is distinctly modern in its content and approach, and is based upon an institute approach.

Learning Outcomes:

Upon completion of the program students will

1. Synthesize harmonic and stylistic practices especially as related to contemporary jazz
2. Synthesize the skills required of contemporary jazz performers
3. Create and improvise music
4. Develop their own artistic identity
5. Develop a sustainable career plan
6. Develop strategies for producing and marketing their performance projects
7. Apply technology to recording and distributing their music


**Berklee College Archives:**

*Culminating Experience/Thesis Distribution Agreement*

Please submit completed form to your program director by November 30, with your proposal.

**PART I: Student Information**

Name

______________________________

Berklee ID:

______________________________

Berklee Email:

______________________________

Personal Email:

______________________________

Program of Study:

______________________________

Degree (select one):

☐ M.A. Global Entertainment and Music Business

☐ M.M. Contemporary Performance

☐ M.M. Music Technology Innovation

☐ M.M. Scoring for Film, Television, and Video Games

Proposed Project Title:

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Project Advisor:

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Project Abstract (150 words):

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