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The policies of Berklee are under continuing examination and revision. This Student Handbook is not a contract, but it does present the policies and procedures to which students are responsible for knowing and complying. It presents the policies in effect at the time of publication and in no way guarantees that the policies will not change.

Berklee is a nonprofit, coeducational institution of higher learning incorporated under the General Laws of the Commonwealth of Massachusetts. Berklee 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.

Berklee is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc., and authorized by the Massachusetts Department of Higher Education. Inquiries regarding the accreditation status by the Commission and authorization by the state of Massachusetts should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
781-425 7785
cihe@neasc.org

Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02109
617-994-6950
Student Complaints Submission Form: mass.edu/forstufam/complaints/complaints.asp

Berklee does not discriminate on the basis of age, ancestry, color, disability, gender, gender expression/identity, genetic information, marital status, mental illness, military/veteran status, national and ethnic origin, pregnancy, race, religion, sex, sexual orientation, transgender status, or any other characteristic protected by applicable law in employment or in admission to and participation in any of its programs and activities, whether that characteristic is actual or perceived. Any inquiries or grievances may be directed to the vice president for student affairs, diversity and inclusion, chief equity officer/Title IX coordinator, and/or the director of employee relations & staffing in Human Resources, Berklee, 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.

Unless otherwise stated, the contents of this Policy Handbook apply to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.
Dear Berklee Student:

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

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

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

Berklee is committed to fostering a safe, inclusive, and welcoming environment for you to achieve your personal, academic, and artistic goals. Therefore, as a community member, you are responsible for reviewing, understanding, and abiding by the policies and regulations outlined here, as well as all other college policies. The student conduct policies are reviewed bi-annually by a committee of students from across the campus. Student empowerment and leadership is valued at Berklee College of Music, and student input regarding community expectations is important.

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

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

Sincerely,

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

Betsy Newman, Ed.D.
Senior Vice President for Student Enrollment and Engagement
Introduction

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

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

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

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

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

We must be a community in which every member’s voice is valued and respected. A diverse, inclusive work and learning environment is essential to maintaining our role as a leader in contemporary music, theater, and dance education. It is imperative that we take specific steps to attract and retain the widest array of talented artists 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, theater, and dance 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, but is not limited to, race, color, gender identity, gender expression, nationality, ethnicity, class, religion, disability, age, and sexual orientation. We also know that a diversity of ideas, approaches, disciplines, and learning, artistic, and musical styles are essential to inclusion and equity. The integration of myriad cultural values and perspectives into what we do at all levels, from teaching to decision-making, is critical.

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

Academic Calendar
For important 2019-2020 academic dates and deadlines, visit berklee.edu/calendar.

Campus Map
To view a map of the Berklee campus, visit berklee.edu/boston-campus/map.
Enrollment-Related Policies for Entering, Continuing, and Returning Students

The contents in this section apply to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.

Check-In and Orientation for Entering Students

Orientation is a week-long program aimed at welcoming new students to the Berklee community. Whether students are just starting their college career, transferring from another institution, or beginning their graduate studies, the orientation program has been designed to ease the transition and help prepare students to succeed in their first semester.

Check-in and move-in are the first steps for all entering students before attending orientation week. Students should plan to begin the check-in process one month before the semester begins to ensure there is sufficient time to clear any restrictions they may have, such as paying tuition in full, providing contact and emergency information, or submitting state-required proof of immunizations. All entering students are required to check in with the Office of the Registrar in person or at the designated international or graduate student check-in location by the check-in deadline. Until a student has cleared all restrictions and checked in, they are not considered a student and will not be allowed to attend classes.

The undergraduate new student orientation schedule encompasses a variety of programs and events to help students integrate into the Berklee community. During orientation week, undergraduate students will receive mandatory placement exams and auditions, which are used to determine their first-semester course schedules. Topics such as safety, diversity and inclusion, health, counseling, community standards, and other useful information for a successful Berklee experience are addressed through workshops and presentations. Students with campus resources, learn about the Boston area, attend social events, meet new friends, and more.

Additional information on undergraduate orientation can be found at berklee.edu/orientation.

For graduate students, orientation provides important information about program requirements and opportunities. Details can be found at berklee.edu/orientation.

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

Berklee students enrolled in their second semester and above are required to complete the check-in process online at my.berklee.edu before the start of each semester. Some students may have restrictions that they must first clear before they will be able to check-in. These could include paying tuition in full, providing contact and emergency information, or submitting state-required proof of immunizations. International students must also verify their immigration information. Students should plan to begin the check-in process one month before the semester begins to ensure there is sufficient time to remove all restrictions and check-in by the check-in deadline. Note: Until a student has cleared all restrictions and checked in, they are not considered a student and will not be allowed to attend classes.

The check-in period usually runs during the week prior to the first day of classes. The deadline for online check-in is 11:59 p.m. on the Friday of check-in week. Once checked-in, students may view and make changes to their schedules online.

Checking in After the Check-in Deadline

Berklee places a high educational value on all students being present, checked in, and ready for the start of classes. The college will assume that all students, including entering students, who do not check-in by the posted deadline will not be attending and the college will deregister them from the term and drop all their courses, making those seats available to checked-in students. Under special circumstances and in direct communication with the Office of the Registrar, a student may be allowed to check-in after the posted deadline. A $250 late fee will be assessed, and the student’s schedule will need to be rebuilt according to seat availability. No student will be allowed to check-in after the add/drop deadline at the end of the first week of classes.

Students experiencing difficulties checking in by the posted deadline may be eligible to have their course schedule held for an extra week. Depending upon the difficulty, students may contact one of the following offices for assistance: Registrar, Bursar, Student Financial Services, Academic Advising, Retention and Student Success, or Admissions. Graduate students with questions about check-in should contact the Graduate Studies office directly.

Core Education – Undergraduate Students

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

All courses are taught in English, except for some portions of foreign language courses. Success in our core education, liberal arts, and all majors is dependent on English comprehension and writing ability. All students who apply to the degree program for whom English is a second language are required to submit a TOEFL or IELTS score. All students for whom English is a second language are required to participate in an English placement exercise during orientation week.

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

Core Music - Entering Student Proficiency Assessment (ESPA) – Undergraduate Students

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

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

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

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

Effective with the 2016 fall semester, a student’s results in the Entering Student Proficiency Assessment (ESPA) and the optional test-out exams (credit-by-exam) for CM-211, CM-212, MTEC-111, or any other course will be valid and kept on record only if the student attends the semester in which such assessment or exam was taken. A student who postpones attendance to a later semester is required to retake the ESPA, any optional test-out exams, and as deemed necessary by the appropriate department chair, the ensemble placement audition, private instruction, or other placements.

The purpose of the Ensemble Placement Audition is to place entering students based on specific past experiences and areas of growth. Students are graded in four areas using a 1-8 rating system where 1 represents first semester, 2 represents second semester, and so on. The four rated areas are: Reading, Instrumental Skill (technique), Improvisation, and Rhythmic Interpretation (time feel). The four numerical ratings are averaged together for an “Overall Rating” and the overall rating is used for placement. Please note that ratings ending in 0.6 or higher are rounded up. For example, a student with an overall rating of 2.6 would be placed as an overall rating level 3 student.

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

Please note: the ensemble rating is a placement tool designed to allow students to showcase their strengths while improving their musical weaknesses. The rating is not designed to be viewed as an indicator of a student’s potential to succeed at Berklee or in the music industry, rather it is a tool specifically to be used for placement in the ensemble that best fits a student’s learning needs.

Students are emailed an audition time and location and should download their instrument’s audition packet at berklee.edu/orientation/auditions. The audition typically consists of:

• a prepared piece of the student’s own choice: a composition from the repertoire, a transcription of a well-known artist’s solo, or a standard tune (which may include blues and rhythm changes) with the student’s own improvisation. This piece should be something with which the student is comfortable and that shows the student’s strengths.
• technical exercises: major scales and arpeggios. It is suggested that students play exercises that are part of their practice routine.
• reading: examples that can be practiced prior to the audition. Students may be given a sight-reading example at the audition.

Additional information about the audition or sign-up times can be found at the Ensemble Department office (150 Mass Ave, room A01).

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

Returning Students – Graduate Students
The graduate programs are cohort-based, with all students beginning and progressing through the program together. Students are expected to complete the program with their class. Any student who wishes to take a leave of absence will be required to re-apply to the program for a subsequent year. Re-admission is not guaranteed.

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

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

Transcripts from all international institutions, with the exception of Canadian transcripts, require an official translation to English and/or evaluation to American college standards by a certified credential evaluation service. Prospective or entering students must arrange for the official translation/evaluation to be mailed directly by the service provider or delivered in a sealed envelope to the Office of Admissions; or for continuing and returning students, to the Office of the Registrar. Students should request that the service provider include translated/evaluated course names, course credit values, and grades. Berklee recommends the following provider of translation and evaluation services:

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

All undergraduate students, including those transferring from another school, are required to complete a minimum of 60 classroom credits for the Bachelor of Music degree program or 48 classroom credits for the Professional Diploma program at Berklee in order to graduate from the college. Bachelor of music degree students are also required to complete a liberal arts residency requirement of six (6) credits taken at Berklee in order to graduate. Institutional course credit achieved by a student through advanced placement and credit by exam at Berklee applies toward the minimum credit-completion requirement. CLEP credit and transfer credit do not count toward the minimum credit-completion residency requirement credits, even if earned while at Berklee. In any case, completion of a minimum of 30 institutional credits while in residency at Berklee that includes completion of a minimum of six (6) credits of liberal arts courses taken at Berklee are required in order to graduate from the college.

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

At the undergraduate level, Berklee will accept a maximum of 24 liberal arts credits pre-matriculation for courses that are required in the bachelor of music degree program. Music history, music business/management, and a
selection of pre-approved general elective courses are not included in this 24-credit cap. Berklee will accept a maximum of 12 liberal arts credits toward the general elective requirements of the professional diploma program. Once a student matriculates, it is expected that he or she will complete their course of studies at Berklee. However, Berklee will accept a maximum of 9 transfer credits after a student matriculates, as long as those 9 credits do not exceed the cap of 24 liberal arts credits. Special Note: The credit cap policy does not apply entirely to undergraduate students who originally matriculated before fall 2009.

Graduate students may transfer a maximum of six credits. Transfer credit is not allowed for required courses or for the culminating experience in the graduate program.

All undergraduate courses accepted for transfer must be successfully completed with a minimum grade of “C” (73 percent or 2.0/4.0). All graduate courses accepted for transfer must be successfully completed with a minimum grade of “B” (83 percent or 8.6/10.0). Berklee operates under a semester-hour system. A conversion must be made when transferring credit from a university using a different system.

**Quarter-Hour Systems**
- 3 quarter-hour credits equal 2 semester-hour credits
- 4.5 quarter-hour credits equal 3 semester-hour credits

**Lecture-Hour Systems**
- 30 lecture hours equal 2 semester-hour credits
- 45 lecture hours equal 3 semester-hour credits

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

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

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

**Immunization Records**
Massachusetts state regulations require all students to present documentation of immunization prior to enrollment in a postsecondary institution.

We understand that due to the multiple doses required for some vaccines, students may not have fulfilled all immunization requirements by the published deadline. Entering students should submit documentation of what immunizations have been completed by August 1 for the fall 2019 semester, December 1 for the spring 2020 semester, and April 15 for the summer 2020 semester. As students continue to complete their immunization requirements, they should submit their updated documents to Magnus Health, Berklee’s provider for collecting, managing, and tracking immunization information. Please see the required Entering Student Immunization Form for the full instructions and requirements found at secure.magnushealthportal.com.

As stated by law, students have 30 days after the first day of instruction to become fully compliant. Berklee students who are not in compliance with immunization requirements will be delayed for future check-ins as the result of a restriction being placed on their student account or other consequences. Removal from residential and academic activities may also occur.

- Berklee’s official form must be signed/stamped by a licensed health care provider.
- No other documents will be accepted as proof, except when a student is demonstrating completion of the final shots in a series after arriving in Boston.
- Vaccines that must be administered over the course of months (e.g., hepatitis B) may be incomplete, but only if the student submits proof of completion by the end of the medically indicated timeline.

The requirements apply to the following students: (1) full-time undergraduate and graduate students; (2) part-time undergraduate and graduate students who may be in contact with patients (e.g., music therapy students); and (3) all students attending a postsecondary institution while on a student or other visa, including students attending or visiting classes or programs as part of a formal academic visitation or exchange program, even if the program is for a short duration.

The following immunizations are required:
- measles, mumps, and rubella (MMR);
- tetanus, diphtheria, and pertussis (Tdap);
- varicella;
- meningococcal;
- hepatitis B;
- polio;
- typhoid;
- varicella;
- mumps;
- rubella;
- German measles (rubella);
- varicella;
- meningococcal;
- hepatitis B;
- polio;
- typhoid;
- varicella.
• hepatitis B; and
• meningococcal disease (for students aged 21 and under).

The requirements shall not apply where (1) students provide written documentation that they meet the standards for medical or religious exemption set forth by the law (please note that Massachusetts does not allow for philosophical exemptions.) and (2) the licensed health care provider indicates that the student demonstrates laboratory evidence of immunity.

To receive a medical or religious exemption, students must contact the Health and Wellness Department to obtain a copy of Berklee’s medical and religious waiver form. This form, along with any required supporting documentation, must be submitted to Magnus Health. Medical and religious exemptions must be renewed annually each fall semester, or at the start of the student’s academic year (fall, spring, or summer).

With regard to meningitis, the requirement shall not apply where (1) the student provides written certification from a licensed health care provider, who has personally examined the student, that the student’s health would be endangered by the immunization; (2) the student states in writing, in the absence of an emergency or disease epidemic, that immunization would violate the students’ religious beliefs; (3) the student, or a minor student’s parent or guardian, signs a waiver approved by the Massachusetts Department of Public Health stating that the student has received information about the risks and dangers of meningococcal disease, has reviewed the information provided, and has elected to decline the vaccine; and (4) the student is 22 years of age or older.

Students should submit a copy of the Entering Student Immunization Form along with any supporting documents online at secure.magnushealthportal.com.

Magnus Help Desk Number: 877-461-6831, or for outside of US callers, 919-502-7689

Magnus Help Desk Email: service@magnushealthportal.com
Financial Information

The contents in this section apply to Berklee College of Music students only. All Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.

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

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

Need-based federal and state funds are administered after a review of a student's Free Application for Federal Student Aid (FAFSA). The FAFSA is available for U.S. citizens and permanent residents. The FAFSA calculates a family's financial need and allows the student and family to be considered for state grants and scholarships, and the following federal programs: the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), and the Direct Stafford Loan. The FAFSA can be completed starting October 1 for each new academic year at fafsa.gov. Additional financing options are available. Please review the Guide to Alternative & Parent Loans available on berklee.edu/forms-and-other-downloads.

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

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

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

In order to be certified accurately, students receiving VA benefits are responsible for informing the VA coordinator of their enrollment plans prior to the start of each semester and of any changes in enrollment (adding/dropping credits, withdrawing) during any semester they are receiving benefits. For more information, contact financialaid@berklee.edu or call the VA directly at 888-442-4551.

Financial Aid for International Students
International students may be eligible for Berklee merit-based scholarships. Berklee does not award need-based funding to international undergraduate students. International students must have sufficient funds to cover all educational, personal, and living expenses. Students should check with their country’s government and private agencies to determine whether additional scholarship assistance may be available. International students are eligible to apply for Berklee student employment and are encouraged to do so. For more information on eligibility and on-campus employment, visit berklee.edu/se.

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

For more information about college financing for international students visit berklee.edu/financial-aid/international-student-financial-assistance or contact a Berklee Student Financial Services counselor at financialaid@berklee.edu.

Scholarships
All domestic and international students to Berklee’s undergraduate programs at the Boston campus are automatically considered for institutional scholarships through our admissions process. Domestic undergraduate students at the Boston campus should also submit the CSS Profile to be considered for need-based institutional funding. Continuing and returning undergraduates (that do not receive Berklee scholarship upon entering the college) apply for scholarship through submission of a web-based achievement portfolio.

To be eligible for graduate scholarships at the Valencia, Spain campus, students must complete a scholarship application after submitting their application to the program.

For further details, email scholarships@berklee.edu or visit berklee.edu/scholarships.

Berklee College of Music Undergraduate Entering Student Scholarship Terms, Conditions, and Renewability Guidelines
Berklee College of Music is committed to providing institutional scholarships to students that support their artistic and academic endeavors. To that end, these terms are designed to help students make consistent, purposeful, and on-time progress towards earning a degree or diploma, as affordably as possible. Consider these conditions not only as standards you need to meet

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A dditional academic program and curriculum information can be found at berklee.edu.

Academic Policies

Additional academic program and curriculum information can be found at berklee.edu.

Note 1: The following content up to Note 2 on page 12 applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.

Academic Year

The academic year at Berklee consists of 15-week fall and spring semesters, and a summer term (12-weeks for undergraduate students; 6 or 7 weeks for graduate students). Undergraduate students enrolling in fall and/or spring semesters must attend full-time, but may elect to attend part-time during the summer term. Graduate students in all programs except the Master of Arts in music therapy must attend full-time. Graduate students in the Master of Arts in music therapy attend part-time. For more information, see Full-Time and Part-Time Attendance on page 10.

Full-Time Programs of Study: Undergraduate Degree and Diploma

On the Boston campus, Berklee offers the Bachelor of Music (B.M.) degree program and a four-year program leading to a Professional Diploma. Online, Berklee offers the Bachelor of Professional Studies (B.P.S.) program. See online.berklee.edu for more information. All programs are designed to help students achieve excellence in professional music. Intensive concentration in musical subjects provides students with the necessary tools for developing their musical talents to the fullest and preparing for enduring careers as capable and multi-faceted musicians in the ever-changing world of today’s professional music, entertainment, and other industries.

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

Degree Program

All majors in the degree programs, except music education and music therapy, require completion of a minimum of 120 credits. The music education major requires completion of a minimum of 128 credits. The music therapy major requires completion of a minimum of 122 credits.

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

Professional Diploma Program

Ten majors are offered in the Professional Diploma program and each requires completion of a minimum of 96 credits. Due to state licensing requirements, the music education and music therapy majors are not offered in the Professional Diploma program.

A dual major in the diploma program combining two majors, except music education and music therapy, requires completion of a minimum of 126 credits.

Artist Diploma Program

The Artist Diploma Program is a highly selective and specialized program available by invitation only for exceptional young performers who have already begun a promising career in music with notable successes. The program follows a different process and contains additional requirements, including the approval of the dean of the appropriate division. See berklee.edu for information.

Graduate Programs

Berklee offers Master of Arts and Master of Music degrees. The college also collaborates with Southern New Hampshire University to offer one online Master of Business Administration program. Berklee’s master’s programs range from 30 to 39 credits. All on-campus Berklee graduate programs are designed to be completed in three semesters of full-time study – or one full academic year – a consecutive fall, spring, and summer. The full-time summer term is six-to-seven weeks in length directly following the spring semester. All students are expected to be in residence for the entire program (three academic terms). Berklee online master’s degree programs can be completed in four full-time 12-week terms. The Master of Business Administration offered through Southern New Hampshire University is available online and has a flexible timeline for completion. More information about graduate programs can be found at berklee.edu/graduate and also in the section “Graduation Requirements – Graduate Students” on page 28.

Credit Hour

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

Catalog Year Policy

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

Undergraduate students may opt to change to a more recent catalog year assignment if they prefer to graduate under a newer set of curricular requirements.

Undergraduate students who leave and return to Berklee after four or more years will automatically be assigned to the
new catalog year that is in effect at the time of their return. Graduate students must follow the academic catalog for the year in which they begin the program and must complete their program with the class with whom they started.

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

Residency and Minimum Credit-Completion Requirements
All undergraduate students, including those transferring from another school, are required to complete a minimum of 60 classroom credits for the Bachelor of Music degree program or 48 classroom credits for the Professional Diploma program at Berklee in order to graduate from the college. Bachelor of Music degree students are also required to complete a liberal arts residency requirement of six credits taken at Berklee in order to graduate. Institutional course credit achieved by a student through advanced placement and credit by exam at Berklee applies toward the minimum credit-completion requirement. CLEP credit and transfer credit do not count toward the minimum credit-completion residency requirement credits, even if earned while at Berklee. In any case, completion of a minimum of 30 institutional credits while in residency at Berklee that includes completion of a minimum of six credits of liberal arts courses taken at Berklee are required in order to graduate from the college.

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

The maximum credit load within full-time tuition is 16 credits for the Bachelor of Music degree program and 13 credits for the Professional Diploma program.

Exceeding the maximum credit load will result in an extra credit fee. The fee is based on the number of credits over the maximum ($1,615 per credit).

For undergraduate students, part-time status is defined as enrollment in fewer than 12 credits with authorization by the college. It is the student's responsibility to request authorization for part-time status by the posted deadline – the last day of the check-in period for that semester – to be effective for the same semester. Part-time study is charged on a per-credit basis. Students receiving any financial aid who are requesting part-time status must review the college's policy on part-time attendance and aid to determine how part-time status will affect their awards. Students may contact the Office of Student Financial Services with questions regarding the impact on their individual financial aid awards.

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

- A student who has completed at least one full-time semester at Berklee may study part-time during the summer semester.
- A student who has fewer than 12 credits required for graduation remaining. (Authorization is required for all students by the Office of the Registrar. See berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.)
- A student who has fewer than 24 credits required for graduation remaining, including sequential courses which require the student to enroll for at least one semester beyond the semester for which part-time status is being requested. (Authorization is required for all students by the Office of the Registrar. See berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.)
- Students enrolled only in internship courses approved by the college. Internships done in conjunction with an internship course approved by the Career Center generate academic credit and involve a substantial workload commitment, often comparable to full-time study. Internships may or may not include compensation. It is the responsibility of international students to contact International Student Services to confirm eligibility for part-time and receive work authorization. Practicums offered through the Music Therapy and Music Education Departments are not managed by the Career Center. (Authorization is required for all students by the Career Center)
- Students enrolled only in Music Education Practice Teaching/Seminar. Practicums supervised by the Music Education Department involve a substantial workload commitment, comparable to full-time study. A minimum of 450-clock hours practice teaching and weekly seminars are required. (Authorization is required for all students by the Music Education Department.)
- Students enrolled only in the Music Therapy Internship supervised by the Music Therapy Department. This post-course work experience extends through two semesters and involves 1,040 hours of full-time music therapy experience at a clinical site approved by the American Music Therapy Association. Students enrolled in the first semester of the internship are considered to be active Berklee students throughout the completion of the internship in the second semester. (Authorization is required for all students by the Music Therapy Department.)
A student may be eligible for part-time enrollment as a reasonable accommodation for a documented disability. The college Disability Services office makes the determination of this accommodation based on a review of documentation and interview with the student. The request for part-time enrollment and documentation of the disability should be submitted to Disability Services before the last day of the semester add/drop period. (Disability Services will provide the authorization for the part-time enrollment to the Office of the Registrar.)

A graduate of Berklee returning to take additional coursework.

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

Graduate students are required to enroll full-time except students in the Master of Arts in music therapy program. Students enrolled in the post-master’s internship program follow the guidelines regarding internships mentioned above. All graduate internships must be approved by the Career Center in Boston or the International Career Center in Valencia. International students must also receive authorization from the international student advisors.

All undergraduate students must be authorized for part-time status for the spring and fall terms. Undergraduate students need to submit an online Part-Time Status Request Form found at berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.

Special part-time status procedure for the summer term only.

Domestic undergraduate students in their second term of enrollment (or higher) do not need to declare or be authorized for part-time enrollment status for the summer term. They can register for courses and will be charged per credit—up to 11 credits for degree students and up to 11 credits for diploma students. A Bachelor of Music Degree student enrolling in 12 to 16 credits and a Professional Diploma student enrolling in 12 to 13 credits will be charged the full-time tuition rate. Course enrollment for a degree student that exceeds 16 credits and for a diploma student that exceeds 13 credits incurs an extra fee per credit over the maximum. See the section, Full-Time and Part-Time Attendance, on page 10 for more information. This policy does not apply to international students or students in their first term.

Part-Time Attendance Policy for Students in F-1 Nonimmigrant Status

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

Part-time enrollment is only allowed:

• for the final undergraduate semester when students have no sequences and fewer than 12 credits to complete;
• for a documented medical condition; or
• for annual vacation (and the student must meet Berklee’s part-time enrollment criteria).

NOTE: The final summer semester for full-time graduate students is, by design, fewer than 12 credits and this is allowed under SEVIS.

Final Semester

The student’s degree audit must show fewer than 12 credits needed to complete with no prerequisite sequences (for example, PIVC-211 and PIVC-212) remaining.

To request part-time status based on a final semester, undergraduate students should complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms. An international advisor will review the academic evaluation and if the student meets the criteria, will approve part-time status and issue a new Form I-20. The end date of the student’s Form I-20 will be updated to the end of the declared final term.

Annual Vacation

F-1 regulations require enrollment in two semesters per calendar year (January-December). Berklee offers three semesters (spring, summer and fall) each year. Students are expected to enroll full-time in the semester immediately following a declared vacation. Note that the full-time graduate programs require three semesters of enrollment—fall, spring and summer. Undergraduate students who wish to enroll at Berklee during their annual vacation semester must meet the Berklee part-time criteria:

Summer: The student must have been enrolled full-time in the spring and intend to enroll in the fall. To request part-time status based on an annual vacation in the summer, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms.

Fall: The student must have been enrolled in spring and summer and have fewer than 24 credits with a prerequisite sequence remaining to meet graduation requirements. To request part-time status based on an annual vacation, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms and a Vacation Form with an international advisor. A new I-20 with vacation remarks will be issued, and the vacation will be reported to DHS.

Spring: The student must have been enrolled in the previous fall term and either the spring or summer the year before, and have fewer than 24 credits with a prerequisite sequence remaining to meet graduation requirements. To request part-time based on an annual vacation, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/
registration-forms and a Vacation Form with an international advisor. A new I-20 with vacation remarks will be issued, and the vacation will be reported to DHS.

Students in their first or second semester of undergraduate study in the U.S. may be permitted to complete fewer than 12 credits if they are having initial difficulties with the English language or reading requirements, or are unfamiliar with American teaching methods. Students must be registered for 12 credits, receive a recommendation from their teacher(s) and authorization from their international advisor prior to withdrawing below 12 credits, and they must resume full-time attendance at the next available semester.

When students do not have 12 required credits remaining and cannot complete their program in the current semester due to prerequisites, they will need to enroll in classes not required for their program in order to maintain F-1 status. Students are responsible for their academic decisions. Therefore, Berklee strongly encourages students to plan their coursework with an academic and international student advisor each semester to develop an immediate and a long-term study plan that will maximize their meeting DHS enrollment requirements during their course of study.

Any international student wanting to enroll in fewer than 12 credits must submit an online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.

Note: failure to maintain full-time status has serious implications, such as inability to have an I-20 signed, loss of work permission, and/or being required to leave the U.S. It is the responsibility of each student to maintain status.

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

Documented Medical Condition
A student may enroll part-time if medical documentation from a licensed medical doctor (defined by the DHS as a doctor of osteopathy, doctor of medicine, or licensed clinical psychologist) is submitted to Disability Services. A medical letter is valid for only one semester.

Documentation must be current and on official stationery from the doctor's office or hospital, and must include all of the following:
1. The semester for which the letter is applicable (spring, summer, or fall) and year
2. The diagnosis and severity of the condition or illness
3. A statement that the medical condition/illness warrants enrollment in less than 12 credits
4. Specific types of coursework that should be avoided due to the condition
5. The doctor's original signature and U.S. medical license number

Submission options:
1. Submit the original letter to Disability Services.
2. Mail the original letter to Berklee College of Music, 1140 Boylston Street, MS-921 IN, Boston, MA 02215.
3. The medical provider may fax the letter to 617-747-2091.
4. The medical provider may email or scan the letter from his or her office email account to iss@berklee.edu.

F-1 regulations permit up to 365 days for part-time enrollment due to medical reasons while in F-1 status.

To request part-time status based on a documented medical condition, students should schedule an appointment with Disability Services (berklee.edu/disabilityappointment) to submit and review required medical documentation. Based on a review of the medical documentation, Disability Services will approve or deny the request for a reduced course load, which results in part-time student status.

If the request is approved, Disability Services will notify ISS and provide them with a copy of the medical documentation, which will then determine eligibility for part-time status under F-1 regulations. ISS will issue a new I-20, as appropriate.

Students who are approved by Disability Services but do not qualify for part-time status under F-1 regulations will be notified by ISS that they must maintain full-time enrollment. DHS allows students to be part time for medical reasons for no more than one year during the student's entire time of study in the U.S.

Students who take a medical leave of absence (zero credit enrollment) in the fall are not eligible for Berklee-sponsored health insurance until their next enrolled term.

Core Music Requirements – Undergraduate Students
Research strongly indicates that academic success at Berklee begins with passing all CORE music courses (arranging, ear training, harmony) that are part of each student's entering semester. Therefore, in addition to maintaining satisfactory academic progress, all students are required to successfully complete their first semester core curriculum, as well as showing progress toward completing Berklee's core music curriculum.

Note 2: The following content applies to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Note 3: The following content up to Note 4 on page 13 applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.
It is each student's responsibility to complete core music courses in sequence and in consecutive semesters starting with the first semester. Students are required to complete AR-111 Arranging 1, all harmony core courses (PW-111, HR-112, HR-211, and HR-212), and all ear training core courses (ET-111, ET-112, ET-211 or ET-231, and ET-212 or ET-232) prior to graduation. If a student skips a prerequisite or does not satisfactorily complete a prerequisite, the student is still required to enroll in and satisfactorily complete that course in order to receive a degree or diploma. No credit will be given, nor credit by exam offered, for courses skipped in a sequence.

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

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

Students are required to participate in the Second Semester Success Program until successfully completing all first-semester core music placements (e.g. an entering student placed into Ear Training 1 and Music Application and Theory) and have an enrollment hold placed on their student account. The college may make changes to a student's program of study or major in certain circumstances, including but not limited to the following: (1) if a course is cancelled, (2) if the student becomes ineligible to enroll in a course due to failing a prerequisite course, (3) if the student is no longer in a major or principal instrument required for enrollment in the course, or (4) if the student has not checked in for the following term by the check-in deadline. In the last situation, all courses are dropped. In certain circumstances, students experiencing difficulty completing their check-in by the deadline may be able to have their schedule held past the check-in deadline for approximately an extra week.

Course Registration

There are two registration periods each year. Spring registration occurs in late November and early December, and summer/fall registration occurs in April. Undergraduate students are assigned online registration times based on seniority: students closest to the number of completed credits required for their program have the earliest times. Undergraduate students should consult the online Registration Manual and check their Registration and Check-in Profile Screen before registering for courses. These online resources can be found on berklee.edu and MyBerklee (my.berklee.edu) respectively. Equally important is for undergraduate students to seek academic advising through the Academic Advising office, departmental advisors, student academic mentors (SAMs) and/or at the Office of the Registrar before attempting to register for courses. There is no self-registration for graduate students.

Prior to registration, graduate students will meet with their faculty advisor and/or program director who will register them for courses. Students with outstanding financial obligations must make prior arrangements with the Office of the Bursar in order to register.

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

Schedule Adjustments (Add/Drop)

After registering for courses for a given term, students may make adjustments to their course schedule under certain conditions. Adding or dropping classes is done through MyBerklee (my.berklee.edu). Graduate students are allowed to drop a course only with the permission of their program director.

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

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

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

Note 4: The following content up to Note 5 on page 16 applies to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Class Attendance

Attendance is required in all classes, private instruction, instrumental labs, and ensembles, beginning with the first scheduled meeting. Absences must be addressed directly with the course instructor to determine impact on student progress and/or overall grade. The faculty member may also provide more specific information on attendance policies. Classes, labs, and ensembles start promptly on the hour and end ten minutes before the hour. Late arrival is both disruptive and unprofessional.
Students must be officially enrolled in a class in order to attend the class. **Attending a class or auditing a class without being officially enrolled is not permitted.**

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

**Final Exams Schedule**

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

**Absence from Class or the College**

It is the student’s responsibility to contact each of their instructors directly via phone or email to notify them of an absence from class, preferably before the class is missed. Each faculty member determines whether or not the absence is excused for that particular class.

As this is an academic policy, the decision to excuse absences is at the sole discretion of faculty members. The associate dean, Health and Wellness does not have any authority to excuse absences from classes.

**Missed Course Material**

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

**Ensembles**

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

**Private Lesson Instruction**

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

**College-Organized Performing Groups**

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

**Outside Activities**

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

**Absence Due to Religious Beliefs**

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

**Communication on Behalf of Student Hospitalization or Extreme Personal Circumstances**

If a student at Berklee’s campus in Boston is unable to communicate directly with faculty members due to a severe medical or psychological impairment, having no access to phone and mail, or in an exceptional personal or family crisis necessitating the student’s immediate departure from campus (e.g., the death of a parent, a sexual assault), the student or a family member should contact Health and Wellness at 617-747-2310.

Documentation from the licensed medical or mental health provider treating the problem is needed before Health and Wellness may communicate on behalf of a student to faculty members. Upon receipt and review of the documentation, the associate dean of Health and Wellness may notify faculty and relevant staff that the student is away from campus for legitimate reasons. The notification does not constitute an excuse for absence. Its purpose is to notify faculty and relevant staff that the student’s condition and location are known to the college.

At the college’s campus in Valencia, Spain, students should contact the Office of Student Affairs at studentaffairsvalencia@berklee.edu. Graduate students should contact the Office of Graduate Studies at graduatesstudents@berklee.edu.
A student who is known to the college to have been hospitalized during the course of the semester or during any school break must provide to the associate dean of Health and Wellness—or in Valencia, to the director of Student Affairs—a copy of the hospital discharge summary and, if available, a letter from the treating licensed medical or mental health care provider. The letter should state that the student is able and ready to return to the residence halls, classrooms, and/or common areas on campus, considering they are not a danger to themselves or others.

Post-Hospitalization/Discharge
For mental health: Upon discharge from the hospital but prior to returning to campus or classes, students must do the following: (1) schedule an appointment with a clinician in the Counseling Center, and after this appointment, (2) meet with the associate dean of Health and Wellness for final approval to return. In Valencia, students must schedule an appointment with the medical team, followed by a meeting with the Office of Student Affairs. Assistance with follow-up care is available through this meeting.

For physical health: Upon discharge from the hospital but prior to returning to campus or classes, students must schedule an appointment with the case manager/student health liaison in Health and Wellness. The purpose of this meeting is to review the discharge summary from the treating medical provider, which can include documentation stating that the student is able to resume normal classroom activities within their academic program. Assistance with follow-up care is available through this meeting.

A student’s return may be conditional upon showing that (1) the student’s behavior does not pose a risk to the safety, health, and wellbeing of the campus community; (2) the student is otherwise qualified to return to school; and (3) the student agrees to follow an individualized plan of care developed together with the associate dean of Health and Wellness to enable the student’s health, safety, and welfare, and that of the college community. This plan is designed to reduce or manage the presenting concern. The terms of the plan will be tailored to fit each student’s particular situation. The conditions are designed to be protective, not punitive, in nature and are intended to address behavior. As such, these individualized plans may require, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, meetings with administrators, disclosure of relevant medical records and information, and restrictions on participation in residential housing or other activities. Individualized plans may also require a reduction of the conduct at issue, sufficient to enable safe participation in the campus community. Failure to satisfy the conditions of a behavioral contract can be grounds for dismissal.

For graduate students, depending on the length of the absence, readmission may not be possible because too much work will have been missed to have a reasonable chance of program completion and success. In such situations, it will be recommended that students withdraw from the program and reapply for a subsequent year. In rare instances, the reapplication process may be waived.

The vice president of the Division of Student Affairs, Diversity and Inclusion; the assistant vice president and dean of the Campus Life Department; the associate dean of Health and Wellness; or, in Valencia, the director of Student Affairs, have the authority to grant or deny the student’s request to return following an absence due to extended illness or hospitalization.

Readmittance to the College After a Medical Leave of Absence
Students requesting to return to the institution after a medical withdrawal (Berklee College of Music) or a medical leave of absence (Boston Conservatory at Berklee) must submit the following materials to the associate dean of Health and Wellness by June 1 for a request to return for the fall semester, by November 1 for a request to return for the spring semester, and by April 1 for the summer 12-week semester:

1. A written notification of intent to return for the semester to the associate dean, Health and Wellness, according to the deadlines above.
2. If hospitalized during the medical leave, a copy of the hospital discharge summary/summaries.
3. A letter from a treating licensed medical or mental health care provider stating that the student is able and ready to return to the residence halls, classrooms, and/or common areas on campus, considering they pose no risks to the safety, health, and wellbeing of the campus community.
4. A written statement from the student stating what they have done to address the reason for leave, including participation in adequate medical/psychological care and any structured activity (e.g., work, classes) engaged in to increase health and wellness (e.g., a regular sleep schedule).
5. A student seeking to return from an involuntary leave will be required to provide the college with evidence to establish the student’s readiness to return. The nature of the evidence to be required will be determined on a case-by-case basis in consideration of the nature of the events giving rise to the leave and the circumstances of the leave. However, any student removed from campus as a result of a threat to the health, safety, and wellbeing of the community must provide evidence of a current psychological evaluation completed by a licensed mental health professional before the student will be allowed to return to campus. Such evaluation must describe the treatment provided to the student related to the circumstances requiring the leave, the student’s current clinical status, the provider’s opinion as to the student’s readiness to return, and the provider’s professional recommendations for ongoing care.

The associate dean of Health and Wellness will review the student’s request for readmittance with a return committee. The primary goal of the readmittance process is to ensure
the student’s safe and successful return to the residential and academic programs at Berklee. To that end, the readmittance process seeks to support students upon their reinstatement and offers assistance in identifying resources for the student (if needed).

For graduate students, depending on the length of the absence, readmission may not be possible because too much work has been missed to have a reasonable chance of program completion and success. In such situations, it will be recommended that students withdraw from the program and re-apply for a subsequent year. In rare instances, the re-application process may be waived.

Note 5: The following content applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.

Withdrawal from Classes

Students may withdraw from classes through the ninth week of classes in the fall or spring semester and, for undergraduates at Berklee’s Boston campus, through the eighth week in the summer term by submitting a Withdrawal from Courses form at berklee.edu/registrar/registration-forms. Withdrawal from a class is not allowed for graduate students during the 6 or 7-week summer term, or for undergraduates during the intensive summer semester in Valencia. Withdrawing from a class is the responsibility of the student. The instructor will not withdraw a student from the class for any reason (including absence) or submit the form for the student.

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

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

Note 6: The following content up to Note 7 on page 17 applies to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Withdrawing from the College

Students who wish to withdraw from the college anytime after completing the check-in process are required to complete a Withdrawal from the College form, in order to be officially withdrawn from the term. There are three locations to do this:

1. U.S. citizens (or permanent residents) who are withdrawing from the college for any nonmedical reason must schedule an appointment with the Retention and Student Success office at success@berklee.edu.

2. U.S. citizens (or permanent residents) who are withdrawing from the college for any medical reason must have medical documentation substantiating the need, and schedule an appointment with a designated Health and Wellness staff member by calling 617-747-2310.

In the event that a student needs to withdraw prior to an appointment, they may submit the Withdrawal from the College form as a “standard” withdraw by contacting the Office of Retention and Student Success.

Documentation attesting to the legitimacy of the health condition may be submitted as soon as possible for the withdrawal to be considered medical in nature. Domestic students should submit this documentation to the associate dean of Health and Wellness. Medical documentation guidelines are published at berklee.edu/health/health-and-wellness-student-policies.

3. International students withdrawing from the college for either medical or nonmedical reasons must schedule an appointment with their international advisor. Please note that an international student’s F1 status may be effected by withdrawing from the college.

Students withdrawing should review the “Tuition and Aid Percentage Chart for Students Withdrawing” that appears on page 18 for information on tuition refunds and eligibility.

Students also have the option to sign up for an additional tuition insurance program provided through Liberty Mutual Insurance. This coverage supplements Berklee College of Music’s student refund policy. More information can be found at berklee.edu/bursar/tuition-insurance.

Financial aid awards may be prorated upon withdrawal from the college. Contact the Office of Student Financial Services for more information.

Students are encouraged to communicate with the Office of Retention and Student Success regarding their academic standing as it relates to their withdrawal from the college (medical or nonmedical).
Students Receiving Title IV Federal Financial Aid – Withdrawal from the College and Title IV Financial Aid Refunds

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

A student needing to withdraw from Berklee is required to submit a Withdrawal from the College form in order to be officially withdrawn from the term. There are two locations to do this:

- U.S. citizens (or permanent residents) who are withdrawing from the college for any reason other than a medical or mental health issue should go to the Office of the Registrar.
- Students withdrawing from the college for medical or mental health reasons should go to the Office of the Vice President for Student Affairs, Diversity and Inclusion.

Unofficial Withdrawal

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

Post-Withdrawal Disbursement

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

Return of Federal Financial Aid

Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student’s earned/unearned federal financial aid funds. Any unearned federal aid must be returned to the federal government. Federal aid funds previously disbursed will be adjusted and may create a balance owed to the college. The student is responsible for any balance due after the return of funds calculation has been completed.

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

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

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

The chart on page 18 explains how a refund based on a student’s withdrawal status is calculated. A student should refer to the appropriate column(s) to determine the tuition charges and aid eligibility under the policy.

State Grant Refund Policy

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

Institutional Refund Policy

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

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

Veterans

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

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

Note 7: The following content up to Note 8 on page 22 applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.
Tuition and Aid Percentage Chart for Students Withdrawing

Fall and Spring Semesters – Undergraduate and Graduate Students

<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</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>20%</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>Week 1</td>
<td>40%</td>
<td>11%</td>
<td>8%</td>
</tr>
<tr>
<td>Week 2</td>
<td>60%</td>
<td>18%</td>
<td>12%</td>
</tr>
<tr>
<td>Week 3</td>
<td>80%</td>
<td>25%</td>
<td>17%</td>
</tr>
<tr>
<td>Week 4</td>
<td>100%</td>
<td>32%</td>
<td>24%</td>
</tr>
<tr>
<td>Week 5</td>
<td>100%</td>
<td>37%</td>
<td>27%</td>
</tr>
<tr>
<td>Week 6</td>
<td>100%</td>
<td>45%</td>
<td>32%</td>
</tr>
<tr>
<td>Week 7</td>
<td>100%</td>
<td>52%</td>
<td>38%</td>
</tr>
<tr>
<td>Week 8</td>
<td>100%</td>
<td>57%</td>
<td>40%</td>
</tr>
<tr>
<td>Week 9</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Weeks 10-15</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Summer Semester – Undergraduate Students
(Note: There are no tuition refunds granted for graduate students during the short summer semester.)

<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</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>25%</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>Week 1</td>
<td>50%</td>
<td>12%</td>
<td>8%</td>
</tr>
<tr>
<td>Week 2</td>
<td>75%</td>
<td>20%</td>
<td>13%</td>
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<tr>
<td>Week 3</td>
<td>100%</td>
<td>31%</td>
<td>22%</td>
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<tr>
<td>Week 4</td>
<td>100%</td>
<td>39%</td>
<td>26%</td>
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<tr>
<td>Week 5</td>
<td>100%</td>
<td>48%</td>
<td>33%</td>
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<tr>
<td>Week 6</td>
<td>100%</td>
<td>56%</td>
<td>38%</td>
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<tr>
<td>Week 7</td>
<td>100%</td>
<td>100%</td>
<td>40%</td>
</tr>
<tr>
<td>Week 8</td>
<td>100%</td>
<td>100%</td>
<td>40%</td>
</tr>
</tbody>
</table>

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

Semester Level by Earned Credit – Undergraduate Students

Semester level for undergraduate students is determined by the program of study (Bachelor of Music degree or Professional Diploma) and the total number of credits a student has earned. It is not determined by the number of semesters a student has been enrolled. See the chart below detailing semester levels with credits earned.

<table>
<thead>
<tr>
<th>Semester Level</th>
<th>Degree</th>
<th>Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-14</td>
<td>0-11</td>
</tr>
<tr>
<td>2</td>
<td>15-29</td>
<td>12-23</td>
</tr>
<tr>
<td>3</td>
<td>30-44</td>
<td>24-35</td>
</tr>
<tr>
<td>4</td>
<td>45-59</td>
<td>36-47</td>
</tr>
<tr>
<td>5</td>
<td>60-74</td>
<td>48-59</td>
</tr>
<tr>
<td>6</td>
<td>75-89</td>
<td>60-71</td>
</tr>
<tr>
<td>7</td>
<td>90-104</td>
<td>72-83</td>
</tr>
<tr>
<td>8</td>
<td>105+</td>
<td>84+</td>
</tr>
<tr>
<td>9 (dual majors)</td>
<td>120-134</td>
<td>96-107</td>
</tr>
<tr>
<td>10 (dual majors)</td>
<td>135+</td>
<td>108+</td>
</tr>
</tbody>
</table>

Maximum Extra Credits per Term – Undergraduate Students

Undergraduate students may register for up to 4 extra credits each term and will be charged per credit for each extra credit. Professional Diploma students may register for 17 credits and degree students may register for 20 credits.

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

Change of Degree or Diploma Program – Undergraduate Students

Undergraduate students enter the college having declared their Bachelor of Music degree or Professional Diploma program. Following their initial enrollment at Berklee, students wishing to change their program must follow the procedures described below.

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

Declaration of Major – Undergraduate Students

All students are required to declare a major field of study by their third semester-credit standing. To ensure an appropriate graduation timeline, students are strongly advised to submit the Declaration of Major paperwork prior to their assigned online registration time during their second semester in order to facilitate enrollment in the appropriate major’s courses in the third semester.

Declaration for most majors must be completed by the end of check-in week, which is the Friday before the start of classes. If approved, the declaration of major will be effective for that semester. Declaration/Change of Major forms received after this date will be effective, if approved, for the following semester.
To begin the process of declaring a major or minor, you should visit the department office of the appropriate major (performance majors begin with their instrumental department). The Declaration/Change of Major form must be completed at the major department and then be submitted to the Office of the Registrar.

Please visit the departments for more definitive instructions about declaring a specific major, since some majors have an earlier declaration deadline and specific requirements for declaration.

Note that requirements for declaring majors vary, including that certain majors cannot be declared to take effect in the second semester. Generally, students need to have completed at least 24 credits to declare a major; therefore, most students declare their major in their second semester and as they are entering their third semester. Transfer students may be eligible to do so earlier.

Before selecting a major, be sure to understand the requirements of the major, including the final project. Certain majors have additional application requirements, which are described below. Information and assistance in choosing a major are available from the appropriate departmental advisor or the department chair.

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

Majors—Additional Information – Undergraduate Students

Electronic Production and Design and Music Production and Engineering Major
In order to ensure the proper amount of hands-on experience, the electronic production and design (EPD) and music production and engineering (MP&E) majors currently limit enrollment. Students interested in EPD and MP&E must apply for admission to the majors’ departments before final approval of the declaration of major can be given. Information regarding this process, including special deadlines for applying for admission, can be obtained from the EPD and MP&E departments. Due to the required application process, the EPD and MP&E majors cannot be declared to take effect in the second semester.

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

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

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

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

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

Dual Majors – Undergraduate Students
An undergraduate student may declare a dual major and be enrolled in a maximum of two single majors in either the degree or diploma program and may graduate with no more than two majors. A dual major typically takes five years to complete. Dual majors with music education and music therapy are available to degree students only. Diploma enrollment in music business/management requires departmental approval.

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

- Domestic students will not have access to U.S. federal financial aid after six academic years at the undergraduate level. Access to state financial aid may also be limited or not available.

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• Berklee scholarships may not be extended past five years.
• Immigration status for international students enrolled at Berklee for more than six years may be affected.
• The college recognizes credit for a maximum of two majors in the undergraduate degree or diploma program.
• Official college documents, such as transcripts, diplomas, commencement program, etc., will be printed with a maximum of two majors in the undergraduate degree or diploma program.

Minor Programs of Study – Undergraduate Students
Currently enrolled undergraduate students are able to complete a minor program of study in addition to their declared major. The purpose of a minor course of study is to provide undergraduate students with the opportunity to gain a breadth and depth of understanding in a focused area of study outside of the declared major.
• Minors consist of a minimum of 10–12 credits and represent a focused specialization.
• Course work completed under the guidelines of a minor may be used to fulfill other degree requirements as appropriate. A student may not complete a minor course of study with the same name as their major.
• Declaration of a minor does not allow a student to bypass specified prerequisites.
• Students may complete only one minor course of study for inclusion on their official transcript.
• In order to receive credit as well as indication of the minor on an official transcript, students must maintain a cumulative grade point average of 2.70 in the courses within their declared minor.
• Should the above be satisfied and upon completion of the minor requirements, students will receive formal recognition for study in their minor.
• Students currently on academic probation may not declare their intent for a minor course of study.

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

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

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

Changing Academic Program, Major, or Minor – Undergraduate Students
Changes in an undergraduate academic program (Bachelor of Music degree, Professional Diploma, Artist Diploma), adding or dropping a major (including a second major), and adding or dropping a minor must be completed by the Friday before the first week of classes in order for the change, if approved, to be effective for that semester. Changes received after this date will be effective, if approved, for the following semester.

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

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

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

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

Dual-Major Exception to Changing Academic Program, Major, or Minor – Undergraduate Students
A student who is a dual major and has completed all graduation requirements for one of the two majors, but plans not to enroll again to complete his/her second major, may opt to change to a single major and graduate in the single major in which all requirements are satisfactorily completed. The official graduation date will be the end of the semester in which the change to the single major was completed.

Principal Instrument and Change of Principal Instrument Policy – Undergraduate Students
The college requires all undergraduate students to declare a principal instrument upon application to the college. In order to graduate, students must meet the graduation requirements on a single principal instrument.

Students should be aware that changing from one instrumental department to another may jeopardize scholarship status, extend progress toward graduation, and significantly affect future semester changes; it will also incur additional fees for private instruction.

Unless otherwise stated, the contents of this Policy Handbook apply to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.
Scholarship recipients must consult with the Office of Student Financial Services before changing their principal instrument, as it may affect future scholarship eligibility.

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

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

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

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

Recital preparation (RPXX) courses on the secondary instrument support the Recital Preparation program. Preferential registration for private instruction (PIXX) and RPXX courses is provided for performance majors: principal instruments, first choice; and secondary instruments, second choice. To participate in ensembles on a secondary instrument, contact the Ensemble Department for an audition.

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

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

- Performance: eight private instructions
- Music education, professional music, and songwriting: six private instructions
- All other majors: four private instructions on a single principal instrument

As mentioned above, songwriting and professional music majors may choose to take up to six private instructions (six total). For professional music majors, if the fifth and sixth private instructions are taken on a student's principal instrument, the private instructions are counted as levels five and six. Students have the choice to take these additional private instructions on a secondary instrument. (Songwriting majors may only choose the following secondary instruments: guitar, piano, and voice.) When these private instructions are taken on a secondary instrument, they will be counted as unleveled private instructions. Up to two private instructions (a primary and a secondary) can be taken concurrently without incurring extra charges until six cumulative private instructions have been reached.

Private Instrumental Instructions (Lessons) – Master of Music in Contemporary Performance
The Master of Music in contemporary performance requires three semesters of instrumental instruction. Students determine with their program director the balance of lessons on principal and secondary instruments.

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 opt, for a fee, to enroll in private lessons, provided this is approved by their program director and there is space and time in the private lesson faculty member's schedule.

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

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

- Principal instrument with faculty member in the department
- Principal instrument with faculty member outside the department
- Secondary instrument
Students may take their private instruction and recital preparation courses in the following arrangements:

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

Note 8: The following content up to Note 9 on page 24 applies to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Grading System and Academic Standing

Academic standing and eligibility for a degree or diploma are determined by the quality of course work. To determine academic standing, the college uses a point system, each qualitative grade having an equivalent numerical value. Effective in September 2019, the following system applies to both Berklee College of Music and Boston Conservatory at Berklee.

Grading System

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

* See information below for the required conditions to request an Incomplete.

The college does not rank its students.

Calculating the Grade Point Average

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

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

Grade Reports

Students needing a printed copy of their grades can print an unofficial copy from their my.berklee.edu accounts or request official transcripts at berklee.edu/registrar/transcript-request-service. Grades are withheld from students owing money to the college.

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

Grade Changes and Other Changes to a Student’s Transcript

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

Once the deadline for the final grade submission has passed for a given semester, all grades for that semester submitted and, therefore, filed with the Office of the Registrar are regarded as final and not subject to change, except for the following two circumstances. In cases of clerical error, or to submit a final grade for an incomplete course (see the policy for changing the grade of Incomplete (“I”) below), an instructor may submit a request to change the submitted final grade to the Office of the Registrar by using the online Grade Change Request Form. Such a request must come from the instructor of the course and must provide the circumstance and rationale that necessitate the change. Grade changes for reasons other than clerical error or the submission of a final grade for an incomplete course will be referred to the appropriate department chair for review. The final grade of “W” cannot be changed.

Students are strongly advised to check their transcripts closely after each grading period to ensure the accuracy of the information on the transcript. The online transcript can be found at my.berklee.edu. Students who disagree
with a final grade must first discuss the grade with the instructor of the course immediately.

Other transcript information, except for grades, become permanent and cannot be disputed or changed no later than the end of the semester immediately after the appearance on the transcript (whether or not the student is enrolled). Students have one semester (whether or not the student is enrolled) from the date that the information (except for grades) appears on the transcript to dispute any discrepancy in that information on the transcript by submitting a written request to the Office of the Registrar. This includes any information that may not have appeared on the transcript, but that the student believes should have been included on the transcript. Students must submit supporting reasoning in writing to the Office of the Registrar no later than the end of the semester immediately after the appearance on the transcript (whether or not the student is enrolled) as to why the transcript may appear to be incorrect.

Grade of Incomplete ("I")
A grade of Incomplete ("I") is a temporary grade requested by the student and given at the instructor's discretion when illness or other extraordinary circumstances beyond the student's control prevent completion of course requirements by the end of the semester. A grade of Incomplete may only be given when all of the following conditions are met:

- the student initiates the request for an Incomplete grade within the last two weeks of the semester;
- the student must be passing the course at the time of the request;
- attendance in the course by the student has been satisfactory through at least 60% of the term;
- a health condition, family or personal emergency, or other unavoidable documented emergency legitimately prevents the student from completing the required course work by the last day of the semester;
- the incomplete work can be completed within the allowed time frame and does not require the student to re-take any portion of the course;
- the instructor and student have discussed the work to be completed and the date by which all work will be submitted;
- the instructor submits the Incomplete Grade Agreement Form to the Office of the Registrar.

A grade of Incomplete is not appropriate in circumstances in which the student has failed to complete work during the semester. An Incomplete also may not be used as a means to allow the student to complete additional work in order to raise the grade in the course.

In all other circumstances, the appropriate grade earned by the student must be assigned by the instructor.

The student must request the Incomplete, which is subject to the conditions described above. A faculty member cannot consider or grant an Incomplete without the request being initiated by the student. The decision to grant the request requires the approval of the instructor of the course and, if applicable, also the course chair.

The instructor of the course must set an agreement with the student who seeks the Incomplete for the particular course that specifies the work to be completed and the deadline for completion. The instructor is strongly encouraged to set the deadline as early as possible after the term ends. All remaining work must be submitted by the last day of classes in the following semester, including the summer session. These deadlines apply regardless of whether or not the student is enrolled in the following semester.

Once the remaining work for the course is completed, the instructor must submit a grade to the Office of the Registrar using the Grade Change Request Form. Effective with the fall semester 2019, if the instructor does not submit a final grade by 5:00 p.m. on the day that final grades are due in the following semester, the grade of Incomplete will automatically convert to a failing grade ("F").

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

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

A grade of Incomplete for a Boston Conservatory at Berklee course cannot be assigned in a course in which a student must attend additional class meetings to complete the required course work.

Grades of "I" are not calculated into the GPA. Students do not receive credit for courses with a grade of "I." Incompletes are counted as unsuccessful course attempts and may affect Satisfactory Academic Progress. Students must successfully complete 67% of all attempted courses to be considered making Satisfactory Academic Progress.

No course with a grade of "I" can count as a prerequisite for another course until the "I" is changed to a passing grade. Courses will automatically be dropped from a student's schedule if the prerequisite course has a grade of Incomplete.
A student cannot have a grade of Incomplete for the term in question to qualify for Dean’s list consideration. Dean’s list honorees are determined in the third week of classes of the following term. Any grade of Incomplete must be changed to a grade of “B” or better by the second week of classes to be eligible for dean’s list consideration.

Repeat Course Policy
Students may enroll in certain courses for a second or subsequent time. The following rules apply:

- Only the highest grade in a repeated course will be computed into the cumulative grade point average and the concentrate cumulative grade point average.
- Only the highest grade in a repeated course will count as completed credit for Satisfactory Academic Progress (SAP).
- All repeats of a course will count as attempted credit.
- The grades for all repeated courses will be shown on the student’s transcript.
- Only the highest grade in the repeated course and credits for the repeated course may count towards satisfying any graduation requirements, including the total credits required for graduation.

There are certain courses to which the above rules do not apply. Courses, (such as labs, ensembles, non-leveled private instruction, dance technique courses, independent study, special topic courses, and internships, among others), are designated as “repeatable for credit.” A grade earned in a course that is “repeatable for credit” cannot be replaced by a grade from a later retaking of the course. All attempted and earned credits in these repeatable courses are factored into the student’s grade point average and Satisfactory Academic Progress.

Certain majors may have additional limitations on which courses, or how many courses, may be retaken. For example, no required music production and engineering course, required electronic production and design course, and certain other music technology courses can be repeated without department approval. Students are strongly advised to contact the appropriate department chair or program director for further information before repeating any course.

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

1. CBX is not available for courses in which both proficiency and participation are the criteria for credit.
2. Courses passed by CBX are not counted as part of a semester’s course load.
3. A minimum grade of “B” must be earned in exam and/or project assignments for CBX to be awarded.
4. Courses for which a student received a grade of “F” or “I” are not eligible for CBX; in these cases, the policies governing Grade Change apply.
5. Unless otherwise stipulated by the appropriate department, it is the responsibility of the student to complete CBX requirements for a course, including submitting any required materials to the course chair, in advance of start of the semester. This allows the department sufficient time to evaluate the CBX and notify the student and the Office of the Registrar if the CBX has been granted, and provides the student with time to make course schedule changes. All current schedule changes (including those involving CBX) must be completed by the published add/drop deadline.
6. In order to graduate at the undergraduate level, a combination of enrollment and participation in a minimum of 60 credits in the Bachelor of Music degree program or 48 credits in the Professional Diploma program are required. At the graduate level, a combination of enrollment and participation in a minimum of 30 credits are required. At both the undergraduate and graduate levels, all program requirements must also be completed in order to graduate.

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

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

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

- A cumulative grade point average (CumGPA) of 2.00 for undergraduate students and 3.00 for graduate students
Failure To Meet SAP Standards
Students who fail to meet or exceed any one of the SAP standards for the first time will be placed on suspension warning. Students in suspension warning status are given one additional semester of enrollment and financial aid eligibility to meet SAP standards.

Failure to achieve SAP standards for a second time will result in academic suspension from the college and a loss of financial aid eligibility.

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

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

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

Graduate students placed on academic/financial aid suspension will be unable to complete requirements in time to graduate with their cohort and will be required to re-apply for reinstatement in their program.

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

Post Probation Review
The Office of Retention and Student Success will review each student’s progress in completing the terms of their Academic Recovery Contract and make one of the following determinations:

• Students who meet or exceed the three satisfactory academic progress standards and fulfill all conditions of their Academic Recovery Contract will have their enrollment/financial aid eligibility conditionally restored.

• Students who did not make satisfactory academic progress, but fulfill all other conditions of their Academic Recovery Contract, may appeal for one additional semester of academic/financial aid suspension probation.

• Students who did not make satisfactory academic progress and did not fulfill all conditions of their Academic Recovery Contract, will have their enrollment and financial aid eligibility permanently revoked, resulting in academic dismissal from Berklee.

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

Satisfactory Academic Progress and Financial Aid
Beginning with the summer 2013 semester, all students’ financial aid eligibility will be determined at the time of their initial application and after each semester of enrollment. To receive Federal/Title IV financial aid, a student must meet or exceed the three standards of the Satisfactory Academic Progress Policy for Enrollment and Financial Aid Eligibility at the end of each assessment period.

Financial Aid and Part-Time Enrollment
For the purposes of financial aid, full-time graduate study in the Graduate Performance Diploma and Artist Diploma Program at Boston Conservatory at Berklee is defined as enrollment in at least 5 credits; part-time graduate study is defined as enrollment in 3–4 credits. For all other graduate programs, full-time graduate study is defined as enrollment in at least 6 credits; part-time graduate study is defined as enrollment in 3–5 credits. The availability of part-time study varies by program.

Financial aid is available on a prorated basis to students who are approved for part-time enrollment at Berklee through the Office of the Registrar. (See berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.) A student’s aid eligibility is impacted by the amount of credits for which he or she is enrolled. Undergraduate students are required to complete four full-time semesters at Berklee before they are eligible to receive institutional funds on a per-credit, prorated basis. All part-time undergraduate students
must continue to make satisfactory academic progress to be considered for financial aid funding.

Not all students are eligible to enroll for fewer than 12 credits. Failure to seek the approval of the Office of the Registrar will result in students being billed for full-time enrollment even if the student's credit load is less than 12 credits. Most federal grants and loans require students to be enrolled in 6 or more credits in order to continue receiving prorated funding. Students enrolled in fewer than 6 credits are likely to enter their grace period and/or begin loan repayment. The guidelines for prorating Berklee grants and/or scholarships for qualified undergraduate students (bachelor of music degree and professional diploma) are as follows: the semester's grant/scholarship amount divided by 13 and multiplied by the number of part-time credits for the semester equals the grant/scholarship amount for the semester.

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

Satisfactory Academic Progress and International Student F-1 Visa Status
All students must meet the published Satisfactory Academic Progress requirements. In addition, international students in F1 student visa status must enroll full-time two semesters each year to maintain F-1 nonimmigrant status. Students in F1 nonimmigrant status must register for and complete a minimum of 12 required credits for two semesters before being eligible for a vacation semester (except for spring entering students). Please see the Full-Time and Part-Time Attendance Policy on page 10 for more information on part-time attendance.

Study Abroad Academic Eligibility Policy
Unless otherwise explicitly stated, all policies that apply to students in the undergraduate program at Berklee apply to students who participate in the undergraduate program on Berklee's campus in Valencia, Spain or at BerkleeNYC (when that program is implemented).

All students are required to meet or exceed the minimum standards required for satisfactory academic progress and be in good judicial and financial standing to participate in any study abroad program (including First Year Abroad, Study Abroad, Summer Study Abroad, BerkleeNYC). Students not meeting Berklee's minimum standards for satisfactory academic progress and/or be in good judicial or financial standing during a study abroad program will not be allowed to continue in the program. Students losing study abroad program enrollment eligibility are offered the opportunity to continue their studies at the Berklee campus in Boston, provided they are otherwise eligible for Boston campus enrollment. First Year Abroad students who do not successfully complete their first semester courses (indicated by grades of F, W, or I) may be required to return to the Boston campus if a full-time second semester schedule of courses cannot be provided in Valencia. Please note that the College provides a limited collection of courses in Study Abroad programs. Please also note that first semester courses are only offered during the fall semester in Valencia and are not repeated in spring semester.

Note 11: The following content up to Note 12 on page 27 applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.

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

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

Reinstatement to Major and Minor Fields Following Academic Review – Undergraduate Students
Undergraduate students removed from a major or minor can be reinstated to the major or minor if the student raises his/her CGPA back to 2.70 or higher. Students interested in being reinstated should meet with the chair of the major or minor to discuss a plan to become eligible. With the approval of the appropriate major or minor chair, a plan may be developed for certain courses in the major or minor, whichever is most appropriate, to be taken or retaken in an attempt to raise the CGPA to 2.70 or above. It is the student's responsibility to develop a written plan that must be submitted prior to the next course registration period to the appropriate chair for review and approval. If the student meets the conditions of the documented and chair-approved plan, the chair will approve reinstatement of the student to the major or minor and communicate that approval to the Office of the Registrar. Removal from a major or minor a second time is considered final, except in extraordinary situations and with compelling justification and reinstatement is approved by the appropriate major or minor chair.
A student who has been removed from a major or minor cannot change to a different major or minor until the reinstatement plan to the initial major or minor submitted by the student has been approved by the appropriate chair and the student has successfully completed the reinstatement process and been officially reinstated to the initial major or minor.

Culminating Experience Continuation: Fee, Incomplete, and Failure – Graduate Students
Graduate students are expected to complete their culminating experience/thesis project during the semester in which they enroll in the Culminating Experience (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.

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 Culminating Experience course and will have failed the master's program.

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>96</td>
</tr>
<tr>
<td>Degree</td>
<td>120</td>
</tr>
<tr>
<td>Music Education</td>
<td>128</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>122</td>
</tr>
</tbody>
</table>

Note 12: The following content applies to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Dean’s List – Undergraduate Students
Undergraduate students averaging honor grades for any given semester are placed on the dean’s list. Specific criteria for inclusion on the list are as follows:

I. Credit-load requirements:
   A. Undergraduate students must earn at least 12 credits in the semester in question and achieve a grade point average of 3.50 or above; or
   B. Undergraduate students granted permission for part-time study must earn 8–11 credits and achieve a grade point average of 3.50; or
   C. Undergraduate students with documented special needs must achieve a grade point average of 3.50 and earn 8 or more credits.

II. No grade in the semester in question may be lower than “B,” and no grades of Incomplete ("I") or Withdrawal ("W") are permitted.

III. The dean’s list is calculated based on all grades received by the end of the second week of classes in the following semester. Undergraduate 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.

Dean’s List – Graduate Students
I. Full-time graduate students must earn at least six credits in each semester. Part-time students must earn at least three credits in each semester.

II. Graduate students must achieve a grade point average of 3.8 ("A") or above.

III. No grade in the semester in question may be lower than 2.7 (B-), and no grades of Incomplete ("I") or Withdrawal ("W") are permitted.

IV. The dean’s list is calculated based on all grades received by the end of the second week of classes in the following semester. Graduate 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.

Note 13: The following content applies to Berklee College of Music students only. Boston Conservatory at Berklee students should refer to their Policy Handbook for further information on these topics.
Graduation requirement grids for each undergraduate major are available online at berklee.edu. Assistance in educational planning is available in Boston at Academic Advising and from departmental advisors.

Graduation Requirements – Graduate Students
On-campus graduate programs are designed to be completed in three semesters of full-time study – or one full academic year – a consecutive fall, spring, and summer. All students are expected to be in residence for the entire program (three semesters). Graduate programs at the Conservatory have different durations according to program. Furthermore, all candidates seeking to graduate must earn a minimum grade of B- in each course counting towards a degree requirement, attain a minimum GPA of 3.0, and complete all course work, the culminating experience, and other graduation requirements.

Berklee online master’s degree programs can be completed in four full-time 12-week terms.

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

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

For additional information on graduation requirements, please visit berklee.edu/registrar/requirements-graduation. For questions regarding the graduation process, email gradspecialist@berklee.edu or call 617-747-2470. Academic Advising and departmental advisors are also available to assist with graduation plans.

Participating in the Annual Commencement Ceremony
Berklee College of Music’s main commencement ceremony takes place each May and is intended to celebrate students who graduated the previous fall or spring semesters, as well as students expected to graduate during the following summer semester. Undergraduate students who graduate in the summer may participate in the May ceremony, provided that at the end of the spring they:

1. have 16 or fewer course credits remaining (13 credits for diploma students);
2. have no course sequences that would require enrollment in more than a single semester; and
3. have the ability and intent to complete all remaining requirements in the summer immediately following the ceremony.

In order to participate in the May ceremony, students who have not satisfied all their program requirements by the end of the spring semester must demonstrate their ability to finish over the summer by submitting a course plan to the graduation specialist. All others will be celebrated at the commencement ceremony the following year.

For each degree or diploma received, a student is eligible to participate in one and only one commencement ceremony.

Graduate students are expected to complete their program requirements on time. Questions regarding graduation and commencement eligibility for graduate students should be directed to the Office of Graduate Studies.

Separate commencement ceremonies are held for Boston campus masters students enrolled in programs that conclude in the summer (on the last Thursday in June) and for masters students enrolled on the Valencia campus (held on the Monday after the last week of summer term classes in July).

Participating in the commencement ceremony does not mean all graduation requirements have been satisfactorily completed. Degrees and diplomas are officially conferred only upon completion of all academic requirements.

Honor Graduates
Students, who at the time of graduation have attained the following GPAs, earn honor status and will have their diplomas and records inscribed with the appropriate honor.
Returning Students Bachelor of Music Degree Completion Policies and Guidelines

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

1. If the student has completed at least 90 credits toward the Bachelor of Music degree—with at least 60 credits on the Boston campus—and has fewer than 10 credits to complete within the major concentrate, he/she may be able to complete the degree through directed study, online courses, or a combination of the two.

2. Alternatively, the student may be able to earn a Bachelor of Professional Studies degree online. This option is well suited for alumni who cannot return to campus, and who completed fewer than 90 credits while at Berklee.

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

All information about the degree completion program can be found at berklee.edu/alumni/degree-completion.

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

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

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

Facilities Use – Boston Campus

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

Berklee College of Music and Boston Conservatory at Berklee have several spaces throughout campus for groups or individuals to practice or rehearse. Practice rooms are intended for individual vocalists or instrumentalists, while rehearsal rooms are intended for musical groups or ensembles.

Policies – Practice Rooms and Rehearsal Rooms

1. Practice rooms and rehearsal rooms are for the exclusive use of enrolled students with a valid Berklee ID card. Any person who cannot produce a valid Berklee ID card does not have a right to use these facilities.

2. There is a strict punctuality policy for rehearsal room reservations. If you are more than 10 minutes late, your room will be given to the next people on the waiting list. To cancel a room, call at least two hours in advance. Failure to cancel in advance will prevent you from using the rooms for a week.

3. Smoking is prohibited in all Berklee buildings.

4. Food and beverages are not allowed in practice rooms or rehearsal rooms.

5. Windows and doors must be kept closed during activity.

6. Windows must remain uncovered for your safety and security.

7. Rooms must be left in an orderly and clean condition.

8. Rehearsal rooms may be used only for music ensemble rehearsals. Unauthorized use of the room for any other purpose is prohibited.

9. Personal items should not be left in the practice rooms. Berklee is not responsible for instruments or other personal items left unattended.

10. Failure to observe the aforementioned regulations governing practice and rehearsal facilities is considered a serious infraction and may result in immediate termination of a student's privileges, as well as other disciplinary action.

11. Intentional damage to rooms or instruments will be cause for disciplinary action, up to and including dismissal from the institution.

Practice Rooms

Berklee features many rooms for solo practice that are exclusively for student use. Most are available on a first-come, first-served basis with a Berklee ID.

Piano performance majors may reserve specific practice rooms on a semester basis. To sign up for a reserved time, report to the Piano Department during check-in week.

You are encouraged to limit your practice time to two hours. However, if there is no one waiting for your room, you can continue to practice.

Practice Rooms are located in following buildings.

150 Massachusetts Avenue Complex

This includes rooms in 130, 136, and 150 Massachusetts Avenue.

Hours: 9:00 a.m.–11:45 p.m.
Availability: First-come, first-served
Check in at the front desk and to receive a key to an available room. Many contain pianos, drum sets, or are empty. Two rooms have vibraphones and one has an organ.

160 Massachusetts Avenue, fourth floor
Hours: 24 hours a day, seven days a week
Availability: First-come, first-served

Some of these practice rooms contain drum sets, some have a piano, while a few are small and only contain a chair and music stand. They are located on the fourth floor and are open only to campus dormitory residents. You need your Berklee ID to access the floor.

171 Massachusetts Avenue
Hours: Weekdays: 9:00 a.m.–11:45 p.m./Weekends: 12:00 p.m.–11:45 p.m.
Availability: By reservation

Practice rooms in this building are available only to piano and percussion principals.

If you are a performance major with a piano principal, you may reserve a recurring practice time for the semester during check-in week. To sign up for a recurring reservation, report to the Piano Department office that week. Students who do not have recurring reservations must go to the front desk to reserve these rooms.

Only approved Hammond players and students taking Hammond organ labs may use the organ rooms.

1108 Boylston Street
Hours: 7:00 a.m.–12:00 a.m.
Availability: First-come, first-served

These rooms contain a piano and/or drum sets, and an organ room. To use the organ room, check in at the Piano Department office.

25 Fordham Road
Hours: Weekdays: 9:00 a.m.–11:30 p.m. /Weekends: 12:00 p.m.–11:00 p.m.
Availability: First-come, first-served. Open to both College and Conservatory students.

Located in Allston, accessible via the Green Line (Packard’s corner), the Fordham Road facility has practice rooms with the following contents:
- Drum set and cymbals (16 rooms)
- Piano (11)
- Electric piano and guitar amp (7)
- Vibraphone (3)
- Set of three tympani (1)
- Five-octave marimba, congas, timbales, and other percussion (1)
- Upright bass (1)
- Bass amp (1)
- Empty (7)

For more information about the Fordham Road facility, visit berklee.edu/professional-performance/fordham-road.

270 Commonwealth Avenue
Hours: 24 hours a day, seven days a week
Availability: First-come, first-served

Practice rooms are open only to campus dormitory residents. They contain pianos or are empty.

132 Ipswich Street
Hours: 6:00 a.m.–11:00 p.m.
Availability: First-come, first-served

There are several practice rooms in this building. The percussion rooms are available only to percussion majors.

8 Fenway
Hours: 6:00 a.m.–2:00 a.m.
Availability: First-come, first-served

98 Hemenway Street
Hours: 24 hours a day, seven days a week
Availability: First-come, first-served

This facility contains practice rooms that are empty or have a piano in them. Practice rooms are open only to campus dormitory residents.

Rehearsal Rooms
Berklee offers many group rehearsal rooms for students. Most require reservations in advance. See details for each building below.

150 Massachusetts Avenue Complex
This includes rehearsal rooms in 130, 136, and 150 Massachusetts Avenue.
Hours: Weekdays: 6:00 p.m.–11:45 p.m. /Weekends: 12:00 p.m.–11:45 p.m.
Availability: By online reservation: https://aaof.berklee.edu/rooms/reservation.php (login required).

This complex contains 17 rooms for group or ensemble rehearsals.

25 Fordham Road (Allston, MA)
Hours: Weekdays: 9:00 a.m.–11:00 p.m. /Weekends: 12:00 p.m.–11:00 p.m. (card access only at all times)
Availability: By online reservation: https://aaof.berklee.edu/rooms/reservation.php?p=F (login required). Conservatory students who have not yet been issued a login can email fordhamreservations@berklee.edu to request reservations. Confirmation will be sent during operational hours.

Unless otherwise stated, the contents of this Policy Handbook apply to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.
See details about the Fordham rehearsal room hours and policies here: berklee.edu/professional-performance/fordham-road-room-reservations.

160 Massachusetts Avenue, fourth floor
Hours: 9:00 a.m.–11:00 p.m.
Availability: First-come, first-served

These three rehearsal rooms are available only to campus dormitory residents. To use one, check in at the front desk in 150 Massachusetts Avenue.

921 Boylston Street
Hours: Weekdays: 6:00 p.m.–11:45 p.m. / Weekends: 12:00 p.m.–11:45 p.m.
Availability: By online reservation: https://aaof.berklee.edu/rooms/reservation.php (login required).

Three rehearsal rooms (rooms 315, 320, and 321) are available.

132 Ipswich Street
Hours: 6:00 a.m.–11:00 p.m.
Availability: By reservation with Ryland Bennett (rbennett@berklee.edu) in 8 Fenway, room 201B.

There is one rehearsal room in this building.

31 Hemenway Street
Hours: 6:00 a.m.–2:00 a.m.
Availability: By reservation with Ryland Bennett (rbennett@berklee.edu) in 8 Fenway, room 201B.

There is one rehearsal room in this building.

Dance Studios
There are three buildings that include dance studios, which are available to Conservatory students only. Each contains a marley floor, mirrors, fixed or movable bars, televisions, a piano, and a sound system. All are available on a first-come, first-served basis or by reservation through the 25Live online reservation system (https://25live.collegenet.com/bostonconservatory/).

31 Hemenway Street
Hours: Every day, 6:00 a.m.–2:00 a.m., during fall and spring semester; limited hours of operation during holidays, semester breaks, and summer

181 Massachusetts Avenue
Hours: Monday–Friday, 7:00 a.m.–11:00 p.m. during fall and spring semester

132 Ipswich Street
Hours: Monday–Friday, 7:00 a.m.–11:00 p.m. during fall and spring semester

Summer Use of Resources – Boston Campus
The college allows students who are registered for the upcoming fall semester to use “open” resources during the summer. These include the Stan Getz Media Center and Library, Learning Support Services, and the Career Center.

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

Late fees and the comprehensive fee are not applicable. Students who fail to pay after applying and being accepted for facilities-only status will have their fees dropped and access to the facilities disabled. Students enrolled in the facilities-only program are not considered officially enrolled in the college.

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

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

Fall or Spring Semester
Any student who is completing outstanding graduation requirements that do not require enrollment in any courses:
• instrumental proficiency exams
• final projects
• recitals
• credits that do not require class attendance, such as make-up work on grades of Incomplete, grade changes, credit-by-exam, transfer credit

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

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

The contents in this section apply to all students at the institution of Berklee, inclusive of Berklee College of Music and Boston Conservatory at Berklee.

Emergency Closing

When bad weather conditions (e.g., snowstorms, hurricanes) or other circumstances make it necessary to cancel on-campus classes, all students, faculty, and staff are encouraged to check the home page of the college’s website, berklee.edu, for the latest official information on the status of the college. Students in Boston may also call the college’s main number, 617-266-1400, for status. In Valencia, students should call +34 963 332 802. Though classes on campus may be canceled, only in extreme emergencies will the buildings be closed. In addition, many faculty will choose to engage with their students virtually using the campus online services during such periods.

Notification of class cancellation will be posted and/or distributed as early as possible. In the majority of situations, students will be contacted through the Berklee Emergency Notification System (BENS), which uses SMS (text) and email, as well as voice and social media posts, to contact members of the Berklee community and provide status on cancellation of classes and other emergency situations. Students are asked to sign up for BENS notification at the beginning of each semester by logging in to my.berklee.edu and selecting the “Notifications” link in the Contact Information section.

Berklee Card

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

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

The Berklee Card is issued when the student enrolls for his or her first semester. The student is responsible for keeping the card as long as the student remains at the college. The replacement fee for lost cards is $20 payable at the Public Safety Department located in Boston in the basement of 155 Mass Ave. Building. In Valencia, students should contact the Office of Student Affairs. If the ID is not working it will be replaced at no charge.

Insurance

Health Insurance

Massachusetts requires that students who are enrolled at least ¾ of full time in a degree-granting program on a campus in Massachusetts, regardless of the student’s state of residency, participate in a compliant, school-sponsored health insurance plan or a health insurance plan with comparable coverage.

All coverage for a full range of services (not just emergencies or urgent care) must be in effect while the student is in Massachusetts and be compliant with the Affordable Care Act.

It is required that the student’s insurance plan provide coverage anywhere in the United States and abroad. The insurance plan must also provide coverage for routine and emergency care while on Berklee’s Boston campus.

Students registered in an online program in Massachusetts, regardless of the student’s state of residency, are not required to participate in the school-sponsored plan or show proof of an alternate insurance plan.

For information about health insurance requirements and support services for the Valencia campus, see valencia.berklee.edu/student-services/#.tab_health-and-wellness.

If a student is interested in waiving the Berklee plan, he or she must demonstrate comparable coverage that is compliant with Massachusetts laws regarding student health insurance and the Affordable Care Act. The following types of plan are never acceptable for waiver:

- Out-of-state Medicaid plans
- Out-of-state HMOs
- The following Mass Health plans: Health Safety Net, Mass Health Limited, and Children’s Medical Security
- International plans
- Travel insurance plans
- Plans that only cover emergency or urgent care in Massachusetts
International students cannot waive coverage unless insured through one of the following:

1. A parent/guardian/spouse’s health insurance plan offered through a U.S. employer
2. A government-sponsored program (e.g., Government of Kuwait/UAE or Government of Saudi Arabia)
3. Mass Health or a plan purchased through the Massachusetts Health Connector. All plans need to be fully compliant with the Affordable Care Act.

To waive the Berklee student health insurance plan, visit the website of Gallagher Student Health & Special Risk, the plan administrator, at gallagherstudent.com/Berklee, and click on “Student Waive.”

Please note: Students must complete a waiver for each new academic year. The final deadline for waiving the 2019–2020 insurance plan is September 20, 2019. The deadline for students entering or returning to the college in the spring semester is January 31, 2020 and the deadline for students entering or returning to the college in the summer semester is June 8, 2020. Students must notify Gallagher of any health insurance changes, including participating in a plan other than the Berklee insurance plan.

For all questions regarding the Berklee student health insurance plan, waiver assistance, or for further information contact:

Gallagher Student Health & Special Risk
gallagherstudent.com/Berklee
800-391-8057

Gallagher is the chief administrator for the Berklee student health insurance plan and has the experience to thoroughly review all student waiver requests. All decisions made by Gallagher are final.

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

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

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

Change of Address
Students are required to keep the college informed of any change of address. The Office of the Registrar must be notified of such changes by submitting an Address Change Form at berklee.edu/registrar/forms/address-change. Local contact information can be edited through my.berklee.edu by selecting the “Local Address” link in the Contact Information section.

Methods of Communication
The official methods of communication regarding important college deadlines, events, administrative business required for student enrollment, activities, announcements, and other daily updates are the student’s Berklee email and the Berklee Hub. The college uses several alternative methods of communicating information to students, including bulletin board postings, Facebook, Twitter, and Berklee-blogs. However, Berklee email and the Berklee Hub serve as the primary forms. Students are responsible for checking their Berklee email account and berklee.edu on a daily basis for important college-related information.

Student Mail and Packages – Boston Campus
As noted above, the official form of communication at Berklee is via the student’s berklee.edu email account. Official notices from the college can also be sent via letter mail to students.

In Boston, the student mail and package center is located on the B level of 1108 Boylston Street and is open Monday through Friday, 9:00 a.m. to 5:00 p.m. All incoming letter mail and packages can be picked up here. The student mail window is closed during Thanksgiving and Christmas breaks, Saturdays, Sundays and holidays.

Only on-campus Boston residents may have mail and packages addressed to them at Berklee. All letter mail and packages must be picked up within thirty days. The appropriate address for Boston on-campus residents’ mail is:

Name
Berklee On-Campus Resident
168 Massachusetts Avenue
Boston, Massachusetts 02115

Commuting students should have mail and packages addressed to them at their local address. Mail delivered/received in the mail center for commuting students will be returned to the sender.

The college reserves the right not to distribute certain third-class mail.
Student mail and document services personnel will provide information and assistance in shipping packages to and from Berklee.

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

**Student Mail – Valencia Campus**

All students in residence halls in Valencia may receive mail at the residence hall. All students living off-campus may receive mail at their local address. Additionally, the Valencia campus will accept mail and packages for students. The appropriate address is:

Berklee College of Music, Valencia Campus  
Palau de les Arts Reina Sofia – Anexo Sur  
Avenida Profesor Lopez Pinero, 1  
46013 Valencia (Spain)  
Attn: Student <Student’s Name>

For more information, please see the Student Affairs Office in Valencia.

**Faculty/Staff Mail – Boston Campus**

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

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

Faculty member name  
Harmony Department

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

Staff member name  
Admissions Department  
MS-921

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

**Faculty/Staff Mail – Berklee Valencia**

Mail for faculty or staff at the Berklee Valencia campus can be left at the front desk of the Valencia facility or delivered to the faculty or staff member in his or her department (in Valencia).

**Policy on Posting Notices**

Notices may not be posted by students, faculty, and staff anywhere on Berklee property except as specified in this section. The purpose of this policy is to ensure fairness and clarity in the posting of information for the Berklee community. Any violation is potentially unfair and may cause confusion rather than clarity. Therefore, any posting that violates the posting policy may be removed. If the violation is serious or repeated after warnings are issued, the person responsible for violating the policy may be disciplined according to established disciplinary policies.

**Approved On-Campus Concerts and Approved Notices**

Campus concerts are those concerts that are approved by the Concert Office or the Campus Life Office in Boston or by the Office of Academic Affairs or the Office of Student Affairs in Valencia. Approved notices are defined as any notices about approved college activities posted by any member of the Berklee community, such as official notices of departments or offices of the college or notices about approved student club meetings and/or activities.

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

**General Notices**

General notices are those notices from external sources that do not pertain to approved on-campus activities and personal notices advertising the selling of merchandise, announcing apartments for rent, announcing off-campus gigs and concerts, etc. These notices are restricted to general bulletin boards that are specified for such notices and may not be posted on any walls, doors, or any other place in the college. Notices from external sources may be removed at the discretion of the college.
Posters relating to these activities may be posted on walls and boards designated as “General Notices.” They must not be larger than 8.5” x 11” and must not cover any posters already posted. Please also see the section on Off-Campus Posting on page 43.

**Specific Prohibited Postings**

Posting on approved bulletin boards and posting areas may be done only as permitted by the college, only in accordance with applicable college policies, and only for lawful purposes. Any conduct that, in 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 are those that the college deems unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially/ethnically/religiously demeaning or threatening, or otherwise objectionable, including, without limitation, any content which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or college policy.

Berklee reserves the right to remove any posting that it believes 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 Berklee deems 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 action to threaten or intimidate or embarrass an individual, group, or organization, or attacks based on a person’s race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

The complete policy can be viewed at berklee.edu/community-standards.

**Telephone Calls and Messages**

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

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

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

The college will not release any personal information without prior approvals. Restrictions apply to providing personal information regarding students’ addresses, telephone numbers, or class schedules (see Annual Notification of Rights under FERPA, page 47). Any requests for such information must be reviewed, approved, and authorized by the college and in compliance with all college policies and procedures.

**Lost and Found**

A “lost and found” program is maintained by the Public Safety Department at the 155 Massachusetts Avenue Control Center in Boston and the Office of Student Affairs in Valencia. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students’ property in any college building through fire, theft, or other causes (see Property Insurance on page 33).

**Student Conduct**

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

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

**Student Code of Community Standards**

As an institution of higher education, Berklee provides academic programs within an environment that enhances students’ professional and personal development, preserves the rights of individuals and organized groups, and encourages individuality while affirming a commitment to the community dimensions of campus life. Berklee endeavors to provide a living and learning environment in which students can meet their creative, artistic, and personal goals. All members of the Berklee community are responsible for preserving an environment conducive to the pursuit of the college’s mission and programs.

By enrolling in Berklee, students accept the responsibility to become fully acquainted with the college’s regulations, to comply with the college’s policies and authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire college community. Berklee also exists in a larger society, and therefore, local, commonwealth, and federal laws will be upheld.

Additionally, Berklee strives to be a good neighbor and recognizes the importance of maintaining amicable relations with local residents and businesses. Therefore, students should be aware that the jurisdiction of the college extends beyond the physical boundaries of the campus. Activities that harm the reputation of Berklee, cause problems for members of the greater community, or suggest that an individual may pose a threat to others will result in disciplinary action. Being a Berklee student is a privilege, and with that privilege comes the expectation that students will uphold the standards and values set forth by the college and will conduct themselves as individuals who contribute positively to the college community.

The college determines, publishes, and makes known its rules and regulations concerning the standards of conduct in the Student Code of Community Standards. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. The vice president for student affairs, diversity and inclusion is designated by the college president to be responsible for the administration of the Student Code of Community Standards.

We expect each student and officially recognized student organization at Berklee to read, understand, and uphold the standards of conduct outlined in this and other official Berklee communications to students. In addition, unfamiliarity with college policies will not exempt any persons or groups from the conduct process. The college will take appropriate disciplinary action for any conduct that violates the Student Code of Community Standards, whether such conduct occurs on- or off-campus or online.

To review the complete Student Code of Community Standards, please visit berklee.edu/community-standards.

**Weapons**

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

- On the campuses of Berklee and the Boston Conservatory at Berklee;
- On premises owned or within the control of the college; and
- At functions sponsored by the college.

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

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

In addition, other than for use as props in official Berklee activities, this policy also prohibits individuals from possessing replica or “toy” weapons on-campus, and from possessing on-campus component parts that can be readily assembled into a weapon. Students utilizing such props must receive approval from the Director of Community Standards and Conflict Resolution and Berklee Public Safety. At no time can a real weapon be used in any capacity during a Berklee production.

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

**Off-Campus Disturbances**

College jurisdiction and discipline shall be limited to conduct which adversely affects the college community or the pursuit of its objectives. The college may choose to review or initiate the disciplinary process against a student:

i. If a student is charged with an off-campus conduct violation of federal, state, or local laws; or
ii. When a student’s behavior off-campus interferes with the rights of others, reflects adversely on the college, or results in a criminal charge.

The circumstances of the case shall be reviewed by the Office of Community Standards and Conflict Resolution to determine whether the student may be subject to further disciplinary action and/or determine the status of the student.

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

College Response to Endangering Behavior/Leaves of Absence

Berklee is committed to the safety and wellbeing of its community members and to the integrity of the learning environment. Berklee recognizes that students may experience medical or mental health situations that significantly limit their ability to function safely or successfully as students in the Berklee community. In such circumstances, interruption of academic studies, whether voluntary or involuntary, may be appropriate in order for a student to address mental or medical health concerns.

In an effort to ensure that students receive individual attention, consideration, and support needed to address medical or mental health issues that arise or escalate while studying at Berklee, the college has implemented a policy addressing the process for obtaining a voluntary leave of absence, and where, necessary, for requiring leave to address medical and mental health concerns.

Voluntary Leave

Generally, a student’s request for medical withdrawal (Berklee College of Music)/medical leave of absence (Boston Conservatory at Berklee) will be approved upon the student’s demonstration that health issues have compromised the student’s health, safety, or academic success. Approval of a request for voluntary leave will be based on individualized assessment of the student, and the length of any approved leave will be determined on a case-by-case basis by the associate dean of Health and Wellness.

Involuntary Leaves

In the event a student’s behavior presents a risk to the safety, health, and wellbeing of the campus community or if the student’s behavior causes significant disruption to the educational activities of the college community, Berklee favors voluntary leave for the student to address such concerns. However, in some instances, the college may require a student to take a leave of absence from the college to obtain treatment. In such circumstances, the college employs the following procedure:

- Involuntary leave policies are applied equally to disabled and non-disabled individuals.
- An individualized risk assessment is required to establish both the grounds for removal and conditions of return.
- The elements of a risk assessment are determined based on the facts and circumstances of the events giving rise to a determination to place a student on involuntary leave.
- A student placed on involuntary leave will be provided a written explanation of the process used in rendering a determination to place the student on involuntary leave and any conditions the student must meet in order to establish eligibility for re-enrollment. In most instances, the parent(s) or guardian(s) of the student will be provided a copy of Berklee’s notice to the student.
- Where practicable, students will be provided an opportunity to present information to be considered in the risk assessment.
- A student seeking to return from an involuntary leave will be required to provide the college with evidence to establish the student’s readiness to return. The nature of the evidence to be required will be determined on a case-by-case basis in consideration of the nature of the events giving rise to the leave and the circumstances of the leave. However, any student removed from campus as a result of a direct threat of self-harm or threat of harm to others must provide evidence of a current psychological evaluation completed by a licensed mental health professional before the student will be allowed to return to campus. Such evaluation must describe the treatment provided to the student related to the circumstances requiring the leave, the student’s current clinical status, and the provider’s opinion as to the student’s readiness to return.
- The duration of a required leave typically is not less than one semester, although the specific length of a leave will be determined a case-by-case basis and will depend upon relevant information available to the college, including a provider’s evaluation of a student’s readiness to return.

Student Grievance Procedure

General Procedure

Situations sometimes arise where students think that they have been dealt with unfairly, that particular circumstances surrounding a policy decision require special consideration, or that they have a complaint about the behavior or performance of a faculty or staff member. (This procedure does not cover complaints
regarding discrimination or harassment as defined by a separate policy and set of procedures. Information on these types of complaints may be found below in the College Equity Policy or by contacting Kelly Downes, chief equity officer and Title IX coordinator.) As a general rule, students should address their concerns about a policy decision directly with the office responsible for administering the policy. Similarly, students should attempt to resolve their complaints directly with the persons involved. In the event that a satisfactory resolution is not reached, students may bring their concerns to the next immediate level of authority.

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

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

The Office of the Vice President for Student Affairs, Diversity and Inclusion and/or the chief equity officer and Title IX coordinator will assist students who have complaints or grievances and need help in determining the procedures to be followed. Students may also discuss concerns confidentially with a counselor at the Counseling Center in Boston or through the Office of Student Affairs in Valencia before deciding on further action.

In cases where a student is uncomfortable about discussing the problem with the party directly concerned or is uncertain whether to initiate a grievance, the student may seek the advice of the vice president for Student Affairs, Diversity and Inclusion and/or the chief equity officer and Title IX coordinator, or designee, who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

Prevention of Violence
Any member of the Berklee or extended community may submit a report of alleged violations or concerns about any student to the Office of Community Standards and Conflict Resolution; Public Safety; or the Office of the Vice President for Student Affairs, Diversity and Inclusion, or the chief equity officer and Title IX coordinator. Such information shall be submitted as soon as possible after the incident takes place. Incident reports are reviewed by the college, which makes the determination of possible next steps, including additional investigation, providing resources, care/support, alleging violations, or having an educational meeting or follow-up letter sent. All emergencies should be reported to Public Safety or local law enforcement.

Resources
- The Public Safety Office assures that a system of safeguards is in place to provide a safe environment for all persons interacting within the college and to protect the property on building grounds. Security is available 24 hours a day.
- The Counseling Center, the Office of the Vice President for Student Affairs, Diversity and Inclusion, and the chief equity officer and Title IX coordinator in Boston, as well as the Office of Student Affairs in Valencia, are available to all students who feel they have been subjected to violence caused by another student, employee, or other individual associated with the college. The Office of the Vice President for Student Affairs, Diversity and Inclusion can be reached at 617-747-2231.

Protective Orders
Students who have obtained a court issued protective/restraining order should notify Public Safety. Other parties may also be informed when deemed necessary for the safety of the student and the Berklee community. Public Safety will work with the student on a safety plan. Public Safety in Boston can be reached by calling the Public Safety Control Center at 617-747-8888. In Valencia, see the Office of Student Affairs.

Berklee’s Equity Policy: Prohibiting Discrimination, Harassment, and Sexual Misconduct
Berklee’s Equity Policy and Process prohibits acts of discrimination, harassment, and sexual misconduct. Sexual misconduct includes, but not limited to, sexual assault or harassment, domestic/dating violence, and stalking. Such acts undermine Berklee community values and are strictly prohibited. This policy is a fundamental part of a Berklee community where all can study, live, and work together in an environment of equal opportunity and inclusiveness.

Specifically, the equity policy and process prohibits and addresses discrimination and harassment based on age, ancestry, color, disability, gender, gender expression/identity, genetic information, marital status, mental illness, military/veteran status, national and ethnic origin, pregnancy, race, religion, sex, sexual orientation, transgender status, or any other characteristic protected by law (collectively referred to as “protected characteristics”), whether that characteristic is actual or perceived. The equity team will respond to allegations of misconduct when it:
- Creates continuing negative and unwanted effects on campus, including negative and unwanted impact on any member of the Berklee community or Berklee itself;
- Has continuing negative and unwanted effects in an off-campus employment or education program or activity, such as travel abroad, research, performances, or internship programs;
• Causes concern for safety or security of Berklee’s campus; or
• Has, or may have, the effect of contributing to a hostile environment in a Berklee program or activity.

The complete and current policy and process, as well as important resources, are available at berklee.edu/equity.

Berklee’s equity policy applies to:
• All members of the Berklee community: students, faculty, staff, recognized groups, and applicants for admission and/or employment. This includes members associated with undergraduate and graduate programs at Berklee College of Music’s Boston and Valencia, Spain, campuses, Boston Conservatory at Berklee, and Berklee Online.
• Third parties (e.g., visitors, independent contractors, vendors, and others who are neither students nor employees of Berklee) whose conduct is directed toward or otherwise affects Berklee community members.
• Conduct that occurs
  - On campus (Boston or Valencia);
  - Online or electronic conduct initiated or received on campus or through use of Berklee computing or network resources; and
  - Off campus, including online or electronically, or when the conduct occurs in the context of an employment or educational program or activity at or sponsored by Berklee.

Members of the equity leadership team are responsible for the implementation of the equity policy and process, and provision of support measures to those involved in reports of harassment, discrimination, and sexual misconduct. The chief equity officer and Title IX coordinator serves as a first point of contact to report any equity concerns to Berklee.

Kelly A. Downes, JD
Chief Equity Officer and Title IX Coordinator
Center for Diversity, Equity, and Inclusion
921 Boylston Street
617-747-3156, equity@berklee.edu

Honesty in Academic Work
Berklee values integrity from all members of the community – students, teachers, and staff – across all areas of academic, scholarly, and professional work and practice – in the classroom, in the creation of compositions, arrangements, and choreographic works; in courses and course-related works and materials for course assignments, projects, and exams; in extra-curricular work; and in the use of any and all information and music 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.

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 by a student related to any course or major at the college. While academic, 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 academic, scholarly, or professional work, whether in the form of fraud, plagiarism, or cheating, is unacceptable at Berklee and subject to appropriate disciplinary procedures.

• Fraud is using identifiers (such as name, password, ID) of other persons as one’s own or submitting false information about oneself. Some examples include such infractions as concealing or misrepresenting one’s identity, impersonating another individual, falsifying information on such documents as one’s résumé or internship applications, misrepresenting oneself as acting on behalf of Berklee, or using the college’s name, logo, or symbol without prior written permission.

• Plagiarism is defined as copying and/or misrepresenting work that has been done by another as one’s own efforts whether such misrepresentation has been accomplished with or without the permission of the other individual.

• Cheating is the use of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations, and copying of another student’s work or the giving or receiving of information or answers, whether verbally or in writing.

Investigation
A faculty member or chair (or division dean) who identifies a violation or what appears to be a violation of the policy of honesty in academic work by a student is expected to speak personally with the student in a timely manner concerning this actual instance or perception of fraud, plagiarism, or cheating. If the faculty member confirms or determines the likelihood exists that the student has engaged in fraud, plagiarism, or cheating in academic work, the faculty member is required to report the instance to their chair.

The chair submits a report in writing to the Director of Community Standards, who maintains records of the reports. If the Director of Community Standards confirms there are no prior reports for this student, the faculty member and chair review the situation and determine an appropriate sanction, which could include a reduced or failing grade on the assignment and/or lowering the final course grade by one letter. They will also send a letter to the student explaining the sanction.
Subsequent and/or Severe Offenses

In the case of a subsequent offense of academic dishonesty as confirmed by the Director of Community Standards, or if the charge(s) of alleged academic dishonesty is deemed sufficiently severe, the process above also applies. However, the student is subject to the following disciplinary procedures as determined by the chair and division dean, including but not limited to:

1. A failing grade for the assignment
2. A lowered or failing grade for the course
3. Verbal and/or written warning
4. Disciplinary warning
5. Disciplinary probation
6. Probation in the major
7. Restriction of access to facilities (studios, labs, rehearsal spaces, etc.)
8. Loss of access to facilities (studios, labs, rehearsal spaces, etc.)
9. Restriction of privileges (work-study, scholarship)
10. Loss of privileges (work-study, scholarship)
11. Letter of apology
12. Reflection/Research Paper(s)
13. Probation at the College
14. Suspension
15. Expulsion

If the decision by the division dean and chair includes the sanction of probation at the college, suspension, or expulsion, said decision is made in consultation with the Senior Vice President for Academic Affairs (or designee) and Senior Vice President for Student Enrollment and Engagement (or designee).

The chair and division dean will inform the student of the sanction(s) in a timely manner following the review of the situation and also submit a written report to the Director of Community Standards of the details of the offense and the determined sanctions.

Appeals

Appeal of the sanction determined by chair and division dean will be heard solely on the following grounds:

1. The student alleges that new evidence that was not available prior to the original investigation and sanction and that this new evidence may have a material effect on the case;
2. The student alleges that the investigation process was not adhered to and that such non-adherence may have had a material impact;
3. The student alleges that the sanctions assigned are disproportionate to the violation or to the sanctions issued to others who were found to be responsible for substantially similar violations.

The sanctioned student will have five (5) business days from written notification of an outcome to submit a written appeal to the division dean for the course in which the offense occurred. If the division dean receives no timely appeal, the original decision stands.

Typically, parties will not meet with the division dean or the appeals panel convened by the division dean. The appeals process is conducted in writing. Therefore, when submitting documents in the appeal process, the student should include any and all information they would like to have considered by the appeals panel.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period. The student may request additional time for appeal, for good cause. The request should be made to the appropriate division dean who shall have sole discretion to determine if additional time is warranted.

Absent unusual circumstances, within ten (10) business days after receiving the request for an appeal of the imposed sanction, the division dean will evaluate the request and determine whether or not the student has provided sufficient grounds for review. If the division dean determines the student has provided sufficient grounds for review, the dean will notify the student. If the division dean determines that sufficient grounds for review are not provided in the appeal, the appeal will be dismissed. In this event, the original decision will stand and is final.

If the division dean determines that sufficient grounds for review are provided within the appeal, the appeal will be decided by an appeal panel of three academic administrators convened by the division dean. If the original decision includes the sanction of probation at the college, suspension, or expulsion, the appeal panel will additionally include the Senior Vice President for Academic Affairs (or designee) and Senior Vice President for Student Enrollment and Engagement (or designee).

The appeal panel will typically review the appeal, any response received, the original outcome letter, and the case summary. The appeal panel will determine whether or not the appeal meets any grounds for reconsideration of the sanction.

The panel will exclude from consideration any evidence it deems inadmissible by Berklee policy, including, but not limited to, character evidence.

Absent unusual circumstances, the appeal panel will convene, render a decision, and the division dean convening the appeal panel will provide that outcome in writing to the student within 15 business days of the appeal panel’s decision. The division dean will also provide a summary of the outcome in writing to the appropriate faculty member, chair, and Director of Community Standards.

Guidelines regarding honesty and the use of technological resources are found in the Acceptable Use Policy section of this handbook.
Acceptable Use Policy

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

Section I: General Guidelines

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

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

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

Respect copyright and other intellectual-property rights. Copying files or passwords belonging to others will be considered a violation of college policies and a violation of law, and may constitute fraud, plagiarism, or theft.

Software licensed by the college must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses, or simply damaging files) is unethical and a violation of college policies, and may be a felony in Massachusetts.

Identify oneself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications that appear to dissociate oneself from responsibility for one's actions are inappropriate. Concealing one's identity or misrepresenting one's name or affiliation to mask or attempt to distance oneself from irresponsible or offensive behavior is a serious abuse and violation of college policies. Using identifiers of other individuals, including such identifiers as one's own, constitutes a violation of college policies and constitutes fraud.

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

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

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

Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when so instructed by the college. Such restrictions are designed to ensure fair access for all users.
Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for use not specifically permitted by the college, or assisting another in such use, is a serious violation of college policies and grounds for disciplinary action and other sanctions.

The college extends policies and procedures for use and access to information technology and systems outside the college accessed via college facilities. Network or computing providers outside the college may additionally impose their own conditions of appropriate use, for which one is responsible.

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

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

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

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

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

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

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

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

Offensive Graphic Files. Transmitting through or posting on any online network sexually explicit images or any other content the college deems to be offensive is prohibited.
Impersonation. Communications under a false name or designation or a name or designation community members are not authorized to use, including instances in conjunction with representing that one is somehow acting on behalf of or under the auspices of Berklee, are prohibited.

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

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

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

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

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

Student Recording, Performance, and Photography Release Statement
Audio recordings, video recordings, and photographs produced in Berklee College of Music (“college”) facilities or made using Berklee College of Music resources (“recordings”) are frequently the result of artistic collaboration among student composers, arrangers, performers, producers, and engineers, as well as college faculty members and staff members. The typical purpose of the recordings is to provide students with experiences they are likely to encounter in their professional careers.

Ownership
Rights in the work. Copyright ownership remains with the author who created the work (or authors who jointly created a work). Without payment of fees or royalties, Berklee College of Music shall have an irrevocable right to edit, use, reproduce, publish, and distribute (via print, web, television, video, photography, and all other media) a student’s artistic, musical, or literary work that is contained within a recording produced in college facilities, and to use such work for news, educational, marketing, advertising, fund-raising, or other reasonable purposes to promote the college and its programs. This irrevocable right shall exist in perpetuity and regardless of any subsequent change in ownership of the work.

Rights in the recordings. Unless otherwise agreed upon in writing, a student shall retain the right to use a master recording he or she created in college facilities for a non-commercial purpose. Without payment of fees or royalties, Berklee College of Music shall have an irrevocable right to edit, use, reproduce, publish, and distribute (via print, web, television, video, photography, and all other media) a recording produced in college facilities, and to use such recording for news, educational, marketing, advertising, fund-raising, or other reasonable purposes to promote the college and its programs. This irrevocable right shall exist in perpetuity and regardless of any subsequent change in ownership of the master recording.

Use of Recordings
There are no “one size fits all” rules regarding use of recordings. It is the responsibility of students to consider and understand their rights and obligations under applicable copyright law, including the following general principles:

- Others Who Have Rights: A recording of a work that was in any manner the result of collaboration with any other person or group may not be used for a commercial or non-educational purpose without first obtaining appropriate written permission from all those who have rights in the work(s) contained in the recording and all those who have rights in the recording. This may include, but is not limited to authors, performers, arrangers, producers, engineers, sound designers, videographers, photographers, and others who did not participate in creating or producing the recording. The rights in such material may be
subject to restrictions and any unauthorized use could have legal ramifications.

- **Outside Entities**: A non-Berklee recording label or other outside entity or person must obtain permission from the college to commercially release any recording produced in college facilities.
- **Attribution**: Whenever appropriate, students, faculty, or staff who participated in the authoring of a work or the making of the recording shall be included in the production credits, as well as a statement indicating that the recording was made at Berklee College of Music.

**Release to Use Visual and/or Audio Likenesses**

**Release**: Students participating in any Berklee College of Music class or program authorize the college to record, edit, use, reproduce, publish, and distribute (via print, web, television, video, photography, and all other media) the student's visual and/or audio likeness, and grant permission to use such likeness for news, educational, marketing, advertising, fund-raising, or other reasonable purposes to promote the college and its programs.

**Hazing**

Berklee 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 $3,000 or by imprisonment in a house of correction for not more than one year, 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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 $1,000.

19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provision of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been
set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of 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, but are not limited to, probation, suspension, or dismissal.

Drug and Alcohol Policy for Students

Berklee seeks to maintain a healthy, safe, and productive learning environment for students and all its members. Berklee, therefore, requires responsible decision-making regarding the use of alcohol and drugs and strictly prohibits the use of illegal drugs. Recognizing the detrimental impact of alcohol and other drug abuse, Berklee offers counseling and educational programs for students. All Berklee students are responsible for observing and abiding by international, federal, commonwealth, city, and Berklee regulations regarding the use of alcohol and other drugs.

The college is committed to a clear, meaningful, and well-publicized set of limitations and consequences that hold students accountable for alcohol or drug-related behaviors (both on and off campus) and provide necessary educational, monitoring, and support elements. The complete alcohol and drug policy can be found by reviewing the Student Code of Community Standards found at berklee.edu/community-standards. It is the responsibility of each student to review and comply with the expectations set forth by Berklee regarding alcohol and drugs.

The college will not tolerate conduct that disrupts the campus or the academic or residential environment, or jeopardizes the safety of another person. The college realizes that drug or alcohol abuse can be harmful to the user’s health as well as their 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.

Students are expected to comply with federal, state, and local laws with regard to possession, use, and distribution of alcohol. The possession or use of alcoholic beverages is restricted in all cases to persons at or over the legal drinking age. Massachusetts state law 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 disciplinary action and possible sanctions through the Office of Community Standards and Conflict Resolution. 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 alcohol regulations. By way of example, violations of the alcohol rule of conduct may include, but are not limited to:

- Possessing, consuming, or being under the influence of alcohol under the age of 21 in the United States or under the legal age of consumption according to the laws of a foreign host-country. Being under the influence of alcohol may be demonstrated through one’s actions, behaviors, or the results of a blood alcohol content reading.
- Being knowingly in the presence of alcohol under the age of 21 on campus, excluding Berklee-sponsored events where alcohol has been authorized.
- Possessing hard liquor, distilled spirits, grain alcohol, and/or beverages with an alcohol content greater than 22 percent alcohol by volume in a campus residence. Alcoholic beverages are permitted for persons 21 years or older and shall be limited to beer, wine, wine coolers, champagne, cider, and malt beverages. The alcohol content of beverages must be below 22 percent alcohol by volume.
- Possessing or consuming alcoholic beverages in a campus residence when underage residents are living in the room and/or when any person under the age of 21 is present in the room.
- Purchasing, providing, or serving alcohol to or for an underage person.
- Manufacturing, distributing, or engaging in the sale of alcohol.
- Possessing more than the permitted amount of alcohol in a campus residence. Students may not possess more than the equivalent of six drinks per number of legal-age residents in a campus residence. One drink is equivalent to a 12-ounce beer, wine cooler, malt beverage, or cider; or a five-ounce glass of wine or champagne. One standard (750 ml) bottle of wine is equal to five drinks. For the purpose of clarity, students are only allowed to possess one standard bottle of wine. The college reserves the right to limit and/or dispose of any excessive or unsafe amounts of alcohol at the discretion of college officials. This regulation is a limitation on possession and storage and in no way is meant to suggest that the consumption of six standard
drinks or fewer during a single episode is safe, healthy, or appropriate.

- Possessing, providing, or consuming alcohol in common areas, corridors, lobbies, elevators, the exterior of a residence hall or facility, academic building, or any residence halls where alcohol is not permitted, excluding Berklee-sponsored events where alcohol has been authorized.

- Creating and/or engaging in drinking games involving rapid and/or excessive consumption of alcohol.

- Possessing devices designed as a central source of alcohol or designed for the purpose of the rapid consumption of alcohol (including beer bongs, funnels, yards of ale, kegs, beer balls, punch bowls, etc.) on campus property or at student organization events that occur either on campus or off campus.

- Possession of empty alcohol containers and paraphernalia is prohibited on campus property. Paraphernalia specifically includes, but is not limited to, empty bottles and cans, flasks, beer bongs, funnels, boxes of wine, and kegs. Decorative shot glasses and drinking glasses (such as beer steins and wine glasses) are permitted. Empty alcohol containers including, but not limited to, beer bottles/cans and bottles of wine, are not considered decorative and are not permitted.

- Public intoxication or misconduct under the influence of alcohol as demonstrated through one’s actions or behaviors, regardless of age. Behavioral symptoms frequently associated with intoxication will be considered in determining public intoxication. These symptoms include, but are not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed and/or red eyes, the smell of alcohol on one’s breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.

- Any operation of a motor vehicle during consumption of alcohol, or following consumption of alcohol that creates a risk of danger to self, others, or the Berklee community.

Although some state laws permit the use of medical and recreational marijuana, Berklee must comply with federal laws regarding the use of controlled substances. Federal law prohibits marijuana use, possession, distribution, and/or cultivation at educational institutions. Such activity is therefore not allowed in any Berklee residence hall or on any other Berklee property; nor is it allowed at any Berklee-sponsored event or activity off campus or any student organization event activity.

The odor of marijuana or any other prohibited substance may suffice to constitute a violation of the below policy. All student prescription medication should be stored in its original, labeled container and kept in a secure location. Any alleged violation of the controlled substances/drugs policy will result in the immediate disposal and/or confiscation of substances and the confiscation of any prohibited devices, in addition to other appropriate sanctions.

By way of example, violations of the controlled substances/drugs rule of conduct may include, but are not limited to:

- Possessing, consuming, being under the influence, or knowingly in the presence of marijuana on campus or during Berklee-sponsored events and activities.

- Possessing, consuming, being under the influence, or knowingly in the presence of any illegal drug or controlled substance not prescribed to the user by a licensed medical professional while on or off campus.

- Use of substances for purposes or in manners not as intended, including use of prescription medication not prescribed to an individual and/or providing prescription medication to an individual to whom it is not prescribed.

- Use of any substance to provide an altered state of being, including huffing, snorting, smoking, or otherwise possessing or using legal substances in manners not as intended.

- Possessing and/or using drug paraphernalia.

- Manufacturing, selling, transporting, and/or distributing controlled and unprescribed or illegal substances or any prohibited substances as defined above..

**Education**

The Office of Community Standards and Conflict Resolution, the Counseling Center, Health and Wellness, and Residential Education help to educate the college community about the threat of drugs and alcohol to students’ physical and mental well-being and the learning process. The Counseling Center and Health and Wellness in Boston provide extensive educational materials, such as pamphlets, resource information, and self-assessment materials, which emphasize the prevention of drug and alcohol abuse.

**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 warning, probation, suspension, and expulsion.

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

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 responsible for selling or distributing drugs or alcohol. In the case of suspicion of selling or distribution of drugs or alcohol, local authorities may be contacted. Local, state, and federal sanctions against violations of the law may include fines, imprisonment, or both, and the loss of federal financial aid for the year for the first conviction.

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

Consistent with recent changes in the federal October 1998 Reauthorization of the Higher Education Act (Section 952) and its amendment to FERPA (Family Educational Rights and Privacy Act of 1974), and as a part of a disciplinary action if deemed appropriate, the Office of Community Standards and Conflict Resolution or 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/Tobacco Policy Statement**

The use of all tobacco products in all property that is owned, operated, leased, occupied, or controlled by the college is prohibited. Smoking is also prohibited within 25 feet of an exit, entrance, or operable window to ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems, or any other means. “Property” for purposes of this document includes all buildings, as well as leased or rented transportation vehicles, including buses, vans, and shuttles. “Tobacco Products” means all forms of tobacco, including, but not limited to, cigarettes, cigars, pipes, water pipes, e-cigarettes (any device intended to simulate smoking), and smokeless tobacco products. In recognizing the health risks of people who smoke and the hazards of involuntary smoking to nonsmokers, it is our expectation that all members of the college community comply with Berklee’s commitment to a smoke-free and tobacco-free community.

While Massachusetts has legalized the use of recreational marijuana, Berklee policies remain unchanged. The use, possession, cultivation, or distribution of marijuana in Berklee housing, on Berklee property, or at Berklee events and activities is prohibited. As a reminder, the Berklee Student Code of Community Standards outlines the policies regarding drugs/controlled substances, as well as our smoking policies. Berklee is a smoke-free campus. We prohibit the use of tobacco and marijuana, including vaporizers.

**Education**

Because the college cares about the health of smokers and nonsmokers and because it is difficult to quit or to curtail smoking, the college will provide on-campus smoking cessation programs. The goal is to provide ongoing support to those wishing to quit. Such programs will be offered through the Human Resources Office for employees, and the Health and Wellness area for students.

**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.

**Transcripts**

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

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

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

**Annual Notification of Rights under FERPA**

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

1. **The right to inspect and review the student’s education records within 45 days after the day the institution receives a request for access.** A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect.

   A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record(s) are not maintained by the school official to whom the request
was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include certain work-study students. In addition, a school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

3. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

- Other school officials, including teachers, within the institution whom the institution has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.

- Officials of another school where the student seeks enrollment or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the regulations.

- Authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority who is responsible for supervising the university’s state-supported education programs. Disclosures under this provision may be made, subject to the regulations, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of the school in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of an eligible student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials or parents in connection with a health or safety emergency.
• Information the school has designated as “directory information.”
• To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense regardless of the finding.
• To the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
• To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
• To the Department of Homeland Security (DHS), formerly Immigration and Naturalization Services (INS), upon a specific request to the college to verify F-1 status of international students.

The following directory information is considered to be informational in nature and may be released without the student’s permission at the school’s discretion: name; dates of attendance; semester level/term level/class, enrollment status (FT, PT, withdrawn), program of study (master, bachelor, diploma, certificate, other); field of study (major, minor, concentration, institute, instrument); school email address; most recent educational institution attended; dean’s list awards; degrees/credentials conferred including honors and date(s) of conferral; performances; class ensemble participation; private instruction teachers; artistic experience; participation in official clubs and activities including Division III sports at Emerson College; photographic and video images; school mailbox number; hometown; and phone number. If a student does not wish the institution to disclose directory information from his or her educational records without prior written consent, the student must notify the institution in writing or via the student’s my.berklee.edu account. The student should indicate which data the student does not wish to be released and return the request to the Office of the Registrar. The student’s information will not be disclosed from the time the Office of the Registrar receives the student’s form until the request is rescinded.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which your education records and your private personally identifiable information (PII) contained in such records—including your social security number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“federal and state authorities”) may allow access to your records and PII without your consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and state Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students are advised to make copies of any important documents before submitting them to Berklee. In accordance with institutional policy, original documents cannot be returned to students. These may include such documents as immunization records and high school diploma records.

Additional information on procedures or policies relating to Berklee’s compliance with FERPA can be obtained from the Office of the Registrar.

The Solomon Amendment
The Solomon Amendment requires Berklee to provide lists containing student recruiting information to the Department of Defense when requested for recruiting purposes. This includes student name, addresses, telephone listings, age or year of birth, place of birth, level of education or degrees received, academic major and the most recent previous educational institution in which the student was enrolled. Students may request that Berklee not disclose their “directory information” to any third parties, including the Department of Defense for recruiting purposes, without the student’s written consent. To initiate this request, students need to contact the Office of the Registrar and request to opt out of the directory.
Notification of Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, every U.S. Citizen 18 years of age or older who is a resident of or lives in Massachusetts for more than 50% of the year is eligible for jury duty. If you are a resident of another state, but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year, and, therefore, eligible to serve as a juror in Massachusetts.

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

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

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