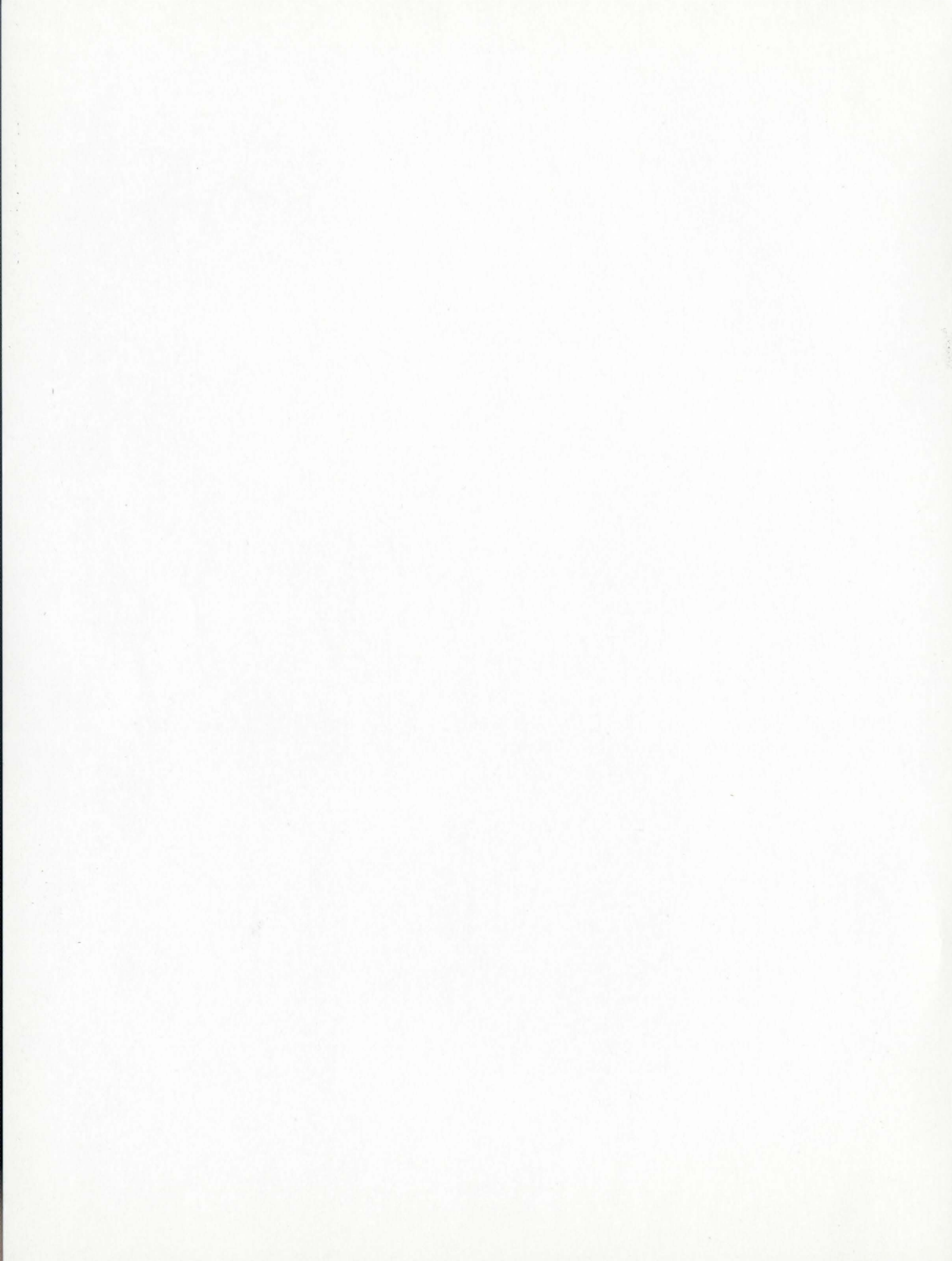




2008-2009 bulletin

Berklee  
college of  
music



Letter from the Vice President for Academic Affairs and Dean of the College

Regular Issue

Academic Calendar

Letter from the President

Statement of the President

# The Bulletin of Berklee College of Music

2008-2009

**Berklee**  
college *of*  
music

1140 Boylston Street  
Boston, Massachusetts 02215-3693  
U.S.A.

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Berklee College of Music  
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Boston, Massachusetts 02215-3693, U.S.A.  
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Boston, Massachusetts

For information:  
800 BERKLEE (U.S. and Canada); 617 747-2222  
Email: admissions@berklee.edu

Website: berklee.edu

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Cover Photography: Phil Farnsworth

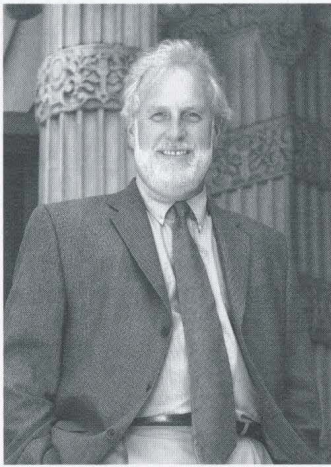
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Berklee College of Music is a nonprofit, coeducational institution of higher learning incorporated under the General Laws of the Commonwealth of Massachusetts. The college is accredited by the New England Association of Schools and Colleges and authorized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

Information in this bulletin is accurate as of date of issuance. The right is reserved to make changes in detail as circumstances require. For the most up-to-date information, visit [berklee.edu](http://berklee.edu).

Berklee College of Music does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, military or veteran status, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law in employment or in admission to and participation in any of its programs and activities. Any inquiries or grievances may be directed to the Vice President for Student Affairs/Dean of Students, Berklee College of Music, 1140 Boylston Street, Boston, Massachusetts 02215-3693, 617 747-2231, or to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts.



Dear Berklee Student:

Welcome to this year's entering class, and welcome back to our continuing and returning students. I hope you spent your summer in productive, rewarding ways, musically, educationally, and personally, and are motivated to make the most of your educational experience at Berklee in 2008–2009.

The bulletin you are holding is an important and useful document. There is little doubt that you will refer to it frequently throughout the year. It contains important college policies and procedures, and much more. The bulletin may be considered your “contract” with the college. If you have questions about Berklee, it's very possible you will find the answers to them in this book. If not, I encourage you to visit any of our offices: the Office of the Vice President for Student Affairs/Dean of Students, Counseling and Advising Center, Office of the Registrar, Office of Student Activities/Student Activities Center, and Office of Academic Affairs. We stand ready to assist you.

Berklee is a unique place. It is truly “music on a different scale.” One of the major reasons for Berklee's preeminent position in the world of contemporary music education is you—our students.

This bulletin is for you. We welcome your comments and suggestions regarding the bulletin—what is in it, what is not, and what should be. Berklee values your input, listens, and adapts.

I look forward to meeting many of you over the course of the year. I also look forward to hearing your music in Berklee's concert halls. Most of all, I hope you are looking forward to a year of personal growth, educational accomplishments, and musical advancement. We are prepared to be your partner in these endeavors.

Welcome to Berklee.

Sincerely,

A handwritten signature in cursive script that reads "Lawrence E. Bethune".

Lawrence E. Bethune

Vice President for Student Affairs/Dean of Students





## History

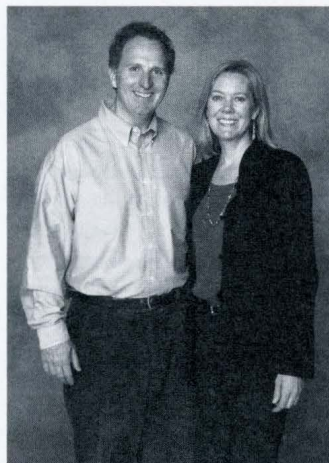
Berklee College of Music was founded on the revolutionary principle that the best way to prepare students for careers in music is through the study and practice of contemporary music. For more than half a century, the college has evolved to reflect the state of the art of music and the music business. With more than a dozen performance and nonperformance majors, a diverse and talented student body representing more than 70 countries, and a music industry “who’s who” of alumni, Berklee is the world’s premier learning lab for the music of today—and tomorrow.

Berklee has proven its commitment to this approach by wholeheartedly embracing change. The musical landscape looks nothing like it did when Berklee was founded in 1945, but the college has remained current by supplementing its core curriculum with studies in emerging musical genres and indispensable new technology. Berklee also has responded to important developments in music education and music therapy, making good on its promise to improve society through music.

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

Under President Lee Eliot Berk’s leadership, Berklee developed additional majors for the contemporary music professions, including the majors in music production and engineering, music business/management, music synthesis, songwriting, and music therapy. Further, the mission of the college was extended to include greater international outreach, with students from 70 countries around the world attracted to Berklee as a result. President Berk retired from the college in May 2004, after 25 years as its president.

At Berklee, students acquire a strong foundation of contemporary music theory and technique, then build upon that foundation by learning the practical, professional skills needed to sustain a career in music. Majors such as music production and engineering, film scoring, music business/management, music synthesis, songwriting, and music therapy, as well as traditional mainstays of performance and composition, lead toward either a fully accredited four-year baccalaureate degree or a professional diploma. Perhaps more importantly, they prepare students for employment in the music industry.



*President Roger H. Brown and Linda Mason*

Berklee attracts a diverse range of students who reflect the multiplicity of influences in today’s music, be it jazz, rock, hip-hop, country, gospel, electronica, Latin, or funk. The college is a magnet for aspiring musicians from every corner of the earth, which gives the school a uniquely international flavor. Of all U.S. colleges and universities, Berklee has one of the largest percentages of undergraduates from outside the United States—25 percent. Reflecting the interplay between music and culture, Berklee creates an environment where aspiring music professionals learn how to integrate new ideas and showcase their distinctive skills in an evolving community.

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

## President Roger H. Brown and Linda Mason

Roger H. Brown assumed the presidency of Berklee College of Music on June 1, 2004. He is a Phi Beta Kappa graduate of Davidson College with a degree in physics and a graduate of the Yale University School of Management. Although best known as an entrepreneur and philanthropist, he is a lifelong music enthusiast and a drummer by avocation. Brown has produced and performed on several CDs of children’s music, was the drummer on a number of commercial jingles, and continues to perform live on occasion.

Brown cofounded Bright Horizons Family Solutions in 1986 with his wife, Linda Mason, and served as chief executive officer until January 2002. Prior to 1986, he was codirector of the Save the Children relief and development effort in

Sudan, and he worked on the border of Thailand with Cambodian refugees for CARE and UNICEF, both with Mason. Brown and Mason coauthored the book *Rice, Rivalry, and Politics*, which examines the management of emergency relief efforts. In addition, Brown served as a management consultant for Bain and Company, a global management-consulting firm.

Brown was one of the founders of the Bright Horizons Foundation for Children, which aids nonprofit agencies that work with at-risk children in communities where Bright Horizons employees live and work. He also cofounded Horizons for Homeless Children, which serves the needs of homeless children throughout the Boston area.

In recognition of his advocacy for better early childhood education, Brown was the recipient of the 1999 Caring Corporation Award from the Child Care Action Campaign. He was honored in 1997 by *Working Mother* magazine as one of the 25 Friends of the Family, a title bestowed upon men who have made it easier for working parents to raise and nurture children. He was also named National Entrepreneur of the Year in 1996 by Ernst and Young/*USA Today*, and Best Entrepreneur by *BusinessWeek* magazine in 1997.

Brown is an active board member of Horizons for Homeless Children, Bright Horizons Family Solutions, Boston After School and Beyond, Stonyfield Farms, Wheaton College, and Sonicbids.

Linda Mason is cochair of the board for Bright Horizons Family Solutions. She cofounded Bright Horizons in 1986 and served as president until 1998. Mason was one of the founders of the Bright Horizons Foundation for Children and a cofounder of Horizons for Homeless Children.

Mason has worked as a business consultant for Booz Allen Hamilton in New York and Paris. She is a graduate of the Yale School of Management, Cornell University, and the Sorbonne University in Paris, France. Mason serves on the boards of Horizons for Homeless Children and Whole Foods Market, Inc., and on the Yale School of Management Advisory Board. She was recently made a trustee of Yale University.

Mason is the author of *The Working Mother's Guide to Life*, released in November 2002 by Random House, and serves as the parenting expert for *Fox 25 Morning News* in Boston.

## Mission

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

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

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

## Objectives

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

## Diversity Statement

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

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

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

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

## Ethics Guidelines

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

- Encourage, support, and protect the free pursuit of knowledge with intellectual integrity.
- Respect the rights and opinions of students and colleagues, and make every effort to provide objective and educational evaluations.
- Acknowledge their role as intellectual guides and counselors and observe policies prohibiting harassment and discrimination; avoid personal gain that is incompatible with benefits to students and colleagues.

- Adhere to established policies regarding the use of college services, facilities, and equipment, avoiding conflict of interest between external activities and institutional responsibilities.
- As members of the community at large, enjoy the rights and obligations of any citizen, measured in light of responsibilities to the students, institution, and profession. When speaking as private citizens, avoid giving the impression of representing the college.
- Respect the right to privacy of students and colleagues. Share confidential information only in accordance with institutional policies.

## Location

The college is located in Boston, Massachusetts, in the heart of the city's Fenway Cultural District. An international hub of intellectual and creative exploration, our neighborhood includes many of the world's other great colleges and universities, treasure-filled museums and galleries, and world-class performing arts centers like Symphony Hall and our own Berklee Performance Center.

Students participate in intramural sports and fitness programs at Berklee and at other ProArts Consortium member institutions; enjoy professional sporting events like baseball with the Boston Red Sox at Fenway Park, hockey with the Boston Bruins, basketball with the Boston Celtics, and football with the New England Patriots; attend theater, club, and concert hall events year-round throughout the city; and walk and bike through the city's many parks and public gardens.

## Seal and Motto

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



Berklee's motto is *Esse quam videri*. The translation of this Latin phrase is "to be, rather than to seem" or "to be, rather than to appear to be."

## Official Colors

The official colors of Berklee College of Music are red and gray.

# Academic Calendar

<b>Fall Semester</b>	<b>2008</b>	<b>2009</b>
* Labor Day	September 1	September 7
New Student Orientation Begins	September 2	August 31
Online Check-In	September 3–5	August 31–September 4
Instruction Begins	September 8	September 8
* Columbus Day	October 13	October 12
* Veterans Day	November 11	November 11
Registration	November 17–December 4	November 16–December 2
* Thanksgiving Recess	November 27–30	November 26–29
Examinations	December 15–19	December 14–18
* Winter Recess	December 20–January 15	December 19–January 12

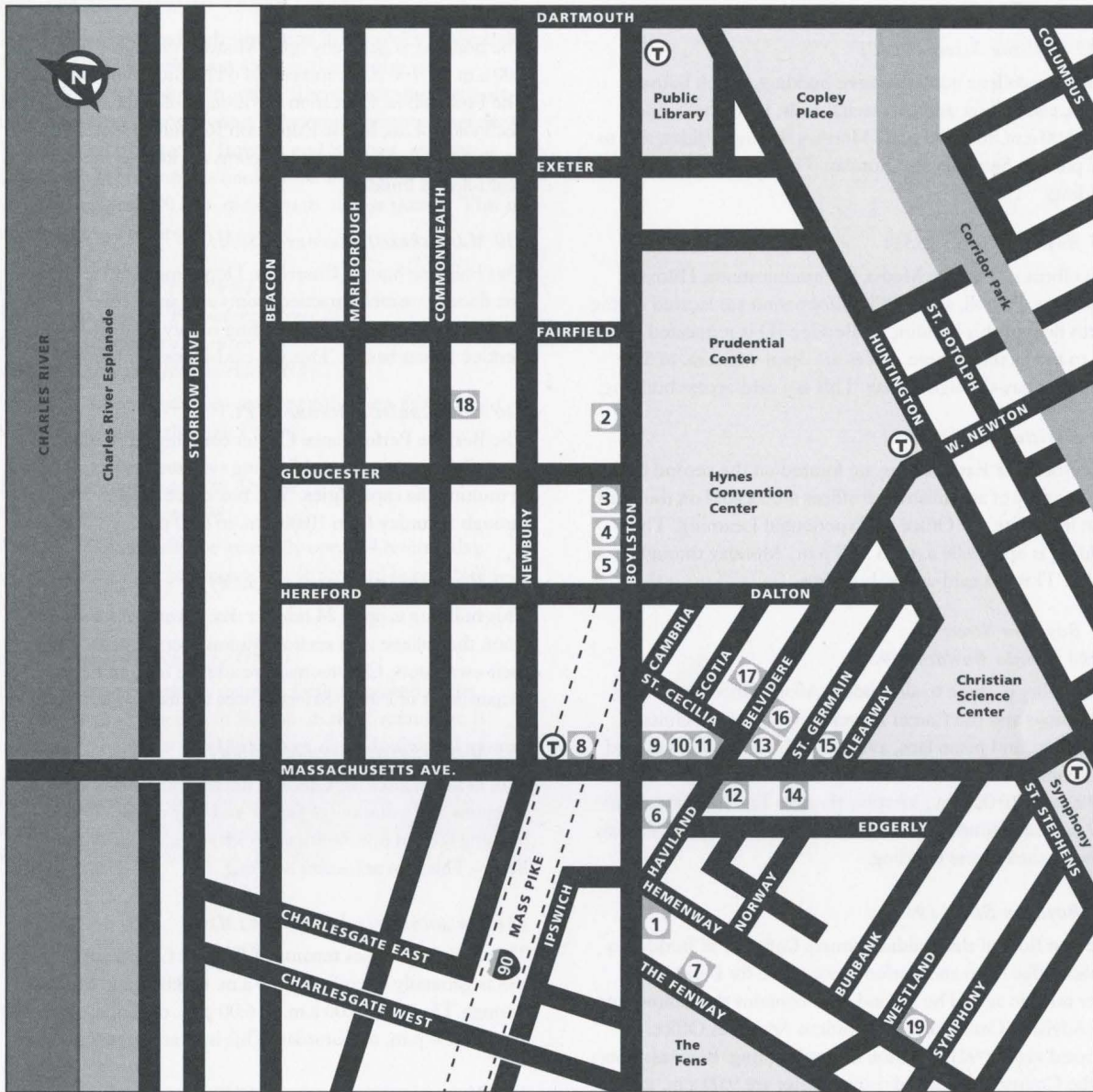
<b>Spring Semester</b>	<b>2009</b>	<b>2010</b>
New Student Orientation Begins	January 13	January 12
Online Check-In	January 14–16	January 12–15
* Martin Luther King Day	January 19	January 18
Instruction Begins	January 20	January 19
* Presidents Day	February 16	February 16
* Spring Recess	March 14–22	March 13–21
Registration	April 6–May 1	April 5–23
* Patriots Day	April 20	April 19
Examinations	May 4–8	May 3–7
Graduation	May 9	May 8

<b>Summer Semester (12 weeks)</b>	<b>2009</b>	<b>2010</b>
New Student Orientation Begins	May 20	May 19
Online Check-In	May 21–22	May 19–21
* Memorial Day	May 25	May 31
Instruction Begins	May 26	May 24
* Independence Day	July 4	July 5
Examinations	August 10–14	August 9–13

<b>Summer Performance Program (5 weeks)</b>	<b>2008</b>	<b>2009</b>
Online Check-In	July 11	July 10
Testing—Placement and Auditions	July 12	July 11
Instruction Begins	July 13	July 12
Instruction Ends	August 14	August 13

\* College closed

# Berklee Campus Map



- 1 1140 BOYLSTON STREET
- 2 855 BOYLSTON STREET
- 3 899 BOYLSTON STREET
- 4 921 BOYLSTON STREET
- 5 939 BOYLSTON STREET
- 6 1080 BOYLSTON STREET
- 7 22 THE FENWAY
- 8 100 MASSACHUSETTS AVENUE
- 9 130 MASSACHUSETTS AVENUE
- 10 136 MASSACHUSETTS AVENUE
- 11 150 MASSACHUSETTS AVENUE

- 12 155 MASSACHUSETTS AVENUE
- 13 168 MASSACHUSETTS AVENUE
- 14 171 MASSACHUSETTS AVENUE
- 15 180-186 MASSACHUSETTS AVENUE
- 16 9 BELVIDERE STREET
- 17 20 BELVIDERE STREET
- 18 264-270 COMMONWEALTH AVENUE
- 19 98 HEMENWAY STREET

\* Back Bay campus only; the 25-39 Fordham Road facility in Allston not shown.

## College Facilities Directory

### *1140 Boylston Street (1140)*

This main college administrative building, which houses offices, classrooms, and two recital halls, is generally open from 8:00 a.m. to 10:00 p.m., Monday through Friday, and to 4:00 p.m. on Saturday and Sunday. This is a card-access building.

### *855 Boylston Street (855)*

The offices of Berklee Media, Communications, Human Resources, Payroll, and Public Information are located on the fourth floor of this building. A Berklee ID is requested of visitors to the facility. These offices are open 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

### *899 Boylston Street (899)*

The offices for Ear Training are located on the second floor, and a variety of administrative offices are located on the third floor, including the Office of Experiential Learning. The building is open 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

### *921 Boylston Street*

#### *Genko Uchida Building (921)*

This facility is home to all Student Affairs offices, including Admissions and the Career Development Center. Guitar, percussion, and piano labs, a recital hall, a computer lab, and classrooms are also located here. The building is open from 8:00 a.m. to 10:00 p.m., Monday through Friday; 8:00 a.m. to 3:30 p.m. on Saturday; and 10:00 a.m. to 3:30 p.m. on Sunday. This is a card-access building.

### *939 Boylston Street (939)*

The first floor of this building houses Cafe 939 at Berklee, a public coffee shop and performance space for Berklee and other outside acts. The second floor contains the Counseling and Advising Center and the Student Activities Office, accessed via the 921 Boylston Street building. Business hours for the Counseling and Advising Center are 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. Business hours for Student Activities are 9:00 a.m. to 8:00 p.m., Monday through Thursday, and 9:00 a.m. to 6:00 p.m. on Saturday. Business hours for the cafe are 7:30 a.m. to 9:00 p.m., Monday and Tuesday; 7:30 a.m. to 11:00 p.m., Wednesday through Friday; 10:30 a.m. to 11:00 p.m. on Saturday; and 10:30 a.m. to 9:00 p.m. on Sunday.

### *1080 Boylston Street (1080)*

This building houses the Berklee bookstore. The store is open from 10:00 a.m. to 7:00 p.m., Monday through Friday, and 11:00 a.m. to 5:00 p.m. on Saturday.

### *1080A Boylston Street (1080)*

This building houses the Physical Plant Department with administrative offices located on the first floor and the Physical Plant Carpentry Warehouse located in the basement level. A Berklee ID is requested of visitors to the facility. This is a card-access building.

### *22 The Fenway (FENS)*

The building is generally open Monday through Friday from 8:00 a.m. to 9:00 p.m., and closed on Saturday and Sunday. The Professional Education Division, Professional Education Technology Lab, Music Education Resource Center, Music Synthesis recital hall, and classrooms are located here. This is a card-access building.

### *130 Massachusetts Avenue (130M)*

This building houses Ensemble Department offices on the first floor. Ensemble practice rooms and spaces are located in the basement levels. This building is only accessible with a Berklee access badge. This is a card-access building.

### *136 Massachusetts Avenue (BPC)*

The Berklee Performance Center contains 1,220 seats, state-of-the-art sound and lighting systems, and a full range of multimedia capabilities. The box office is open Monday through Saturday from 10:00 a.m. to 6:00 p.m.

### *150 Massachusetts Avenue (150M)*

This building is open 24 hours a day, seven days a week when the college is in session. Various departments have their own hours. Classrooms, a residence hall, and Department of Public Safety offices are located here.

### *155 Massachusetts Avenue (155M)*

This facility houses the Office of International and Special Programs and a number of faculty and staff offices. The building is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

### *161 Massachusetts Avenue (161M)*

This building houses tenants of Berklee College of Music and is generally open from 8:00 a.m. to 8:00 p.m., Monday through Thursday; 8:00 a.m. to 6:00 p.m. on Friday; and 9:00 a.m. to 4:00 p.m. on Saturday. This is a card-access building.

### *168 Massachusetts Avenue (168M)*

This facility houses student and faculty mailrooms, a copy center that is open to both the college and the public, and a number of administrative offices. Building hours are generally 8:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 1:00 p.m. on Saturday.

### *169 Massachusetts Avenue (169M)*

This building houses tenants of Berklee College of Music and is not open to the general public. This building is locked 24 hours a day, seven days a week. This is a card-access building.

### *171 Massachusetts Avenue (171M)*

This building houses individual practice rooms that are available primarily for piano and percussion principals. The practice room hours for this building are from 9:00 a.m. to 12:00 a.m., Monday through Friday, and 12:00 p.m. to 12:00 a.m., Saturday and Sunday. This is a card-access building.

*180–186 Massachusetts Avenue (180M)*

This building houses the Information Technology Center, the Student Computer Support Center, the Center for Technology in Music Instruction, Technology and Support, and classrooms. Network and Telecommunications Services, Administrative Systems, Training and Support, and the Office of Information Technology are located on the upper level. Hours are 9:00 a.m. to 5:00 p.m. unless posted. This is a card-access building.

*9 Belvidere Street (150NX)*

*St. Cecilia's at 20 Belvidere Street (SC)*

*Boston Architectural Center*

*at 100 Massachusetts Avenue (BAC)*

These classroom buildings are generally open 8:00 a.m. to 6:00 p.m., Monday through Friday.

*264–270 Commonwealth Avenue (270)*

*98 Hemenway Street (98)*

These residence halls are generally open 24 hours a day, except during college breaks. These are card-access buildings.

*25–39 Fordham Road (FORD)*

Hours of this off-campus practice facility, located in the Allston-Brighton section of Boston on the Green Line B train, are available at the 150M front desk. Individual rooms, ensemble rooms, and a 12-station computer lab are available. Hours of operation are 4:30 p.m. to 11:30 p.m., Monday through Friday, and 12:00 p.m. to 11:30 p.m., Saturday and Sunday. This is a card-access building.

# Admissions Policies and Procedures

## Admissions Requirements

Note: For the most current application procedures, detailed guidelines, and answers to many questions, visit [berklee.edu/admissions](http://berklee.edu/admissions).

Applying to Berklee is a simple, three-step process. The board of admissions thoroughly reviews each application, considering every aspect of an applicant's strengths. They look for candidates who reflect the rich diversity of Berklee's curriculum, with high musical aptitude as players or writers, or in business, production, music therapy, or music education. They seek students with great potential; who are creative, collaborative, and open to new ideas; who are problem-solvers and entrepreneurs; who have something extra that sets them apart.

An integral part of selecting the entering class is Berklee's unique audition and interview process, designed to help applicants show their strengths while helping the board of admissions assess their aptitude and ability to succeed in Berklee's highly charged and dynamic environment.

## Admissions Process

The Berklee application consists of the application form, the audition and interview, and supporting materials.

### *The Application Form*

Berklee prefers that applicants apply online. The fee is \$150, to be paid by credit card at the time of the application submission. To apply online, visit [berklee.edu/admissions](http://berklee.edu/admissions). Applicants can also download a pdf of the printed application there, if they prefer. Please note that all correspondence related to the application will be addressed to the email address provided on the application, so, if there are any changes, notify the Office of Admissions at once.

### *The Audition and Interview*

All applicants are strongly encouraged to visit the Berklee campus to participate in an audition and interview; tour the facilities; and meet with Berklee faculty, students, and staff. Up-to-date information about the audition and interview process, including audition schedule and sites worldwide, can be found at [berklee.edu/wst/dates.html](http://berklee.edu/wst/dates.html).

### *Supporting Materials*

First-time college applicants should submit official up-to-date academic transcripts or GEDs. Those who have college/university credits at another institution must also submit an official transcript. SAT or ACT scores are optional. Homeschooled applicants should submit a homeschool portfolio outlining all course content, textbooks used, examples of work done, and grades received.

Transfer students should also submit transcripts of all completed college/university-level work—in addition to a high school diploma as evidence of graduation. High school

transcripts are not required if applicants have earned more than 24 credits of college-level academic course work. Transfer students are required to provide a dean of students release form. For more information, see Transfer Credit below.)

All applicants who have completed their education outside of the United States will need to have all required academic documents (mark sheets, transcripts, diplomas, etc.) evaluated by a certified international credential evaluation service. Berklee recommends Educational Credential Evaluators ([ece.org](http://ece.org)).

Articulation (ART) school and Berklee International Network (BIN) school applicants are required to submit official, attested copies of their secondary school mark sheet/transcript and mark sheets for all college/university coursework completed. To see a list of BIN/ART schools visit [berklee.edu/noindex/bin\\_art.html](http://berklee.edu/noindex/bin_art.html).

Specific information about what supporting materials will need to be submitted as part of an application can be found at [berklee.edu/admissions](http://berklee.edu/admissions).

## Application Timeline

Berklee uses a fixed application deadline. Deadlines for the fall, spring, and summer semesters can be found at [berklee.edu/admissions](http://berklee.edu/admissions). Applications received after the specified deadline will be considered at the discretion of the board of admissions.

## Contacting Admissions

Toll-free within the U.S. and Canada:  
800 BERKLEE (237-5533)  
Email: [admissions@berklee.edu](mailto:admissions@berklee.edu)

Outside the U.S. and Canada: 617 747-2650  
Email: [internationaladmissions@berklee.edu](mailto:internationaladmissions@berklee.edu)

## Returning Students

Berklee recognizes that students may have professional opportunities in the music field or personal situations that interrupt their studies. Therefore, students who require a semester's leave or more are allowed to resume their studies and maintain the same academic credits that they have already accrued. Students are not required to reapply to the college in order to return. The returning student coordinator in the Office of the Registrar will assist any student in the procedures for reenrolling. A nonrefundable tuition deposit is required to register for courses.

## Transfer Credit

Transfer credit may be granted in liberal arts, history of music, and some business-related courses. All courses accepted for transfer must be successfully completed at a regionally accredited institution with a minimum grade of



“C” (73 percent or 2.0). Berklee accepts a wide range of courses that may count toward graduation in either the general elective (normally elective music courses) or liberal arts elective categories. For courses to transfer as required Berklee courses, they must have comparable descriptions to those offered at Berklee.

If students think they have expertise in a course, they may speak with the course chair about the possibility of credit by exam. Some courses are not eligible for credit by exam. Credit earned through the credit by exam process is free of charge.

Upon an applicant’s acceptance to the college, all official transcripts are immediately forwarded to the Office of the Registrar for transfer evaluation. Approximately two to three weeks later, applicants receive a transfer credit evaluation, which indicates which courses transferred and how those courses will apply toward graduation.

Candidates for the bachelor of music degree may transfer up to 24 credits in liberal arts courses. Professional diploma students may transfer up to 12 credits in liberal arts courses toward general elective requirements. The maximum number of transferable credits (combining liberal arts and electives) for degree candidates is 60, and the maximum number for diploma candidates is 29.

Once students are enrolled at Berklee they are expected to complete all remaining coursework at the college, but may still transfer a maximum of nine additional liberal arts credits from another regionally accredited institution. All students are required to complete at least six credits of liberal arts courses at Berklee.

## Official Documents

### Immunization Records

Massachusetts law requires that entering students submit completed immunization records before check-in. Students who do not submit this information will be unable to enroll in classes.

Every full-time undergraduate registered at a college or university in Massachusetts must present a physician’s certificate proving that the student has received the following immunizations:

- One dose of mumps and rubella vaccines given at or after 12 months of age
- Two doses of live measles vaccine given at least one month apart and after 12 months of age
- A booster of tetanus/diphtheria within the last 10 years
- Three doses of hepatitis B vaccine
- One dose of meningococcal vaccine within the last 5 years or a signed Massachusetts Department of Public Health waiver for the vaccine

These requirements shall not apply where (1) the student meets the standards for medical or religious exemption set forth in M.G.L. c. 76, s15c, (2) the student provides a copy of a complete immunization record from a school indicating receipt of required immunization, or (3) in the case of measles, mumps, rubella, or hepatitis B, the student presents laboratory evidence of immunity. Please submit supporting evidence if any of these exemptions apply. For more information, call the Office of Admissions at 800 BERKLEE (within the U.S. and Canada) or 617 747-2222.

### Secondary School Diploma

Berklee requires all applicants to the college to submit evidence of graduation from an accredited high school. Berklee will be unable to release a student’s schedule at check-in unless the file is complete and contains a final high school or secondary school transcript that includes the graduation date and an official school seal or school signature. Exceptions to this requirement must be approved by the board of admissions. Students should have their high school send this information to the Office of Admissions as soon as it is available. Transfer students must also submit evidence of graduation from high school. GED test scores or state certification are acceptable as evidence of graduation and are required of homeschooled applicants.

### Tuition Deposit

Upon notification of acceptance, applicants are required to submit a \$500 tuition deposit. This initial deposit is credited towards the student’s first semester charges. This deposit confirms their intention to attend the college and secures a seat in the entering class. For more specific information, please see Withdrawal from the College and Financial Aid, page 32.

The deposit is fully refundable to entering students upon written notification until the following deadlines:

- For the fall (September) semester: May 1
- For the spring (January) semester: October 1
- For the summer (May) semester: April 1

Because Berklee must limit enrollment, failure to submit the deposit could jeopardize placement in the entering class or the ability to secure college housing, requiring the student to defer to a later semester. Requests for a refund of the tuition deposit or to defer to a later semester must be made in writing and received by the college on or before the deadlines identified above. Requests to defer a tuition deposit to a later semester will only be honored once. Payments may be made via phone using a Visa or MasterCard through the Office of the Bursar at 617 747-2165 or 617 747-2610.

## Orientation

Orientation is a multi-day event held the week prior to classes, kicking off with entering student check-in on the first day and culminating with course schedule distribution on the Saturday before classes begin. Orientation is a required event for all entering students, as it is the foundation for a successful Berklee experience. Whether students are just starting their college careers or transferring from other institutions, the orientation program has been designed to ease the transition. During orientation, students will take assessments and placement exams that will help Berklee build each student's personalized course schedule. Over the course of the orientation program, students will also participate in a host of events that welcome them into the Berklee community and outline resources Berklee offers, from academic counseling to a variety of cocurricular programs, each of which is intended to contribute to a well-rounded and successful student experience.

Working as part of Berklee's Student Activities Center, the orientation team is composed of student leaders and professional staff here to welcome and assist students and their families. The orientation team is always seeking compassionate, enthusiastic, and dynamic Berklee students to play the role of orientation leader. Upper-semester students may apply by contacting the orientation team at [orientation@berklee.edu](mailto:orientation@berklee.edu).

Berklee's Counseling and Advising Center will also be working closely with entering international students to specifically service their needs. All inquiries about orientation programs and services for entering international students should be directed to the Counseling and Advising Center.

## Check-In

Check-in takes place on the first day of orientation. At check-in, all entering students receive specific academic and cocurricular reference guides, information about Berklee's resources, and a personalized orientation week schedule. The personalized orientation week schedule details specific times for students to take their proficiency assessments and instrumental auditions, and pick up their Berklee student IDs and laptops. Additionally, the orientation week schedule outlines the times and locations of other important orientation programs. Assessment and audition results are used to determine entering students' first-semester course schedule. Schedules are distributed to entering students by peer advisors on the Saturday before classes begin. For more information on the first-semester curriculum, see page 63.

## Entering Student Proficiency Assessment

All entering students must take proficiency assessments during check-in week. The assessments are designed to determine a student's knowledge and ability in the areas of arranging, ear training, harmony, music notation, music

technology, and English. The results of these assessments are used to place entering students in classes appropriate to their level of ability. For more information, see First-Semester Curriculum, page 60.

## Entering Student Auditions

During check-in, entering students are required to take a placement audition. The audition will be administered by instrumental and Ensemble Department faculty to assess students' ability to play/sing in a group setting as well as their skill level. During check-in, students will receive an audition packet that contains information about the audition. Included on the audition are:

- 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.
- reading: examples that can be practiced prior to the audition.

Students may be given a sight-reading example at the audition.

It is important for us to find out how students practice. Therefore, it is helpful if students play exercises that are part of their practice routine. The results of this audition will determine placement in labs and ensembles, and they will be forwarded to the students' mailboxes. If an ensemble is not on a student's schedule, the student should stop by the ensemble placement office.

## Advanced Placement of Music Credits

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

# Financial Information

## Costs per Semester

Fall 2008 Semester	Degree Program	Diploma Program
<b>Tuition and Fees:</b>		
<sup>1</sup> Application Fee (nonrefundable)	\$150	\$150
<sup>1</sup> Tuition Deposit (nonrefundable)	\$500	\$500
Tuition	\$13,750	\$11,850
<sup>2</sup> Housing Prepayment	(\$300)	(\$300)
Residence Hall Fees	\$7,180	\$7,180
<sup>4</sup> Accident Insurance	\$79	\$79
<sup>4</sup> Tuition Insurance	\$112	\$112
<sup>3,4</sup> Health Insurance	\$1,447	\$1,447
<sup>7</sup> Comprehensive Fee	\$350	\$350
<sup>8</sup> Berklee Laptop Purchase Program	\$2,950	\$2,950

Spring 2009 Semester	Degree Program	Diploma Program
<b>Tuition and Fees:</b>		
<sup>1</sup> Application Fee (nonrefundable)	\$150	\$150
<sup>1</sup> Tuition Deposit (nonrefundable)	\$500	\$500
Tuition	\$13,750	\$11,850
<sup>2</sup> Housing Prepayment	(\$300)	(\$300)
Residence Hall Fees	\$7,180	\$7,180
<sup>5</sup> Accident Insurance	\$47	\$47
<sup>5</sup> Tuition Insurance	\$112	\$112
<sup>3,5</sup> Health Insurance	\$1,052	\$1,052
<sup>7</sup> Comprehensive Fee	\$350	\$350
<sup>8</sup> Berklee Laptop Purchase Program	\$2,950	\$2,950

Summer 2009 Semester	Degree Program	Diploma Program	Full-Credit Summer Program	Summer Performance Program
<b>Tuition and Fees:</b>				
<sup>1</sup> Audition/Application Fee (nonrefundable)	\$150	\$150	\$50	\$50
<sup>1</sup> Tuition Deposit (nonrefundable)	\$500	\$500		
Tuition	\$12,720	\$10,960	\$10,960	\$4,095
<sup>2</sup> Tuition Prepayment			(\$100)	(\$200)
<sup>2</sup> Housing Prepayment	(\$300)	(\$300)	(\$300)	(\$150)
Residence Hall Fees	\$6,408	\$6,408	\$6,408	\$2,800
<sup>6</sup> Accident Insurance	\$32	\$32	\$32	
<sup>6</sup> Tuition Insurance	\$140	\$140	\$140	
<sup>3,6</sup> Health Insurance	\$572	\$572	\$572	
<sup>7</sup> Comprehensive Fee	\$350	\$350	\$350	\$150
<sup>8</sup> Berklee Laptop Purchase Program	\$2,950	\$2,950		

### Miscellaneous Fees for Summer/Fall 2008 and Spring 2009 (generally not required of first-semester students)

Class Instruction (per credit hour)	\$975
Extra Ensemble (per credit hour)	\$975
Extra Private Instruction (per semester)	\$1,950
Facilities-Only Fee	\$500
Insufficient Fund Fee	\$50
Late Registration Fee	\$200
Make-up Examinations (each)	\$50

\*Please note: All fees are subject to change.

<sup>1</sup> The application fee and tuition deposit are one-time fees. See pages 9 and 27 for more information on tuition deposit policies.

<sup>2</sup> Prepayments are deducted from remaining fees.

<sup>3</sup> Estimated fee, subject to change. Required of students not submitting an insurance waiver.

<sup>4</sup> For students beginning in September; coverage until August 31, 2009.

<sup>5</sup> For students beginning in January; coverage until August 31, 2009.

<sup>6</sup> For summer semester only.

<sup>7</sup> Comprehensive fee for all full-time students.

<sup>8</sup> One-time fee, usually for entering students upon beginning studies at Berklee. The purchase is subject to a 5 percent Massachusetts sales tax in the amount of \$147.50 that will be included on the student's bill.

## Payment of Tuition

Before a student attends any classes, all tuition and fees for the semester must be paid. Please do not mail cash to the college for application fees, deposits, or tuition. The college accepts the following methods of payment:

- A personal or cashier's check. All checks should be made payable to Berklee College of Music with the negotiable amount in U.S. currency.
- A bank-to-bank wire (international students may find this method the most effective and least costly).
- Traveler's checks presented at registration.
- Credit card payments on campus for application fees, tuition deposits, and miscellaneous fees only.
- Credit card payments for tuition and fees through Official Payment Corp. online at [my.berklee.net](http://my.berklee.net) or by phone at 866 661-9951.
- Monthly payment plans, which allow students to spread their educational expenses over a period of time.
- A variety of federal and private educational loan programs.

The financial aspects of attending college sometimes can be complicated and confusing. To help clarify students' options, the Bursar's Office publishes a brochure with specific information on the above services. For a copy of this brochure, please write to the Bursar's Office or call 617 747-2165 or 617 747-2610.

## Financial Aid Domestic Students

Funds for financing a Berklee education are available from many different sources, including Berklee programs, federal and state programs, other government agency programs, and private sources.

The Office of Financial Aid is responsible for administering financial aid that is based upon the student completing the Free Application for Federal Student Aid (FAFSA). This document calculates a family's "need" and allows the student and family to be considered for state grants and scholarships and the following federal programs: the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan, and the Direct Stafford and Parent Loan for Undergraduate Students (PLUS) loan programs. Other supplemental financing options available to Berklee students and parents are the MEFA, Education Finance Partners, Signature, and Bank of America loan programs.

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

In Berklee's Office of Financial Aid, counselors work with students to help find solutions to financing their education. For more information, a financial aid packet, or the brochure *Financing Your Berklee Education: A Guide to Financial Aid and Scholarship Services*, which outlines aid options, please call 800 538-3844 or 617 747-2274. For further information, email the Office of Financial Aid at [financialaid@berklee.edu](mailto:financialaid@berklee.edu).

## International Students

International students are eligible for merit-based scholarships. In addition, upper-semester continuing and returning students may apply for a need-based Berklee International Grant through the Office of Financial Aid. Berklee scholarships usually cover only a portion of tuition, so students must have sufficient funds to cover all educational, personal, and living expenses. Students should check with their country's government and private agencies to determine whether additional scholarship assistance may be available. International students are eligible to apply for Berklee student employment and are encouraged to do so by contacting the Office of Scholarships and Student Employment for further information.

Additional long-term financing is available to international students and their families. Several loan programs are now offered to students who are either citizens of specific countries (Canada) and/or have a cosigner who is a United States citizen or permanent resident of the United States. These loan programs are for creditworthy applicants and allow students and their families to finance some or all of their expenses to enroll at Berklee at a low interest rate. Further information about several loan programs and applications are available in the Office of Financial Aid or on the following websites:

CanHelp Loan	<a href="http://iefc.com">iefc.com</a> citizens of Canada with a U.S. cosigner
MEFA Loan	<a href="http://mefa.org">mefa.org</a> residents of Massachusetts
ISLP Loan	<a href="http://educaid.com">educaid.com</a> citizens of any country with a U.S. cosigner

An additional resource for financial aid information is located at [edupass.org](http://edupass.org). Students can find out about agencies and financial aid search services that may be of assistance in finding resources.

Additional information is available from the brochure *Financing Your Berklee Education: A Guide to Financial Aid and Scholarship Services*, which outlines aid options. This is located on the Berklee website at [berklee.edu/financing](http://berklee.edu/financing). Students may request a copy by calling 800 538-3844. For more information, email the Office of Financial Aid at [financialaid@berklee.edu](mailto:financialaid@berklee.edu) or the Office of Scholarships and Student Employment at [scholarships@berklee.edu](mailto:scholarships@berklee.edu).

## Scholarships

Berklee's Office of Scholarships and Student Employment provides extensive opportunities for both domestic and international students to apply for merit-based scholarships via their live audition and interview for admission (entering students) or submission of an achievement portfolio (continuing and returning students who have successfully completed a minimum of two semesters).

To obtain information about applying for merit-based scholarships, contact the Office of Scholarships and Student Employment at 617 747-8681, [scholarships@berklee.edu](mailto:scholarships@berklee.edu), or visit our website at [berklee.edu/scholarships](http://berklee.edu/scholarships).

### Entering Student Scholarship Opportunities

The Berklee Professional Music Scholarship Fund is the general scholarship fund maintained by the college for entering students with outstanding musical ability. Scholarships are awarded on the basis of a live audition and interview. While the vast majority of awards are partial-tuition awards, a limited number of full-tuition awards are available to exceptionally gifted students. Applicants are asked to demonstrate musical merit and potential, exhibited by performance on their principal instrument, including voice. Candidates may also have their music-writing abilities taken into consideration, in addition to their performance skills.

All entering students are automatically evaluated for scholarships based on their audition and interview prior to their enrollment at the college. Auditions are held throughout the year with specific application guidelines in more than 50 cities worldwide. Students may only audition once per year. Award decisions are based upon an applicant's demonstrated performance in the audition and interview process.

#### *The Presidential Scholarship*

The Presidential Scholarship program is founded on the principle that all deserving, talented, and financially challenged students should be provided the opportunity to experience the unique benefits of a Berklee education. Presidential scholars represent the most talented individuals among all young musicians graduating from high school each year. Each will receive full tuition and room and board, which is renewable over four years of study.

Candidates must exhibit outstanding musical merit determined through a live audition and interview. They are also required to demonstrate financial need through submission of the Free Application for Federal Student Aid (FAFSA).

All candidates for the Presidential Scholarship must first participate in a live audition and interview at one of Berklee's many audition sites throughout the United States and the world. For deadlines, locations, and

application instructions, visit the college website at [berklee.edu/wst/dates.html](http://berklee.edu/wst/dates.html) or call 800 BERKLEE. Both domestic and international students are eligible to be selected. Candidates who qualify based on their performance in a live audition and interview will be notified that they have been nominated for a Presidential Scholarship and will be asked to complete an application for need-based financial aid. Final selection of the Presidential Scholars will be announced in April each year.

#### *Live Auditions and Interviews*

Each year, Berklee travels throughout the United States, Europe, Asia, and Latin America in search of talented instrumentalists and vocalists who are pursuing a college education in music. The college offers more than \$19 million in scholarship funds annually. Past audition sites include Athens, Greece; New Orleans, Louisiana; Dublin, Ireland; Tokyo, Japan; Kuala Lumpur, Malaysia; Tel Aviv, Israel; New York City, New York; Los Angeles, California; São Paulo, Brazil; Barcelona, Spain; Paris, France; and Seoul, Korea. For a complete listing of where Berklee plans to visit in the upcoming year and to complete an online application, visit the scholarships website at [berklee.edu/wst/dates.html](http://berklee.edu/wst/dates.html), email [scholarships@berklee.edu](mailto:scholarships@berklee.edu), or call 617 747-8681.

#### *Berklee Entering Student Talent (BEST) Scholarship*

The Berklee Entering Student Talent (BEST) Scholarship is designed to provide applicants to the college an opportunity to have their music-writing abilities taken into consideration, in addition to their performance abilities (live audition). In order to be considered for the BEST scholarship, applicants must submit a CD of three original compositions, accompanied by written scores. Deadlines correspond with the application deadlines for admission. The maximum award amount through the BEST scholarship is \$8,000 per year. For application guidelines, visit the website at [berklee.edu/scholarships/best\\_app\\_guidelines.html](http://berklee.edu/scholarships/best_app_guidelines.html) or email [scholarships@berklee.edu](mailto:scholarships@berklee.edu).

#### *Berklee on the Road Clinics*

Berklee also hosts several teaching and performance programs across the United States and throughout the world including Boston, Germany, Greece, Italy, Los Angeles, Puerto Rico, and Spain. Students are selected to receive scholarships based upon their performance during these programs, which are held at various times throughout the year.

Detailed information on the schedule of the audition tours and On the Road programs can be obtained from the Office of Scholarships and Student Employment by visiting [berklee.edu/scholarships](http://berklee.edu/scholarships), emailing [scholarships@berklee.edu](mailto:scholarships@berklee.edu), or calling 617 747-8681.

## Continuing and Returning Students

### *The Berklee Achievement-Based Scholarship*

The Berklee Achievement-Based Scholarship is the general scholarship fund maintained by the college for continuing and returning students. Applicants must have completed a minimum of two semesters of study at Berklee and continue to maintain a cumulative grade point average of not less than 2.50. United States citizens and legal residents are required to have a current financial aid application on file with the Office of Financial Aid. Students are required to submit a web-based achievement portfolio highlighting their musical and academic accomplishments during their tenure at Berklee.

### *Jazz Masters Scholarship Funds*

The Jazz Masters Scholarship Funds are established in conjunction with the appearance at the Berklee Performance Center of the artists named here. Varying amounts are awarded periodically to musically outstanding upper-semester students.

### *Count Basie Scholarship Fund*

for pianists

### *Tony Bennett Scholarship Fund*

for vocalists

### *Duke Ellington Scholarship Fund*

for pianists/composers/arrangers

### *Art Farmer Scholarship Fund*

for trumpet players

### *Maynard Ferguson Scholarship Fund*

for trumpet players

### *Stephane Grappelli Scholarship Fund*

for string players

### *Urbie Green Scholarship Fund*

for trombonists

### *Jim Hall Scholarship Fund*

for guitarists

### *Woody Herman Scholarship Fund*

for woodwind players

### *Chuck Mangione Scholarship Fund*

for trumpet players

### *Oscar Peterson Scholarship Fund*

for pianists

### *Buddy Rich Scholarship Fund*

for drummers

### *Sarah Vaughan Scholarship Fund*

for vocalists

### *Phil Woods Scholarship Fund*

for woodwind players

## *Endowed Funds*

Endowed Funds are scholarship funds established by named donors to assist talented students and include the following:

### *484 Phi Alpha Scholarship Fund*

to provide an opportunity for students from Cambridge, Massachusetts, to attend Berklee's summer program

### *Aerosmith Scholarship*

for outstanding achievement by a music business/management major

### *Alumni Scholarship*

for a continuing student with outstanding potential and demonstrated financial need

### *Joseph Baptista Scholarship*

for outstanding achievement by a music production and engineering major

### *Louie Bellson Scholarship*

for outstanding achievement by a percussionist majoring in jazz composition

### *Scott Benson Scholarship*

for outstanding achievement in songwriting

### *Lawrence and Alma Berk Fund for the Superior Musician*

for outstanding musical achievement

### *Lee Eliot and Susan G. Berk Scholarship*

for outstanding musical achievement

### *Lee Eliot Berk Endowed Music Business/Management Scholarship Fund*

for an outstanding music business/management major at the college

### *Lee Eliot Berk Scholarship*

for outstanding students with extenuating financial circumstances, preferably those who have made contributions to their community and whose personal recommendations are outstanding

### *Berklee City Music Scholarship Fund*

for a financially and academically deserving Boston-area student to enter Berklee College of Music after successfully completing Berklee City Music's summer program

### *Fred Berman Memorial Scholarship*

for outstanding performance ability demonstrated by an entering brass player

### *Claire Beskind Scholarship Fund*

for an outstanding pianist

### *Billboard Endowed Scholarship Fund*

for continuing students in recognition of academic and musical excellence

### *Jia Kennie Blackwell Memorial Scholarship*

for talented female musicians in need of assistance to continue or begin their Berklee education

*Boston Magazine Scholarship*

for a music business/management student in Heavy Rotation Records who is performing his or her senior practicum

*Boston Stock Exchange Scholarship*

for academic and musical excellence

*Boys Choir of Harlem Scholarship*

for outstanding achievement by a participant in the Berklee Gospel Choir

*Fletcher Bright Scholarship*

for an outstanding continuing student with an interest in music for strings

*Nancy Brusger Scholarship*

for outstanding achievement by a music education and/or music therapy major

*Gary Burton Endowed Performance Scholarship Fund*

to provide an opportunity for students from the SoundArt program of Los Angeles to come to Berklee's summer program

*Gary Burton Scholarship*

for outstanding achievement by a music education and/or music therapy major

*Michel Camilo Scholarship*

for a young musician, either Dominican-born or of Dominican descent, with both exceptional talent and a passion for a career in music

*Terri Lyne Carrington Scholarship*

for outstanding achievement by female instrumentalists at the college

*Chicago Commercial Music Producer's Association Scholarship*

for outstanding achievement in commercial arranging

*George Angelo DeJoy Scholarship*

for outstanding continuing or new students majoring in guitar, bass guitar, piano, or voice who are from the New England region of the United States.

*Georges Delerue Scholarship*

for outstanding achievement by a film scoring major

*Henry Droz-WEA Endowed Scholarship*

for sons or daughters of WEA employees

*Daniel Edge Memorial Scholarship Fund*

for outstanding achievement in music production and engineering

*Harry Ellis Dickson Endowed Scholarship*

for students who participate in the Berklee City Music program

*Mary Jane Ellison Scholarship*

for outstanding achievement by a jazz pianist at the college

*Epic Records Endowed Scholarship*

in recognition of outstanding achievement by a music business/management major at the college

*Faculty Scholarship*

for continuing or returning students who evidence outstanding musical potential.

*Alex Frank Scholarship*

for a student with a strong interest in rock 'n' roll and demonstrated financial need

*Fundacion Banco Popular Scholarship Fund*

for an outstanding student from Puerto Rico with demonstrated financial need

*Steve Gadd Scholarship Fund*

for an outstanding drummer

*Daniel Lawrence Gavini Memorial Scholarship Fund*

to provide an opportunity for students from Holliston High School to come to Berklee's summer program

*Henry Grossman Memorial Scholarship*

for outstanding achievement in music business/management

*James David Harber Scholarship*

for outstanding achievement by a percussionist with demonstrated financial need

*Roy Haynes Scholarship Fund*

for outstanding achievement in performance

*Jimi Hendrix Scholarship Fund*

for talented guitar students

*Stephen D. Holland Memorial Scholarship Fund*

for talented guitar students

*Raymond and Grace Hornfischer Endowed*

*Scholarship Fund*

for a continuing pianist with preference for a student from Connecticut

*Hyatt Music Award*

for outstanding vocal performance

*Inouye Family Endowed Scholarship Fund*

for an outstanding fifth-semester or higher music business/management major at the college

*Japan Scholarship*

for an outstanding Japanese student with financial need

*Lennie Johnson Scholarship Fund*

for students of outstanding musical ability and financial need

*Elvin Jones Scholarship Fund*

for outstanding achievement in performance

*Quincy Jones Scholarship Fund*

for composers/arrangers

*Peter Kaleta Scholarship*

for entering or continuing students who evidence outstanding musical potential and financial need

*KAO Infosystems Scholarship*

for outstanding achievement by a music technology major

*Robert Barnett Kaplan Scholarship*

for a U.S. citizen and resident of Marshfield, Massachusetts, who demonstrates outstanding musical ability (preference given to composers)

- W. S. Kenney Endowed Scholarship*  
to recognize aspiring young musicians with outstanding musical achievement and promise
- Al Kooper/It Can Happen Scholarship*  
to support adaptive technology for physically challenged students attending the college
- Korg Endowed Scholarship Fund*  
for music education majors
- Koster Insurance Scholarship*  
for an outstanding music therapy student
- Joyce Kulhawik Endowed Scholarship Fund*  
for students who participate in the Berklee City Music program
- Cleo Laine/John Dankworth Scholarship Fund*  
for vocalists
- Lester Lanin Endowed Scholarship Fund*  
for outstanding students with demonstrated financial need
- Greg Larkin Scholarship*  
for talented and deserving clarinet or woodwind principals at the college
- William G. Leavitt Memorial Scholarship Fund*  
for talented guitarists
- Richard Levy Scholarship Fund*  
for composers
- Jack Maher Scholarship*  
for outstanding achievement in songwriting
- Arif Mardin Scholarship*  
for continuing students with outstanding composition and arranging skills in the Professional Writing Division
- MBNA Scholarship*  
for outstanding achievement demonstrated by a professional music major at the college
- Andy McGhee Scholarship*  
for an outstanding saxophonist
- Robert McHugh Scholarship*  
for outstanding achievement by a student demonstrating extenuating financial circumstances
- Phoebe Zaslove Milligan Memorial Scholarship Fund*  
for students who exemplify great passion, intensity, and ambition for music
- Millican Endowed Scholarship*  
for outstanding achievement in the area of orchestral composition incorporating American musical influences in the Gershwin tradition
- Mix Magazine Music TEC Award*  
for outstanding achievement in music technology
- Stan Monteiro Scholarship*  
for an outstanding saxophonist
- Robert and Helen Morgan Scholarship*  
for a graduating senior from the High School for Performing and Visual Arts in Houston, Texas with a demonstrated financial need who plans to enroll at Berklee College of Music
- Solomon Munjack Endowed Scholarship*  
for outstanding continuing students with demonstrated financial need
- Albert A. Natale Scholarship Fund*  
for continuing students who demonstrate outstanding performance as a trumpet principal
- Norm Nathan Scholarship*  
for outstanding achievement in jazz studies
- National Academy of Recording Arts and Sciences Award (NARAS)*  
for outstanding achievement in music technology
- National Association of Music Business Merchants Award (NAMM)*  
for outstanding achievement in music business/management
- Network Expos Scholarship*  
for outstanding achievement by a participant in the Berklee Gospel Choir
- John Neves Scholarship Fund*  
for acoustic bass players with financial need
- Newbury Comics Music Business Scholarship Fund*  
for a single fifth-semester student with outstanding academics and demonstrated financial need
- Roderick Nordell Scholarship*  
to provide internships to deserving students to enhance skills in performance, composition, technology, teaching, or business through experiential learning
- Charlie Parker Scholarship Fund*  
to a continuing saxophone player with demonstrated financial need, academic promise, and outstanding musicianship in instrumental jazz performance
- Herb Pomeroy Endowed Scholarship Fund*  
for continuing students who demonstrate outstanding arranging or composition skills
- Professional Music Endowed Scholarship Fund*  
for outstanding achievement as a professional music major
- Public Service through Music Endowed Scholarship*  
for continuing students' contributions to the Public Service through Music Program
- Max Roach Scholarship*  
for outstanding achievement in performance and/or composition
- Roland Award*  
for outstanding achievement in music synthesis
- Henry Schmiewind Scholarship Fund*  
for outstanding older students
- Mary Jane and William Schultz Scholarship*  
for outstanding students who demonstrate financial need
- Robert Share Memorial Scholarship Fund*  
for international students with financial need
- Howard Shore Endowed Scholarship*  
for outstanding students who demonstrate financial need
- Joseph Smith Scholarship*  
for outstanding achievement in music business/management



*Harris Stanton Scholarship Fund*

for outstanding guitarists

*Don Sterling Scholarship Fund*

for outstanding musicians with financial need

*Jesse Stone Scholarship Fund*

established by Atlantic Records for minority pianists

*Livingston Taylor Endowed Scholarship Fund*

for an outstanding student interested in performing, writing, or composing contemporary popular music

*TDK Endowed Scholarship Fund*

for continuing students majoring in music technology or performance

*Technics Endowed Scholarship Fund*

for outstanding achievement by a piano principal who demonstrates academic promise

*Yale Thompson Memorial Scholarship Fund*

for an outstanding music production and engineering major with first preference for a returning senior student

*Sarah Vaughan Scholarship*

for outstanding students in recognition of the contributions of African Americans to contemporary music and the importance of providing scholarships enabling outstanding musicians to attain an education at Berklee College of Music

*Joseph E. Viola Scholarship Fund*

for outstanding woodwind performance

*Oliver A. D. Wagnann Memorial Scholarship*

for an outstanding vocalist demonstrating academic excellence at the college

*Sadao Watanabe Scholarship*

for outstanding musical achievement

*Frederick Cameron Weber Memorial Scholarship Fund*

for students with promising musical ability and financial need

*Wes Wehmiller Memorial Scholarship Fund*

for an electric bassist who has achieved an outstanding record at the college

*Phil Wilson Endowed Scholarship Fund*

for demonstrated outstanding performance as a brass principal

*Chris Yeoman Scholarship*

for outstanding achievement by a percussionist

*Yo Team Award*

for outstanding contribution to Yo Team productions at the Berklee Performance Center

*Youth Concerts at Symphony Hall*

for composers

*Emanuel Zambelli Scholarship Fund*

for piano performance in the classical genre

*Zildjian Endowed Berklee City Music Award*

for outstanding musicianship by a percussionist attending the SYSTEM 5 Summer Performance Program

*Armand Zildjian Award*

for outstanding percussionists

*Avedis Zildjian Memorial Scholarship Fund*

for outstanding percussionists

*Sylvia M. Zunz Scholarship*

for students who have a demonstrated interest in and talent for singing Great American Songbook music

*Alumni Incentive Awards*

The Alumni Incentive Awards are scholarship funds established in recognition of the contributions of Berklee alumni. Varying amounts are awarded periodically to musically outstanding applicants in the names of such artists as John Abercrombie '73, for guitarists; Richie Cole '66, for saxophonists; Al DiMeola '68, for guitarists; Abraham Laboriel, Sr. '72, for bassists; John Scofield '71, for guitarists; Steve Smith '76, for drummers; Ernie Watts '66, for saxophonists; and Joe Zawinul '57, for keyboardists/synthesists.

*Division Achievement-Based Awards*

The Division Achievement-Based Awards are given to students nominated by faculty based on their outstanding academic and musical achievement and level of participation in on-campus music activities. Awards are presented at an annual ceremony held each spring.

*Special Awards*

Special purpose scholarship funds include the Boston Public High School Scholarship Fund (for graduates of Boston public high schools with financial need) and the Summer Study Scholarship Fund (for deserving applicants to the Summer Performance Program).

## Student Employment

Student employment provides opportunities to work part-time on campus, in order to assist students in meeting educational expenses. On-campus employment is an opportunity for professional development and educational growth, with more than 650 positions ranging from 10 to 15 hours of work per week, and opportunities for project-based temporary employment. Virtually every department at Berklee employs students. Become a stage hand at the Berklee Performance Center; assist with the technical maintenance of Berklee's state-of-the-art recording facilities; get involved in community outreach through Berklee's Office of Education and Community Partnerships; book the entertainment at Berklee's Cafe 939; host tours of the college for prospective students and their families—these are just a few of the kinds of employment opportunities on campus that will help to broaden and develop students' job skills while they are enrolled full-time.

There are two sources of funding for the program: Federal Work-Study (funded by the U.S. government) and Berklee Student Employment (funded by the college).

**Eligibility**

Berklee Student Employment is open to all students, international and domestic. Eligibility is based primarily on a student's enrollment status, grade point average, and suitability to a particular position, with preference given to students demonstrating the most financial need.

International students are not required to file a federal financial aid application to receive student employment.

Eligibility for Federal Work-Study is based on demonstrated financial need and suitability to a particular position.

**Restrictions**

For Federal Work-Study, a student must be a United States citizen, a permanent resident, or an eligible noncitizen.

International students may only apply for Berklee Student Employment.

**Disbursement**

Biweekly payments are issued directly to students via direct deposit.

**To Apply**

United States citizens fill out the following: (1) a Berklee Application for Student Employment obtained online once a student is enrolled at the college and (2) a separate FAFSA (Free Application for Federal Student Aid). International students are required to submit an online Berklee Application for Student Employment only.

**Special Terms**

Students may work up to 15 hours per week during each full-time semester, and up to 35 hours per week during vacation periods and semester breaks.

For further details, email the Office of Scholarships and Student Employment at [studentemployment@berklee.edu](mailto:studentemployment@berklee.edu), call 617 747-8681, or visit the office located at 921 Boylston Street, suite 622.

## Life Outside the Classroom

Berklee provides students with many opportunities for spending their time outside the classroom. Whether living in an apartment or a residence hall, students can experience fully the benefits of being part of a diverse urban educational setting. Students are encouraged to become involved with their studies and cocurricular activities.

Berklee College of Music offers a holistic approach to the development of students through programs and services that focus on academic, social, cultural, leadership, and career development, as well as on the general well-being of students. These experiences promote maturity in aptitudes and attitudes crucial to the development of a successful musician.

## Housing

Student housing is as much a part of the college learning process as the classroom experience. It is an exciting time of self-discovery and discovery of the world in general. Berklee students are exposed to a wide variety of backgrounds, cultures, and musical styles. For many students, this is their first experience with the responsibility of independence and the art of compromise that comes with living with other people.

The majority of Berklee students live in apartments in Boston and the vicinity. Because the college's residence hall space is limited, acceptance to the college does not guarantee on-campus housing availability. The Housing Office assists students with on-campus living. The Office of Off-Campus Student Services, located in the Office of Student Activities, works closely with all students to provide information, guidance, and support to those seeking off-campus housing. Information about both on- and off-campus housing is located in the housing pages of the college's website, [berklee.edu/housing](http://berklee.edu/housing).

## On-Campus Housing

Berklee's residence halls are located in Boston's Back Bay-Fenway neighborhood, easily accessible by public transportation. It is a central urban location that is near other major universities; Symphony Hall; the Museum of Fine Arts, Boston; Fenway Park; and many other cultural, educational, and entertainment centers. Many of the city's best music stores, concert halls, and clubs are in the neighborhood.

College residence halls provide a secure home base in the middle of Boston and a place to make friends and share music with people from across the country and around the world. The convenience of being close to all of Berklee's facilities is a major advantage of residence hall living. For students living on campus, the Office of Residence Life provides student services. Resident assistants organize a variety of social and educational events for students.

Because of Berklee's urban location, safety and security are important considerations. The college's professional security firm provides 24-hour access control at each residence hall, and security officers are always available to assist residents. Each residence hall has double and triple rooms (some with private bathrooms), television lounges, and coin-operated laundry facilities. Residents have around-the-clock access to practice rooms in each building.

## Housing Applications

Detailed housing information and an application for residence are sent to accepted and confirmed students by the Housing Office, subject to availability of residence hall space. Mailings for the fall term begin in February, for the spring term in October, and for the summer term in March. Residence space is limited and does fill up quite early prior to each term. Room reservations are made on a first-come, first-served basis. It is wise for students to complete the admissions application as early as possible because residence hall space is assigned only to accepted and confirmed students.

## Dining Services

All resident students participate in the on-campus meal plan. A wide variety of items is offered at lunch and dinner, including a choice of at least three entrees and specialty bars (such as deli sandwiches and pastas). An extensive salad bar and two choices of soup supplement these meals.

Students who live outside the residence halls also are welcome at all meals. They can pay a per-meal cash price, charge their Berklee card accounts, or arrange for several different meal plan options through the college's food service provider. For nonresident food plan information, contact the food service manager in the dining hall, or call 617 747-2510.

For further information concerning Berklee's residence halls, contact the Housing Office at 617 747-2292, or visit the housing pages on the college website, [berklee.edu/housing](http://berklee.edu/housing).

## Off-Campus Student Services

As the largest city in New England, Boston, its culture, its history, and its landmarks have become a part of the Berklee campus, and its neighborhoods a "home away from home" to many Berklee students. The goal of Off-Campus Student Services is to continually work to address the unique needs of Berklee students searching for an off-campus home, including providing information and discount options for the MBTA and other local vendors, identifying various community-based resources available to students, and supplying students with a list of preferred local realtors. By providing a list of preferred realtors, Berklee College of Music and Off-Campus Student Services are not endorsing any specific realtor. However, the college and Off-Campus Student Services recognize those preferred realtors who have previously rented to Berklee students and successfully completed a thorough reference-verification process.

During a search for off-campus housing, students are encouraged to access the Campus Life/Housing section of the Berklee website to check out the off-campus bulletin board where students can post anything from "Room Wanted" to "Temporary Housing for Rent." There, students can also read basic descriptions of the most commonly utilized neighborhoods, review tenants' rights, and find access to other City of Boston resources.

To further assist incoming first-year students in finding their home away from home, an annual Off-Campus Housing Orientation (OCHO) is held each June. Along with an opportunity to receive important resources, this orientation is a chance for students to make a connection with a large number of other Berklee students who share in the off-campus housing community experience.

Please be advised that all on-campus, residence-hall-related housing questions and concerns should be directed to the Berklee Housing Office.

### **Student Services**

Berklee offers a number of services designed to strengthen the overall educational experience of students by facilitating professional, academic, and personal growth.

#### **Office of the Vice President for Student Affairs/Dean of Students (921)**

The Office of the Vice President for Student Affairs/Dean of Students coordinates many of the college offices and services relating to the educational and daily college life of all students.

#### **Office of the Registrar (921)**

The Office of the Registrar offers a wide variety of services to the Berklee community. Many services can now be accessed online through [my.berklee.net](http://my.berklee.net). Web services include student course registration and access to online course schedules, semester grades, and (unofficial) academic transcripts. The Office of the Registrar home page offers downloadable academic requirements for all major fields of study, an online version of the current registration manual, and other helpful student academic information.

Students may stop by the office for in-person services. Frontline coordinators answer questions, provide enrollment verification services, and process transcript requests. Office staff provide graduation counseling and services, transfer credit evaluation (for both new and enrolled students), and a one-stop service center for formerly enrolled alumni who wish to return to Berklee.

The Office of the Registrar coordinates student health insurance on campus (for specific questions regarding use of insurance, students should contact Koster Insurance directly), publishes the registration manual twice annually,

provides enrollment information to applicable parties both internal and external to Berklee, maintains the academic records of all alumni and enrolled students, and provides registration services to most special (nonmatriculated) programs offered by Berklee. The office distributes grades, conducts academic probation, and produces the dean's list for the Office of the Dean of Students. Feedback and suggestions on services are always welcome.

#### **Counseling and Advising Center (939)**

The Counseling and Advising Center provides a variety of services facilitating professional, educational, and personal growth and is staffed by professional counselors and advisors. As a holistic student support office, the center provides assistance and information in academic advising, first-year student advising, personal counseling, international student advising, and services to students with disabilities. The center is accessed via the third floor of 921 Boylston Street. Appointments can be made by calling 617 747-2310 or by speaking with the receptionist at the greeting counter.

##### *Personal Counseling*

The Counseling and Advising Center offers free short-term confidential mental health counseling to enrolled students. The choices, conflicts, and pressures of life at college are viewed as developmental processes that at times require additional support. A team of licensed mental health professionals is available to assist students with a variety of mental health concerns, such as depression, anxiety, relationship and family issues, sexual identity concerns, substance abuse, and acculturation issues. If necessary, or upon a student's request, referrals may be made to outside professionals or community agencies for specialized or longer-term care. Personal counselors are available from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students, faculty, or parents may contact the on-call counselor for same-day consultation regarding more urgent concerns. For after-hours assistance, students may call Berklee's Public Safety Office at 617 747-2333. Students living off campus are encouraged to call 911, or go to their local hospital emergency room if immediate care is required.

##### *International Student Services*

Services for international students are provided through the Counseling and Advising Center. Students receive assistance and information regarding travel regulations related to their F-1 status, immigration matters (including preparation of various immigration forms), work permission, and cross-cultural adjustment issues. As of January 30, 2003, immigration regulations require all colleges in the United States to electronically report information on all international students' F-1 status and academic progress. Students are strongly encouraged to meet with an international student advisor at the Counseling and Advising Center with any questions related to maintaining F-1 status.

International students who are traveling outside of the United States with intent to return to their studies at Berklee in the next semester must have an accurate I-20 form to reenter the United States. Students need to have page 3 endorsed by the college before traveling. Students who do not have the I-20 form must request one before leaving. Appropriate financial documentation is required for issuance of new I-20s. Students must request their I-20 forms at least five business days before their intended date of departure. Students must register for the semester for which they plan to return to Berklee in order for the I-20 to be signed.

International students are responsible for their academic progress and maintenance of their immigration status. International student workshops are held throughout the year to provide important immigration information and the opportunity to discuss ideas and needs in a relaxed, informal setting.

International advisors are available in the Counseling and Advising Center during daily advising express hours and on an appointment basis.

#### *Services for Students with Disabilities*

Students with documented physical and/or mental impairments that impact life functioning are offered assistance in obtaining necessary accommodations to support a successful experience at Berklee. Students requesting special service accommodations must maintain ongoing contact with a special needs advisor in the Counseling and Advising Center and allow a minimum two-week notice for accommodation request forms to be sent to faculty. Special needs advisors can assist with academic planning, scheduling adjustments, and counseling, as well as referral to outside agencies, testing sites, and support groups. Special needs advisors are available in the Counseling and Advising Center on an appointment basis.

#### *Academic Advising*

The Counseling and Advising Center offers a variety of academic advising services to assist students in realizing a successful educational experience at Berklee. Although advisors are available to work with students in all phases of academic and educational planning, decision-making, and problem-solving, they work primarily with early-semester students prior to their declaring a major. Academic advisors are available in the Counseling and Advising Center during daily advising express hours and on an appointment basis.

#### *First-Year Student Advising*

All entering students are linked with an upper-semester peer advisor to assist in the transition to Berklee. Peer advisors assist students throughout their first semester on campus and can help with academic questions and course planning, and share firsthand experience about life at Berklee. Students

also have the benefit of getting to know approximately 15 other students in their group. Drawing on Berklee's diversity, their group is likely to be made up of students from all over the world with broad musical and career interests. This is often the way that students find a bandmate, a study partner, and lasting friendships at Berklee. Students meet with their group at key points during the semester and one-on-one with their peer advisor. Each entering student also has an assigned faculty advisor or a staff member who provides guidance throughout the first semester.

#### **Career Development Center (921)**

Berklee's Career Development Center offers students a wealth of information concerning the diversity and growing number of careers available in contemporary music and the entertainment industry. Students are encouraged to think of it as their "career work center."

The center has five primary functions. First, job and performance opportunities are received by the Career Development Center and posted online at [berkleemusic.com](http://berkleemusic.com) for both students and alumni to view from anywhere in the world. More than 3,500 job opportunities are posted annually.

Second, the Career Development Center acts as a career counseling service. The Career Development Center staff is available by appointment to help students with career exploration, goal-setting, and job search strategies.

Third, the center houses a career library containing information on careers and personal development as well as international materials for student use. Materials include a growing collection of books, periodicals, directories, and free handouts covering different aspects of the music business.

As a career library, the Career Development Center also has Apple computers, a copy machine, and office reference books for student use. Basic word processing and resumé layout help are available from the Career Development Center staff.

Of special interest is the collection of videotapes and audio recordings from Berklee's Career Workshop Series and Visiting Artist Series, which feature successful professionals from many areas of the music industry sharing their career insights with Berklee students. Students can ask to do a topic search and obtain a detailed listing of resources pertaining to their interests.

Fourth, the Career Development Center offers the Berklee Career Network, which consists of alumni located in many geographic areas who are engaged in music-related careers and have volunteered to speak with students and other alumni about the work they do, their geographic locales, career development, and job search strategies. These

working alumni provide students with real-world knowledge as well as the personal contacts necessary in the relationship-driven music business.

Lastly, throughout the academic year, the Career Development Center presents career development workshops such as Preparing a Resume and Press Kit, Alternative Music Marketing, Preparing Your Music for Digital Distribution, and Getting the Best Record Deal. Industry representatives attend and participate as panelists, exhibitors, and workshop leaders.

Additionally, the Career Development Center presents audition events during the fall and spring semesters by hosting entertainment companies such as Cirque du Soleil, Walt Disney Entertainment, Carnival and Royal Caribbean Cruise Lines, Hershey Park Entertainment, and Blue Man Productions.

### **Office of Experiential Learning (899)**

The Office of Experiential Learning provides opportunities for qualified students to earn academic credit while gaining professional experience in the music industry and building career contacts in their field of study. More than 2,000 organizations participate in the program, including The Firm, Newbury Comics, Q Division Studios, Rumblestrip Audio, Sonicbids, Sony Music, Universal Music, WBCN, and Zildjian. Many students opt to intern one-on-one with film and television music composers, producers, or others. There are opportunities available for students in all majors and that fit a variety of different areas of interest within the industry.

The objective of the Office of Experiential Learning internship program is to assist students in gaining professional work experience. Internships allow students to explore career options, learn while doing, and receive on-the-job training with mentorship. They are designed to broaden students' knowledge of musically related work environments, providing a more comprehensive understanding of their career objectives. Successful internships are the result of an interrelated partnership between the student, employer, and the Office of Experiential Learning, all sharing a commitment to the intern's learning, growth, and development.

Internships approved by the Office of Experiential Learning generate academic credit and involve a substantial workload commitment, comparable to full-time study. There is an academic component to the internship as well, with assignments given by the Office of Experiential Learning in collaboration with the student's academic department. Internships may or may not include financial compensation. It is the responsibility of international students to contact an international student advisor to apply for internship authorization. Practicums offered through the Music Therapy and Music Education departments are not within the purview

of the Office of Experiential Learning. With all programs, students are responsible for their own check-in and must be currently enrolled in the college during the time the internship/service-learning project is taking place.

The Office of Experiential Learning maintains a central database of internship opportunities and works with department chairs to develop and maintain relationships with potential internship sites while monitoring current internships. Some internships take students to New York, Nashville, London, or Los Angeles, but many are local, allowing them to fit into a Berklee course schedule.

The Office of Experiential Learning offers Introductory Internships (IN-295), Major-Specific Internships (XX-495), the Summer Internship Program in London (IN-498), and the Los Angeles Internship Program (IN-497). Requirements vary. The Los Angeles Internship Program offers an internship and three Berklee classes for students, allowing them to maintain full-time status while spending a semester in Los Angeles. Housing is provided for both the Summer Internship Program in London and the Los Angeles Internship Program. With all other programs, students are responsible for securing their own housing.

In addition to internships, the Office of Experiential Learning offers a service-learning course entitled IN-290, *Service-Learning: Connecting Music with Community*. Through their involvement in this program, students engage in critical discussion and reflection about their own identities as members of a community and all of the roles and responsibilities associated with active citizenship. Service projects are chosen in order to guarantee solid partnerships with the community and mutual benefit. Students engage in academic work in addition to their community service and earn academic credit based on their ability to reflect upon and understand their learning and development over the course of the semester.

### **Learning Center (150M)**

The Learning Center is a networked, computer-based facility dedicated to training and supporting students using technology tools necessary for their educational development. The facility also provides peer tutoring in core music classes and music software. Go to [learningcenter.berklee.edu](http://learningcenter.berklee.edu) for more information.

### **Office of Housing and Auxiliary Student Services (150M)**

The Housing Office is responsible for the overall management of the residence halls and student auxiliary services. This includes room reservations; supervision of Housing Office personnel, residence hall programs and activities, housing security, and fire safety; lockers; laundry rooms; and the front desk at 150 Massachusetts Avenue.

### Office of Student Activities (939)

The Office of Student Activities offers programs that foster a well-rounded student experience. Cafe shows for students by students, clubs that cultivate community, and events such as harbor cruises and cultural celebrations all work in harmony with leadership and wellness programs to help students experience all that Berklee College of Music and Boston have to offer. Student Activities also fosters relationships with a local Alcoholics Anonymous group and Boston Cares, a local community service that specializes in working with Boston students.

Students with questions about services offered by Student Activities are encouraged to correspond with student representatives by emailing [connectors@berklee.edu](mailto:connectors@berklee.edu). Prior to orientation, entering students with questions are encouraged to contact the orientation team at [orientation@berklee.edu](mailto:orientation@berklee.edu).

The following is a sample of active clubs and organizations:

Asians at Berklee  
Association of Mexicans at Berklee  
Berklee CARES (Community Action Response Education Service)  
Berklee Entrepreneur Action Team (B.E.A.T.)  
Black Student Union  
Boston Hip Hop Alliance—Berklee Chapter  
Book Club  
Buddhist SGI Club  
BUGLE (Berklee Union of Gays, Lesbians, and Everyone)  
Catholic Students at Berklee  
Chamber Choir at Berklee  
Christian Fellowship at Berklee  
Contra Dancing Club  
Debate Club  
Electronica Club  
Environmental Action Team at Berklee  
Film Scoring Club  
*Fusion: A Magazine of Literature, Music, and Ideas*  
Global Students Network  
Human Rights Club  
Jams @ Berklee  
Jewish Student Organization  
Korean Christian Fellowship  
Latin American Music and Business Club  
Latter-Day Saints Student Association  
Legal Issues and Music Industry Trends  
Meditation Club  
MEISA (Music and Entertainment Industry Students Association)  
MENC (Music Education Club)  
Music Therapy Club  
Musical Theater Club  
Philosophy Club  
Pitched Slapped (a cappella group)  
Poetry Slam Club  
President's Club  
Public Service through Music  
Society of Composers

Songwriters' Club  
Sound Waves (show choir club)  
Student Musicians Against AIDS  
Swing Club  
Video Game Music Club  
Women Musicians Network (WMN)  
Yoga

Clubs and organizations listed above are accurate as of bulletin publication date. The right is reserved to make changes based on student interest.

### *Cafe Shows*

Berklee's cafeteria is made for more than just eating. Every night beginning at 10:00 p.m., Berklee students showcase their talents. Cafe shows are run for students by students, and are always free. This coveted performance opportunity is a great way to reach the Berklee community. Students can apply by submitting an application and a demo. All inquiries regarding cafe shows should be directed to [cafeshows@berklee.edu](mailto:cafeshows@berklee.edu), or by visiting the office located in the Student Activities Center.

### *Student Government Association (SGA)*

The mission of the Student Government Association is to be the intermediary between the students and both the academic and administrative components at Berklee College of Music. As the elected representation of, by, and for the students of Berklee College of Music, the Student Government Association is the leading force that reflects the collective voice of the student body while promoting diversity of expression both musically and culturally. The Student Government Association holds elections each academic year. All inquiries regarding SGA at Berklee should be directed to the Student Activities Center.

### *The Groove*

The mission of *The Groove* student newspaper is to provide a forum for the voice of the entire Berklee populace. Striving to increase awareness of the community to its members in an informative and entertaining manner, *The Groove* shall be conveniently available. All inquiries regarding writing for *The Groove* should be directed to [thegroove@berklee.edu](mailto:thegroove@berklee.edu) or their office located in the Student Activities Center.

### *Leadership Development*

The development of key leadership skills is crucial to the success of an individual or band in the competitive world of music. Using a Leadership Ladder model, anyone is eligible to start the leadership journey by participating in workshops focusing on the development of human relationships, communication, negotiation, self-awareness, motivation, and problem-solving. Community service is also central to developing effective leaders. Through various partnerships with volunteer organizations, students are encouraged to participate in volunteer opportunities throughout Greater Boston that have a positive impact on individuals and communities.

### *LiveWell: Wellness, Health, and Fitness Programs*

The mission of the LiveWell Program is to enhance each student's well-being. This is accomplished by assisting students to develop and manage positive self-management skills through the attainment of knowledge and experiences in a safe and enjoyable manner. These skills are especially geared for long and rich careers in music.

Wellness, including healthy exercise, nutrition, sleep, and stress-reduction habits, is invaluable to Berklee students. The Counseling and Advising Center, Office of Student Activities, Performance Division, Liberal Arts Department, Music Therapy Department, and others collaborate with LiveWell to promote positive lifestyle behaviors and choices, encourage a holistic philosophy, and combine a proactive and balanced approach to healthy living through classes, workshops, events, and services.

Berklee has partnered with nearby fitness facilities to offer students discounted memberships. Students may access the YMCA, the Tennis and Racquet Club, HealthWorks for Women, the Boston Kung Fu Tai Chi Institute, and the college fitness centers at Emerson and Simmons colleges.

Students have also initiated clubs to promote their personal interest in health and wellness. For a complete list of student-initiated health and wellness clubs, refer to our list of active clubs and organizations or make direct inquiries to [studentactivities@berklee.edu](mailto:studentactivities@berklee.edu). For additional information on the LiveWell programs and services email [livewell@berklee.edu](mailto:livewell@berklee.edu).

### *Athletics and Recreation*

The following athletics and recreation opportunities are available to Berklee students through the Student Activities Center and in collaboration with various student clubs, local vendors, and local colleges and universities: the Berklee IceCats hockey team; Sunday intramurals (basketball, soccer, volleyball); intramural sports membership with Boston Ski and Sports Club; and Emerson College NCAA Division III Varsity athletics. In addition, recreational activities promoting lifelong activities are available to students, including dance, yoga, kung fu, tai chi, chi gong, walking, and other opportunities. All inquiries regarding athletics and recreation opportunities at Berklee may be directed to [sports@berklee.net](mailto:sports@berklee.net) or the Student Activities Center.

### **Public Safety Department (150M)**

The Public Safety Department is responsible for maintaining a safe and secure learning environment at Berklee. The department maintains a constant presence 24 hours a day, 365 days a year, and its main responsibility is protection and assistance to students, faculty, and staff.

The main office is located adjacent to the main entrance at 150 Massachusetts Avenue. It can be reached by phone at the main college number, 617 266-1400, extension 2682, or

617 747-2682 for regular business; and 617 747-2333 or extension 2333, in an emergency.

The department is run by a professional security firm. The college and the firm work together with the goal of making Berklee a safe and secure community. It is the policy of the college to implement the firm's professional recommendations when it appears likely that such recommendations will result in improved security consistent with reasonable efforts expended and costs incurred by the college.

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

Students are expected to observe all reasonable precautions to assure the safety of themselves and their possessions. All students are responsible for the protection of their property, whether it be in the college's residence halls, facilities, rented lockers, or activities. The director of Public Safety should be contacted whenever there is a concern about the college's public safety policies or procedures.

Berklee complies with the federal Crime Awareness and Campus Security Act of 1990, which requires the publishing of information with respect to campus crime statistics and campus security policies. The college also publishes a brochure on security practices, titled *Playing It Safe*. To obtain a copy, visit [berklee.net](http://berklee.net) or contact the director of Public Safety.

### **Office of Financial Aid (921)**

The Office of Financial Aid is responsible for administering need-based aid such as state grants, scholarships, and federal aid programs: the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan program, the Direct Stafford and Parent Loan for Undergraduate Student (PLUS) programs. In addition, this office provides information and materials regarding supplemental/credit-based loans. For further information see the Financial Information section beginning on page 11 or [berklee.edu/financing](http://berklee.edu/financing).

### *Veterans Counseling*

A student who is a veteran, disabled veteran, or son or daughter of a disabled veteran should seek appropriate advice concerning these benefits from the veterans counselor located in the Office of Financial Aid.

### **Office of Scholarships and Student Employment (921)**

The Office of Scholarships and Student Employment is responsible for the administration of all merit-based scholarship and on-campus employment programs for



students. All entering students are automatically evaluated for scholarships based on their audition and interview prior to their enrollment at the college. Enrolled students who are not currently receiving a renewable scholarship and have completed a minimum of two semesters may apply for a scholarship on the basis of their academic and musical achievements at the college. The student employment program has no minimum semester requirement and is available to both domestic and international students. On-campus employment provides a great deal of flexibility around class schedules. A wide range of employment opportunities exists for students with skills ranging from interpersonal to clerical to technical. For information on both scholarships and student employment, please see the Financial Information section beginning on page 11.

#### **Office of the Bursar (921)**

The Office of the Bursar is responsible for all financial matters pertaining to students' accounts including the billing and collection of tuition and fees, refunds due to overpayments, and distribution of work-study student employment pay cards. For further information about bursar payment policies, see the Office of the Bursar's brochure.

#### **Office of Public Information (855)**

Berklee offers its students and alumni a variety of promotional services through the Office of Public Information. News releases are often prepared for both on- and off-campus student music activities. News is released to parents for transmittal to students' hometown newspapers and sent directly to industry, national, and international print and electronic media, as appropriate. The Public Information staff also assists in the preparation of various college publications as well as reporting on student, alumni, and college activities and distributing these publications to alumni, parents, and other interested parties.

Student accomplishments such as merit-based scholarships, awards, and Dean's List appearances are automatically written and released to the press. However, for those events occurring outside Berklee, students must provide complete information to the Office of Public Information if they desire promotion assistance.

The Office of Public Information also publicizes high-profile national and international gigs and tours with major artists. Complete information should be submitted to Public Information at least six weeks prior to the event. For lower-profile performances, the office offers a press information packet including a sample press release and a complete listing of Boston-area newspapers and radio stations that list, announce, and/or cover performances. With this service, the Office of Public Information helps students to promote themselves.

In arranging high-profile publicity for the college's programs, faculty, and students, the office, on occasion, selects students to be interviewed by journalists for a radio or television show, or a magazine or newspaper article. In such instances, the

Public Information staff often provides students with interview training to enhance media relations skills.

#### **Office of Concert Operations (1140)**

The college has five facilities that are available for the presentation of student concerts and recitals. Concerts may be presented in these facilities throughout the school year except during final exam periods and vacations. The Office of Special Programs and Concert Operations oversees the Office of Concert Operations, which supervises the use of these facilities.

##### *Recital Halls*

Recital halls are available for concerts by organized student groups. For further information, visit the Office of Concert Operations.

Initial inquiries should be made at the beginning of the semester before any intended concert date. Application deadlines will be posted in the lobby of the 1140 Boylston Street building.

##### *Berklee Performance Center (136M)*

While primarily used for faculty-led student concerts, this facility is also available for approved student groups that have previously presented concerts in the recital halls. Information and applications may be obtained from the Office of Concert Operations. Application deadlines will be posted in the lobby showcase of the 1140 Boylston Street building. All applications for use of this facility will be reviewed by a faculty committee. Initial inquiries should be made at least six months in advance of a proposed concert date.

##### *Cafe 939 (939)*

Berklee's Cafe 939 is a state-of-the-art, all-ages, student-run music venue and coffee house. Located at 939 Boylston Street, adjacent to the Cactus Club, Cafe 939 showcases Berklee's emerging student talent, local artists, and national acts seeking a more intimate, personal space in which to perform and connect with their fans. The cafe is open to the general public and aims to attract musicians and music fans from all walks of life.

##### *Composer-Arranger Workshops (Project Bands)*

Beginning in the middle of the semester, these noncredit workshop ensembles meet weekly and offer student writers the opportunity to hear their music performed. Scholarship students and others are led by writing faculty members in performing the arrangements and compositions. Students will receive information about the ensembles from their arranging and harmony teachers. Students wishing to participate in these workshops can inquire at the Professional Writing Center.

##### *Visiting and Faculty Artist Series*

Through the Visiting and Faculty Artist Series, students are exposed both to Berklee's outstanding faculty of music

professionals and to a wide variety of visiting professional musicians. More than 100 lectures, demonstrations, and informal discussions are presented annually, and are open to all students of the college. The resulting interaction provides a unique opportunity for heightening musical awareness, obtaining exposure to specialized knowledge (often with immediate practical implications), and for establishing meaningful relations within the college.

### **Faculty Offices**

Faculty offices are located throughout the college campus and are often organized by division and/or department. Private conference rooms are available for faculty-student conferences. Office hours will be posted on each faculty member's door or in the department office. Students wishing to see a faculty member should arrange to do so during office hours.

### **Parent Office (921)**

The parents and families of Berklee students are important members of the college community. The Parent Office addresses the needs of Berklee parents. The Parent Office works closely with the Berklee Parents' Association, publishes the *Parent Handbook*, provides programming and orientation for parents, plans the annual Family Weekend, and addresses concerns and questions for all parents of Berklee students.

Parents are encouraged to contact this office for information regarding dates and times for the annual Family Weekend held every fall and for Parents' Association meetings. The Berklee Parents' Association, dedicated to improving communication between parents and the college, is open to all parents.

Parent Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Parents may reach the office by phone at 617 747-8571, by email through the Parent Information section of Berklee's website at [berklee.edu](http://berklee.edu), by fax at 617 747-2009, or by visiting the Office of the Vice President for Student Affairs, which is located in Suite 500 of the Uchida building.

### **Dining Hall (150M)**

The Berklee dining hall is located at 150 Massachusetts Avenue. Dining services offers an "all-you-care-to-eat" menu with seven different stations, including made-to-order sandwiches, pastas, salads, omelettes, and more. The dining hall is open seven days a week. Contact 617 747-2712 for information on meal plans, or visit [berklee.campusdish.com](http://berklee.campusdish.com).

### **Student Lounges (1140, 939)**

The student lounges are open during school hours and are available to all students. Students are requested to utilize these rooms and not to loiter in the lobby or at the

reception desk. Because the lounges are for relaxing or studying in a quiet atmosphere, no instruments may be played there.

### **Berklee Mail and Document Services (168M)**

Berklee's campus copy center is also a commercial copy center open to the general public. Students can present their student ID card to receive special discounted pricing. The copy center is located at 168 Massachusetts Avenue and is open 8:00 a.m. to 6:00 p.m., Monday through Friday. It is closed on weekends and major holidays.

### **Berklee Apple Computer Store (186M)**

As a participant in the Apple Campus Direct Program, the college is able to provide presales information (with demo units of current models) about Apple Computer products to full-time students, faculty, and staff at special educational pricing. Purchases are ordered directly from Apple and are delivered free of ground-shipping charges anywhere in the United States.

### **Student Participation in Educational Decisions**

Students are encouraged to give their input into the educational decisions made by the college. Students may address their recommendations to the appropriate departmental office or chair. All division deans and department chairs and almost all faculty have office hours and are available to hear and discuss students' viewpoints. Further, most departments have provisions for students to attend departmental education committee meetings. Guidelines for student participation in educational decisions of each department are governed by the department.

### **College Committees**

The college governance structure includes a number of college standing and ad hoc committees. Most of these committees are interested in and actively seek student participation. Through membership on these committees, students can have a significant impact on many of the decisions affecting their life at the college. Examples of committees for involvement are: the Academic Policies Committee, the Student Affairs Policies Committee, the Berklee Orientation Committee, the Special Services Advisory Committee, and the Student Health Insurance Committee. For current information on opportunities to join college committees, contact the Office of the Vice President for Student Affairs/Dean of Students.

## Academic Year

The academic year at Berklee consists of two 15-week semesters, fall and spring, and one 12-week summer term. Students enrolling in fall and/or spring semesters must attend full-time, but may elect to attend part-time during the summer term. For more information, see Full-Time and Part-Time Attendance on page 27.

## Catalog (Bulletin) Year Policy

Berklee College of Music features a dynamic curriculum that balances traditional music education with the very newest in contemporary music studies. As such, the major curricula are constantly evolving as new courses are developed and added. Catalog year (sometimes called bulletin year) determines the set of academic requirements (both liberal arts and major) that must be fulfilled for graduation. (The terms *catalog year* and *bulletin year* may be used interchangeably.) Students graduate under the catalog in effect at the time of their initial undergraduate enrollment as a degree- or diploma-seeking student at Berklee.

## Registration

Registration is scheduled toward the end of the fall and spring semesters. During registration, students select courses for the following semester if they are planning to continue their enrollment. A registration manual is published in the fall and spring semesters with registration and course schedule information. Students not planning to enroll must submit a Not Continuing Notification to the Office of the Registrar during the registration period. If a student does not register and does not submit this form by the last day of registration, the college assumes that the student will be registering late for the following semester. Nonattendance will result in loss of the student's tuition deposit.

To prepare a schedule for a given semester, students must comply with registration procedures. It is the student's responsibility to attend to each of the appropriate steps in this process and to meet the published deadlines. Students will be notified of deadlines through my.berklee.net and college email. Students with outstanding financial obligations must make prior arrangements with the Office of the Bursar in order to register.

Each student must register online during announced dates each semester. A manual is printed for each registration period. Students should use this manual when registering. Any questions regarding this process should be directed to the Office of the Registrar or the Counseling and Advising Center.

A late fee of \$200 will be charged to students registering after the deadline.

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 by the college, or

(2) if the student becomes ineligible to enroll in a course due to changes such as failing a requisite course.

## Entering Student Tuition Deposit

Beginning with the fall 2008 semester, Berklee is discontinuing its rolling tuition deposit policy. All all enrolled students will have their tuition deposits credited to their tuition accounts, resulting in a reduced tuition price for the fall. Going forward, Berklee will only collect tuition deposits from newly accepted students, and those tuition deposits will also be credited to tuition accounts in the first term of enrollment.

## Check-In

Check-in is held a few days before the start of classes each semester. Information about check-in is posted on my.berklee.net and in the registration manual. Students are required to claim their schedule in person during check-in. Schedules will not be released, however, until all financial and other obligations to the college are met. Students not claiming their schedule during check-in will be removed from all scheduled classes and ensembles. Attendance may be counted starting with the first class meeting.

## Late Check-In

Students who check in late should expect delays in receiving their schedule as well as the possibility of not finding space in certain courses, ensembles, and private instrumental instruction.

## Full-Time and Part-Time Attendance

The college's primary commitment is to full-time study. All students are considered full-time and charged the full-time diploma or degree tuition fee regardless of how many credits are registered for, unless a student meets the criteria and is authorized to be part-time.

The college's resources are designed to serve its full-time enrollment and do not allow for the unrestricted enrollment of part-time students. Therefore, except in the summer semester, students may not elect to study part-time merely by enrolling in less than 12 credits or by any other method. Part-time status must be authorized by the college.

Part-time status is defined as enrollment in less than 12 credits with authorization by the college. It is the student's responsibility to request authorization for part-time status. Requests for part-time authorization received on or before the Friday of the second week of classes will be effective, if approved, for that semester only. Part-time study is paid for on a per-credit basis. Part-time students are required to pay a facilities fee. Students receiving financial aid who are requesting part-time status should consult with the Office of Financial Aid. Scholarship recipients requesting part-time status should consult with the Office of Scholarships and Student Employment.

Note: Part-time status may be granted for domestic students 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. (Authorization is required for all students by the Counseling and Advising Center.)
- A student who has fewer than 12 credits required for graduation remaining. (Not available for two-year certificate.)
- 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. (Not available for two-year certificate or international students.)
- Students enrolled only in internship courses approved by the college. Internships approved by the Office of Experiential Learning generate academic credit and involve a substantial workload commitment, comparable to full-time study. For each credit earned, 70 hours of work are required. Internships may or may not include compensation. It is the responsibility of international students to contact an international student advisor to apply for work authorization. Practicums offered through the Music Therapy and Music Education departments are not within the purview of the Office of Experiential Learning.
- 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.
- 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.
- A student with a documented physical, learning, or psychiatric disability for which the college determines that part-time enrollment is a reasonable accommodation. In the case of learning disabilities, documentation from at least the high school level must be submitted to the special services coordinator in the Counseling and Advising Center. The definition of disability is outlined in the Americans with Disabilities Act of 1990.

- Berklee graduates.

### Part-Time Attendance Policy for Holders of F-1 Visa

The Student and Exchange Visitor Information System (SEVIS) requires schools to electronically report the number of credits F-1 students enroll in each semester. Department of Homeland Security (DHS) regulations require students in F-1 nonimmigrant status to attend college on a full-time basis and define full-time as at least 12 required credit hours per semester. Credit by Exam (CBX), advanced placement credit, CLEP credit, and transfer credit do not count toward full-time status, even if earned while at Berklee. Only the following exceptions are allowed:

- *Documented illness or medical condition:* A student may be allowed to enroll in fewer than 12 credit hours if sufficient medical documentation from a licensed doctor (doctor of osteopathy, doctor of medicine, or doctor of psychology) is submitted to the Counseling and Advising Center prior to going below 12 credits. This basis for part-time authorization must be reestablished each semester that part-time is granted. Part-time based on a medical condition is limited to 12 months (three semesters) by the United States government.
- *Initial academic difficulty:* DHS regulations permit students in their first or second semester of study in the United States to drop below 12 credits if they are having initial difficulties with the English language or reading requirements, or if they are unfamiliar with American teaching methods. A recommendation and documentation of attendance from teachers is required prior to dropping below 12 credits. Students must resume full-time attendance at the next available semester.
- *To complete course of study in current term:* Students may be permitted to enroll in fewer than 12 credit hours during their final semester of study before graduation if they satisfy all graduation requirements during that semester (including incompletes, recitals, and portfolio requirements).
- *During a vacation semester:* Students may enroll in fewer than 12 credits during an approved vacation semester with authorization from the Counseling and Advising Center. Students planning to attend Berklee during a vacation semester must also meet Berklee's requirements (less than 24 credits and a sequence or less than 12 credits) for part-time status.

Students must obtain authorization from the Counseling and Advising Center prior to enrolling in fewer than 12 credit hours. If students fall below 12 credits for any reason other than those listed above, it is considered a "reportable event" under SEVIS requirements, and the college is required to

report it through SEVIS within 21 days. If the reason for less than full-time attendance is not among those listed above, the college is required to report the student's F-1 status as "terminated."

In some cases, international students may 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 course work with an academic/international student advisor each semester.

### Summer Use of Resources

The college allows students who are registered for the fall semester, or returning students who have paid a tuition deposit, to use "open" resources during the summer. These include the Stan Getz Media Center and Library, the Learning Support Services, and the Career Development Center. Students who qualify will need to obtain a special ID card from the Office of the Registrar. For more information, contact the Office of the Registrar.

### Facilities Only

The college provides a facilities-only option for use of practice rooms, ensemble rooms, mailboxes, and lockers during the summer term. During the spring and fall terms, when there is high demand for these facilities, this option is available only to students who need to complete outstanding graduation requirements that do not require course attendance.

Students using this privilege will be charged the facilities fee and the registration fee. Tuition deposit, late fee, and comprehensive fee are not applicable. If a student opts not to complete check-in after registering for facilities-only status, fees will be dropped. Students using facilities only will not be considered officially enrolled in the college; however, all conditions, rules, and procedures for use of facilities apply.

Eligibility for specific semesters is determined by the following guidelines:

#### *Summer Term*

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

#### *Fall or Spring Term*

Only potential graduates who have graduation requirements outstanding that do not include course attendance such as:

1. instrumental proficiency exams
2. final projects
3. recitals

4. credits that will not require class attendance
  - a. make-up on incomplete grades
  - b. grade changes
  - c. credit by exam
  - d. transfer credit

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

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

### Schedule Adjustments (Add/Drop)

The college prepares a schedule of courses for entering students consisting of the college's core curriculum resulting from placement and audition results. In subsequent semesters, students create their own schedules, selecting from the core curriculum and other areas required for a specific major and program. Once a student has checked in, schedule adjustments may be made until the end of the second week of classes of the semester. This coincides with the end of the late check-in period. Students may add or drop classes using my.berklee.net and the registration manual. Confirmation of changes along with revised tuition charges and lab fees will be issued.

After the add/drop deadline, students may not drop a course from their schedule or change sections. Students may withdraw from classes through the end of the week after midterm week by requesting an advance grade of "W" (see *Withdrawal from Classes*, page 31).

Students may petition to add a course to their schedule after the end of the second week of classes. A petition for a late add must be approved by the instructor of the course and the course chair.

Any questions about registration, check-in, or schedule adjustments may be directed to the Office of the Registrar.

### Scheduling Conflicts and Information

The following offices can best handle specific questions or scheduling conflicts in each area:

Ensembles	Ensemble Department
Lessons/labs	Appropriate instrumental department office
All other courses	Office of the Registrar

### Attendance

Prompt and regular attendance is required in all classes, private instruction, instrumental labs, and ensembles. Attendance is usually considered by the instructor when

grading students' work. More specific information on attendance policies may be provided by each course instructor. Classes, labs, and ensembles are scheduled to start promptly at 10 minutes past the hour and to end on the hour.

Attendance is expected for all courses beginning with the first class meeting. Absences during the first two weeks of classes may count against a student.

Should an absence occur, an excuse may be granted only by the instructor of the particular class. If an excuse is accepted by the instructor, the absence will not count as an unexcused absence.

Instructors may withdraw a student from any course due to absenteeism through the end of the week following midterm week. Students may also initiate withdrawal from a class by submitting a Withdrawal from a Class form in the Counseling and Advising Center. (See Withdrawal from Classes, page 31, for details.) After the deadline, students cannot withdraw or be withdrawn from classes and will receive a course grade based on the usual grading system.

### **Missed Course Material**

A student who enrolls in a class after the first meeting of the term or is absent from a class is responsible for making up the missed material and coursework. The instructor is not required to repeat material that a student has missed.

### **Absence**

Notification of student absences should be directed to the faculty member or to the appropriate division office. Students, friends, or family members may notify the college of absences by calling:

Professional Education (includes Liberal Arts)	617 747-2664
Music Technology	617 747-2408
Professional Performance	617 747-2025
Professional Writing	617 747-8629/8630

Students anticipating an absence of more than one day and no more than two weeks may request a Notification of Absence form through the Counseling and Advising Center. Although this will not excuse the students for absenteeism, it may advise faculty of information related to a student absence.

### *Ensembles*

Students are expected to attend all meetings of their ensembles. Instructors must be notified in advance if an unavoidable absence is foreseen. As well as notifying the instructor, the student must arrange for a suitable replacement to fill his/her role in the ensemble. Otherwise, instructors will notify the Ensemble Department of any

student being absent immediately after the ensemble meeting. The student will be notified and replaced in the ensemble, and the instructor will be notified of the replacement. The grade of "F" will stand as a final grade unless the student contacts the ensemble instructor and a valid reason for absenteeism is accepted by the instructor.

### *Private Instrumental 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 loss of scheduled time, withdrawal from that lesson for the remainder of the term, or a grade of "F."

### *Classes*

Advance notification of an absence in a class may not be necessary unless the duration of absence is expected to be considerable (see Notification of Absence procedure on page 31). If, however, a student is involved as a performer in a class project or some similar situation where his or her presence is necessary, the procedure listed under Ensembles must be followed.

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

### *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 an opportunity to make up examinations, study, or work requirements which they may have missed; provided, however, that such make-up examination or work shall not create an unreasonable burden upon the college. No fees of any kind shall be charged. No adverse or prejudicial effects shall result with any students because of their availing themselves of the provisions of this rule.

### *Reinstatement into Classes*

If a student is withdrawn from classes or ensembles due to excessive absenteeism or for academic reasons, the student can be reinstated, within the semester of withdrawal, only at the discretion of the instructor. (Once final grades are posted for the semester, the grade of "W" will be final.)

If reinstatement is granted, the instructor must complete the Instructor Request to Remove a "W" form and forward it to the Office of the Registrar.

Please note that this option does not apply to students who are removed from individual courses due to unmet financial responsibilities.

### *Return to the College after Absence*

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

The Office for the Vice President for Student Affairs/Dean of Students has the authority to grant or deny the student's request for reinstatement. All such decisions are final and are not subject to appeal. The Office for the Vice President for Student Affairs/Dean of Students may condition a student's reinstatement upon a showing that (1) the student is not a direct threat to himself or herself or to others and (2) the student is otherwise qualified to return to school. Failure to make such a showing will result in the denial of the student's request for readmittance.

### **Notification of Absence**

Excused absences of one or two class meetings may usually be arranged directly with instructors. If, however, because of professional, financial, family, or health reasons, a student is required to be absent for a period of time and expects to return to complete the semester, he/she should file a Notification of Absence.

The Notification of Absence procedure is intended to assist students in notifying their teachers of an extended absence but does not excuse the absence. Only the instructor can decide whether or not to consider the absence "excused."

A Notification of Absence may not be requested for longer than two weeks. A request for such a Notification of Absence must be submitted to the Counseling and Advising Center prior to the student's leaving the college and must indicate the dates covered by the absence as well as the reason for the absence.

When a Notification of Absence form is requested, its issuance is subject to the following conditions:

1. The student is held responsible for all assignments, exams, etc., in classes and in private lessons.
2. The student is obliged to ensure that an adequate replacement is provided in all ensemble activities and in any other performing commitments.
3. Individual instructors reserve the right to honor this absence only if the student's work and/or attendance history merits this consideration. Where this absence is not honored by the instructor, absences will be counted as unexcused.

### **Withdrawal from Classes**

After the second week of classes, students may no longer drop a course from their schedule. However, they may withdraw from a class by completing a Student-Initiated Withdrawal from a Class form at the Counseling and Advising Center. They will receive a grade of "W" for that class. They continue to be financially responsible for that class and are not eligible for a tuition refund or replacement course. Please be aware that withdrawing from a class may affect students' scholarship, financial aid, and/or international student visa status. If they receive financial aid or veterans' benefits, they may reduce their eligibility for aid by withdrawing. If they are an international student, they may jeopardize F-1 visa status.

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. Neither the student nor the instructor may initiate a grade of "W" after the end of the week following midterm week.

Medical considerations may warrant a course withdrawal after the "W" deadline. Medical documentation is required for approval of a late course withdrawal through the Counseling and Advising Center.

### **Withdrawal from the College**

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

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

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

### **Withdrawal from the College and Financial Aid**

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

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

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

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

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

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

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 33 will help explain how refunds are calculated. Refer to the column that applies to a student's withdrawal/federal student-aid status at Berklee. The college will calculate a student's refund (return of Title IV aid) under the policy which applies to a student's status and withdrawal.

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

### **Accident and Tuition Insurance**

Low-cost tuition insurance is provided to all enrolled students through A.W.G. Dewar, Inc. If illness or injury causes students to withdraw from a semester, they are insured for 100 percent of tuition and, if living in a Berklee residence, for housing costs. Students who withdraw for mental health reasons are reimbursed for 75 percent of tuition and Berklee residence expenses. In both circumstances, a licensed U.S. physician must verify to A.W.G. Dewar, Inc. that the student's medical condition prevents semester completion. Berklee policy regarding withdrawing from the college and financial aid (page 32) may affect the refund amount. Berklee scholarship funds are repaid first before a final amount is paid to the student. Berklee's standard tuition refund policy covering the first four weeks of the fall and spring semesters, and the first three weeks of the summer semester (below) is applied first. Berklee pays one portion of the refund. The remaining amount is paid by A.W.G. Dewar, Inc. Details of this plan appear on the Berklee College of Music website.

### **Withdrawal from Special Programs**

Special, short-term programs, such as IMELI, Guitar Sessions, etc., have separate withdrawal policies that are articulated in the application and registration materials for each program.

### **Semester Level by Earned Credit**

Student semester levels are determined by the program of study (bachelor's degree or professional diploma) and the total number of credits a student has accumulated. It is not determined by the number of semesters a student has been enrolled. See the semester level to credits earned chart on this page.



## Refund Percentage Chart

### Fall and Spring Semesters

	Institutional	Federal*
Before classes begin	100%	100%
Week 1	80%	94%
Week 2	60%	87%
Week 3	40%	80%
Week 4	20%	74%
Week 5	0%	67%
Week 6	0%	60%
Week 7	0%	53%
Week 8	0%	47%
Week 9	0%	40%
Week 10–15	0%	0%

### Summer Semester

	Institutional	Federal*
Before classes begin	100%	100%
Week 1	75%	93%
Week 2	50%	85%
Week 3	25%	76%
Week 4	0%	67%
Week 5	0%	59%
Week 6	0%	50%
Week 7	0%	42%
Week 8–12	0%	0%

\*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.

## Program Credit Limit

Students should register for a sufficient number of courses, ensembles, instrumental labs, and private instrumental instruction (see Private Instrumental Instruction, page 36) to result in total credits up to but not exceeding the program credit limit. In any given semester, a particular combination of desired courses may result in schedules of one credit less than the program credit limit. However, sufficient credits are contained in each program so that this deficiency will not affect a student's overall progress toward graduation (see Graduation Requirements, page 39).

## Credits Earned

Semester Level	Diploma	Degree	Five-Year Dual Diploma	Five-Year Dual Degree
1	0–13	0–16	0–11	0–14
2	13–26	16–32	12–23	15–29
3	26–39	32–48	24–35	30–44
4	39–52	48–64	36–47	45–59
5	52–65	64–80	48–59	60–74
6	65–78	80–96	60–71	75–89
7	78–91	96–112	72–83	90–104
8	91+	112+	91–104	112–128
9	N/A	N/A	104–117	128–144
10	N/A	N/A	117+	160

## Maximum Credit Limit per Semester

Students in their second semester or higher are eligible to register for up to two credits beyond the credit limit of their program (16 credits for degree and 13 credits for diploma). Therefore, the registration credit maximum is 18 credits for degree students and 15 credits for diploma students. Students are advised that per-credit charges apply for each credit over the credit limits for degree and for diploma programs.

First-semester entering students and transfer students generally may not exceed the registration credit limit of their programs (16 credits for degree and 13 credits for diploma). Students who want to register for credits beyond this amount and have demonstrated high academic achievement before entering Berklee, and/or demonstrated high musical proficiency, are referred to the academic advising coordinator in the Counseling and Advising Center for approval to do so.

## Change of Program

Students enter the college in either the diploma or degree program. Following their initial enrollment at Berklee, students wishing to change their program need to apply at the Counseling and Advising Center.

There are no specific requirements to change from the degree to the diploma program other than meeting established deadlines. Students wishing to change from the diploma to the degree program must meet with a counselor and must be in good academic standing after completing at least one semester at Berklee. Students must apply before Tuesday of the second week of classes for any change to be effective for that semester. Applications received after this date will be effective for the following semester. For more information, please contact the Counseling and Advising Center.

## Declaration/Change of Major

College policy requires that all students declare a major field of study by their third semester credit standing. If students have not declared a major and are currently in their second semester credit standing or higher, they will need to declare prior to their registration window.

Students enter Berklee without an official major and may declare a major to take effect in their third semester. To begin the process of declaring a major, students should visit the departmental office of the major in which they are interested. Performance majors should begin with their instrumental department. There, students will complete a Declaration of Major form to be submitted to the Office of the Registrar.

Students may not graduate without declaring a major. Applications for declaration of major received on or before the Tuesday of the second week of classes will be effective, if approved, for that semester. Applications received after this date will be effective, if approved, for the following semester.

### **Music Production and Engineering/ Music Synthesis**

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

### **Music Education/Music Therapy**

Admission to the music education and music therapy majors is restricted to degree candidates and requires departmental approval.

### **Music Business/Management**

Music business/management is restricted to degree candidates; diploma enrollment requires departmental approval.

### **Performance**

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**

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.

The best time to declare or change a major is prior to registration. Before selecting a major, be sure to understand the requirements of the major. Most majors require a final project. Information and assistance in choosing a major are available from the appropriate departmental advisor or the departmental chair.

### **Berklee Laptop Purchase Program (BLPP)**

The BLPP includes an Apple Macintosh laptop computer and an external MIDI keyboard controller. Much of the software included in the package is pre-installed and configured for the Berklee environment. These laptops can connect to Berklee's extensive campus wireless network, allowing users easy access to technology resources throughout the college.

The computer comes with a three-year warranty from Apple that includes worldwide service and support from Apple Computer. In addition, support is available from Berklee's Office of Academic Technology via the Student Computer Support Center. The warranty ensures that Apple-authorized technicians will perform repairs, and parts and labor will be covered for three years. The plan includes global repair coverage, which can be very important for traveling abroad. Please note: items *not* covered under warranty include, but are not limited to:

- Physical damage (breakage, cracks)
- Liquid spills
- Cosmetic damage (scratches, dents)
- Damage or failure due to abuse, neglect, or inappropriate use
- Extreme physical or electrical stress
- Consumables, such as batteries and power supplies, unless due to defect
- Loss or misplacement of the computer
- Theft

Berklee strongly recommends that students protect and care for their computer as they would any other valuable resource. Repairs not covered under warranty can be very expensive. Berklee also strongly advises students to investigate alternate means (personal insurance or other insurance) to protect them in the event their computer is damaged or stolen. If breakage or other damage occurs (regardless of fault), the student is liable for the cost of any and all repairs or replacement.

### **Student Computer Support Center**

The Student Computer Support Center (SCSC) at Berklee provides support to students for their BLPP laptops, all supported software packages, Berklee Internet services, and all Berklee-provided technology resources. The SCSC is part of Berklee's Office of Academic Technology. Hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday. The center is closed on weekends and college holidays.

Students can contact the SCSC by:

- Visiting it in person at 186 Mass. Ave., lower level
- Sending an email to 8800@berklee.edu
- Calling extension 8800 (617 747-8800)
- Using the Technology Services tab at my.berklee.net

## Computer Requirements for Berklee Students

Berklee requires all entering students to own an Apple Macintosh laptop computer that meets the college's minimum specifications. To facilitate this requirement, the college has made exclusive arrangements to purchase large numbers of computers from Apple Computer and software from various software companies. This bulk purchase of computer hardware and software provides a comprehensive system at an exclusive discount price that is well below the best market price for this package.

## Continuing and Returning Students

Continuing and returning students entering one of the six technology-heavy majors who did not purchase a BLPP laptop or receive a laptop waiver will be required to purchase a BLPP laptop before beginning their major. Continuing and returning students entering other majors will not be required to purchase a BLPP laptop.

## Transfer Students

Transfer students are considered entering students by the college and will also be required to purchase the BLPP laptop.

## Summer Session Students

Students who attend only the Twelve-Week Full-Credit Summer Program are not required to purchase a BLPP laptop. However, summer session students should be aware that some classes require a computer and that enrollment in those classes may be denied without an Apple laptop that meets the college's minimum requirements.

## Nonmatriculating Students

Nonmatriculating students are students from ProArts schools or other institutions who are enrolled in Berklee courses, but are not enrolled in a degree or diploma program at Berklee. Nonmatriculating students are not required to purchase the BLPP laptop.

## Laptop Waivers

If a student owns an Apple laptop that meets or exceeds Berklee's minimum computer specifications, the student may apply for a waiver from the Berklee Laptop Purchase Program after they arrive on campus. Waivers are granted on a case-by-case basis at the discretion of the college. If a student's laptop is denied a waiver, the decision of the associate director of the student computer support center is final.

Prior to the start of classes (typically during orientation week), students must bring their computers to the Student Computer Support Center to be inspected. Their serial numbers will be logged so that ownership of the laptops can be verified. If it is determined that a student's laptop meets or exceeds the college's minimum specifications, a waiver may be granted.

If a waiver is granted, the Bursar's Office is contacted and the computer charge is removed from the student's tuition and fee bill. However, the student is charged a fee for the software licenses that Berklee provides to all enrolled students. It appears on the student's bill as "Software Charge." This charge must be paid in order to have the waiver approved.

Please note: The Apple MacBook computer is not eligible for a waiver. The MacBook's memory architecture shares its video memory with the computer's main memory (minimum graphics memory usage is 80MB). This design can severely constrain the computer's performance when running the intensive software applications used at Berklee. The Apple MacBook Pro is eligible for a waiver. For more information and to view the list of minimum computer specifications, go to [berklee.edu/computers](http://berklee.edu/computers).

## Change of Principal Instrument

The college requires all students to declare a principal instrument upon application to the college and to meet the instrumental proficiency or graduation requirements on a single principal instrument. A student may change principal instruments by completing a Change of Principal Instrument Request, which must be approved by the chair of the new instrumental department. Forms are available at the Counseling and Advising Center, and the center can also provide information and advising on the possible implications of such a change.

Petitions for change of principal instrument received on or before the Tuesday of the second week of classes will be effective, if approved, for that semester. Petitions received after this date will be effective, if approved, for the following semester.

A change of principal instrument may affect the completion of graduation requirements, especially in private instrumental (PI) instruction. All majors require at least eight credits of instrumental instruction on a single principal instrument, with the following majors having additional requirements:

Professional music major and music education major: 12 credits of instrumental instruction. Performance major: 26 credits of instrumental instruction (18 credits of PI/PF lessons, and 8 credits of Recital Preparation [RP] lessons). For information on instrumental instruction testing requirements, consult the appropriate instrumental department.

The best time for a student to change instruments is prior to registration. Questions pertaining to this change should be directed to the Counseling and Advising Center and to the instrumental departments involved. In addition, scholarship recipients should consult with the Office of Scholarships before changing their principal instrument as it may affect eligibility to continue receiving scholarship funds.

### Private Instrumental Instruction (Lessons)

All students are allowed to include enrollment in instrumental instruction (PI/RP) courses required for their major within their full-time tuition. Courses in which nonpassing grades are earned ("W," "F," "IF") are considered enrolled courses and will count toward the maximum allowed within tuition. A maximum of one PI and one RP (for eligible performance majors) may be taken in each semester until the required number is reached. Students will be charged for any additional PI taken above the maximum number required for their major on a per-credit (two-credit) basis. Courses taken when the student is enrolled on a part-time basis are charged on a per-credit basis and do not count toward the maximum lessons allowed within full-time tuition.

Instrumental instruction prepares the student to satisfy all instrumental departments' level requirements. Additional topics may be covered throughout the semester. Specific grading procedures are available from the instrumental departments.

Changing one's principal instrument during a Berklee career may cause additional private instruction requirements and additional charges.

### 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.

### Calculating the Grade Point Average

Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. A semester Grade Point Average (GPA) is obtained by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The Cumulative Grade Point Average (CumGPA) is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

Students who repeat courses, with the exception of ensembles, labs, and private lessons taken before the 1992 fall semester, will have the credit associated with the lower grades deleted from their permanent record. The lower grade/credit will not be calculated into the grade point average; however, both grades will appear on the student's permanent record.

### Grading System

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

Note: The college does not rank its students.

### Grade Reports

Grades are permanently recorded in a student's grade history file by the Office of the Registrar. Semester grades are also posted online at my.berklee.net and recorded on grade report forms which are sent to the student's mailing address after the close of each semester. An extra copy of a student's grades may be picked up in the Office of the Registrar. Grades are withheld from students owing money to the college.

Any questions regarding an "I," "NG," "NA," or "W" should be directed to the individual instructor.

### Grade Change Policy

Considerable care is taken to ensure that grades entered on a student's permanent record are accurate. All grades, except for the grades of "I" or "NA," filed with the Office of the Registrar are regarded as final (see Incomplete Grade Policy, page 38, for changing a grade of "I"). Any student who, upon receipt of a semester final grade report, suspects an error has been made, should take the matter up immediately with the instructor. If an error has occurred, the Office of the Registrar cannot accept a grade change unless it has been approved by the instructor, and course chair. The final grades "IF" and "W" cannot be changed. Students should be aware that the possibility of changing a grade diminishes with the passage of time due to faculty changes and the discarding of individual class records.

### Repeat Course Policy

Students may enroll in and receive a grade for a course taken for a second or subsequent time. Only the highest grade will be computed into the CumGPA and concentrate cumulative grade point average (see Calculating the Grade Point Average on page 36). The repetition of a course will not eliminate the previous grade from the student's record, nor may additional credit toward graduation be earned by repeating a course. Please note that ensembles and certain instrumental labs may be repeated for credit towards graduation up to the maximum allowed in each major. (Contact the appropriate instrumental department for clarification.)

### Credit by Exam

Students seeking Credit by Exam (CBX) for a course should apply to the course chair who is the final source of determination. The following limitations and stipulations apply:

1. CBX will not be 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. All current schedule changes (including those involving CBX) must be completed by the published deadline (end of the check-in period).
6. In order to graduate, enrollment and participation is required in a minimum of 60 credits (degree), 48 credits (diploma), or 24 credits (two-year certificate).

### Review of Academic Records

Students' records are routinely analyzed for the purpose of determining academic standing including graduation honors, dean's list, satisfactory progress, academic probation, academic suspension, and academic dismissal. The following policies governing academic standing are applicable as stated to all students:

### Dean's List

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

### I. Credit-load requirements:

- A. Students must earn at least 12 credits in the semester in question and achieve a grade point average of 3.40 or above; or
- B. Students granted permission for part-time study must earn 8–11 credits and achieve a grade point average of 3.60; or
- C. Students with documented special needs must achieve a grade point average of 3.40 and earn 8 or more credits.

### II. No grade in the semester in question may be lower than "C."

III. The dean's list is calculated based on all the grades received by the registrar by the deadline at the end of the second week of classes in the following semester. Students should be aware that they must submit any work satisfying a grade change to their instructors for review well in advance of the deadline for the dean's list.

### Academic Probation

Students with a CumGPA below 2.00 at the completion of a semester will be placed on academic probation for the following semester. In order to be removed from probation, a minimum CumGPA of 2.00 must be earned by the end of the next semester of enrollment. Students on probation are expected to meet with a counselor or advisor to discuss their academic status and strategies for improvement. Students receiving financial aid and/or scholarship may lose their eligibility if placed on probation.

Students who fail to progress satisfactorily after being placed on probation may be suspended for one semester (not including the summer semester). Following academic suspension, the student will remain on probation until the requisite CumGPA of 2.00 has been earned.

Failure to satisfy the terms of probation after readmission following academic suspension may result in permanent dismissal from the college.

If students are placed on academic probation for a given semester and then subsequent grade changes that improve students' CumGPAs and/or CCumGPAs are received by the Office of the Registrar by the end of the second week of the following semester, those students will be removed from probation status. Grade changes submitted after the second week of classes in the subsequent semester do not change students' probation status.

Students must also accumulate an established minimum number of credits towards graduation by the end of each full-time semester of attendance. Failure to do so may also result in probation. Students receiving financial aid and/or scholarship may lose their eligibility if they fail to accumulate the necessary credits towards graduation each semester.

The chart below shows the minimum number of credits to be earned for the number of semesters attended. Falling below these minimums, regardless of CumGPA, is unsatisfactory progress.

### Major Field Academic Review

It is further necessary for students to maintain a CumGPA of 2.70 in concentrate courses within their chosen major field. If the concentrate CumGPA (CCumGPA) falls below 2.70, the student must meet with a departmental advisor to discuss ramifications and solutions. Two consecutive semesters of earning a CCumGPA below 2.70 results in the student's being removed from the major and concentrate courses. Also, the student is advised to meet with a departmental advisor or a counselor to discuss strategies for improvement and options for choosing another major.

The CCumGPA is derived from the grades earned in the concentrate requirements of a declared and approved major field. A prescribed number of courses chosen from among the approved specified electives comprise the concentrate requirements. If more approved specified electives than the prescribed number are taken, the CCumGPA uses the prescribed number of approved specified electives with the highest earned grades. Those approved specified electives in excess of the prescribed number are included in the general elective category and therefore are not calculated in the CCumGPA.

### Financial Aid and Satisfactory Academic Progress

Students must maintain satisfactory academic progress in their chosen program of study in order to be awarded and continue to receive scholarships, grants, and loans, and to maintain their employment through Berklee College of Music. The definition of satisfactory academic progress

includes minimum standards for cumulative grade point average (CumGPA) and a calculation of completion rate (credit hours completed divided by credit hours attempted). For federal funds, a student's CumGPA must be at least 2.00 on a 4.00 scale; for Berklee scholarships, the CumGPA must be at least 2.50.

If a student fails to make satisfactory academic progress, he or she is notified of that fact by the Office of Financial Aid and/or the Office of Scholarships and Student Employment after grades have been posted at the end of the semester. The first notice is considered a warning notice. If the student fails to improve his or her standing as required by the end of the next academic term, the student's awards are cancelled. In the case of unusual circumstances, the student may appeal the denial of aid to the Office of the Vice President for Student Affairs/Dean of Students.

### International Student F-1 Visa Status and Satisfactory Academic Progress

International students must maintain a 2.0 CumGPA and full-time enrollment for two semesters each year to maintain status. Students must sign up for and complete a minimum of 12 required credits for two semesters before being eligible for a vacation semester (except for spring entering students).

### Incomplete Grade Policy

If, for reasons acceptable to an instructor, the student fails to take the midterm or final exam, or to complete any other required work within the course, the student may request from the instructor a grade of Incomplete ("I"). The student must be passing the course and have satisfactory attendance. The request may be made during the final two weeks of the semester. This option is not available for ensembles.

If the student does not request an "I" or if the instructor does not grant an "I," the missing work will be averaged as zero value into the calculation of the student's final grade.

If the instructor grants an "I," the "I" will not be calculated into the GPA. However, the student will not receive credit for the course nor may he/she enroll in a subsequent course for which the incomplete course is a prerequisite until he/she resolves the "I" by making up the work and receiving a passing grade.

### Minimum Credits to Be Earned For Financial Aid and Scholarships

#### Four-Year Program

#### Five-Year Dual Major

Semester Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Diploma	6	12	20	28	36	44	52	60	68	76	86	96	106	116	126
Degree	6	13	21	30	40	51	62	73	84	96	108	120	130	140	150
Music Education	6	13	21	30	40	51	62	73	85	97	110	123	133	143	153

The incomplete must be resolved by the end of the student's next semester of enrollment or, if the student is not enrolled, within one calendar year. Incompletes not resolved within this time period automatically change to a grade of Incomplete Failure ("IF"). The "IF" is averaged into all grade point averages as an "F." The grade of "IF" cannot be changed.

A fee of \$15 must be paid for all late make-up midterm examinations. A fee of \$25 must be paid for all late make-up final projects and final examinations. These fees must be paid at the Office of the Bursar, and the receipts must be presented to the instructor at the time of the make-up exam or when the late project is submitted.

### Deficiencies in Program of Study

In the majority of cases, courses not completed with a passing grade during the academic year may be made up before the beginning of the next academic year in the summer semester. It is strongly recommended that students take advantage of this opportunity.

Deficiencies may also occur as a result of a student's change of major, instrument, or program. Deficiencies in music subjects must be made up by repeating the course at Berklee (see Repeat Course Policy, page 37).

Deficiencies in Liberal Arts subjects may be repeated at Berklee when next offered or, upon approval from the Office of the Registrar, may be made up at another institution. The student must receive an equivalent grade of "C" or better from the approved institution and have a transcript of that grade sent to the Office of the Registrar.

### Graduation Requirements

At least four semesters of full-time study must normally be spent at Berklee to qualify for the diploma or degree. Further, all candidates seeking to graduate in a specific major field must attain at least a 2.70 CCumGPA 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. For music education majors, this includes completion of all observation and student teaching requirements. For music therapy majors, this includes completion of all course work and a six-month, full-time, postcourse work internship.

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

Program	Minimum Number of Credits
Diploma	96
Degree	120
Music Education	126*
Music Therapy	124
<b>Dual Majors</b>	
Diploma	126
Degree	150
Dual degree including Music Education	156*

\*with new requirement for state certification

Graduation requirement sheets for each major are available at the Office of the Registrar. Assistance in educational planning is available in the Counseling and Advising Center and from departmental advisors.

### Honor Graduates

Students who at the time of graduation have attained a CumGPA within the following limits will have their diplomas and records inscribed with the appropriate honors.

Honor	CumGPA
Summa Cum Laude	3.80–4.00
Magna Cum Laude	3.60–3.79
Cum Laude	3.40–3.59

### Residency Requirements

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

### Catalog (Bulletin) Year Policy

Berklee College of Music features a dynamic curriculum that balances traditional music education with the very newest in contemporary music studies. As such, the curricula of all the majors are constantly evolving as new courses are developed and added to the curriculum. Catalog year (sometimes called *bulletin year*) determines the set of academic requirements (liberal arts and the major) that must be fulfilled for graduation. (The terms *catalog year* and *bulletin year* may be used interchangeably.) Students graduate under the catalog in effect at the time of their initial undergraduate enrollment as a degree- or diploma-seeking student at Berklee.

Each fall semester a new set of catalogs is created for each major, including dual majors. Catalogs are assigned as follows. The fall 2007 catalog is assigned to students entering in the fall of 2007, spring of 2008, and summer of 2008. The fall 2008 catalog will be assigned to students entering in the fall of 2008, spring of 2009, and summer of 2009. Students may opt to change their catalog year assignment to the most recent catalog if they prefer to graduate under the newer set of curricular requirements.

Students who discontinue study for more than four years and then return to Berklee are automatically assigned to the catalog of the most recent fall semester. Students are not allowed to change their catalog year assignment to an earlier catalog without the written permission of the chair of the major. Students are responsible for meeting with the chair to discuss applicability of past course work to their catalog assignment.

Changing between the degree and diploma programs does not cause a change to a student's previously assigned catalog year.

#### **Title II of the Higher Education Act (HEA)— Music Educator Recruitment, Preparation, Support, and Licensing**

In October 1998, Congress enacted Title II of the Higher Education Act (HEA). Title II authorizes new federal grant programs that support the efforts of states, institutions of higher education, and their school district partners to improve the recruitment, preparation, and support of new teachers. Title II also includes new accountability measures in the form of reporting requirements for institutions and states on teacher preparation and licensing. Section 207 of Title II requires the annual preparation and submission of three reports on teacher preparation and licensing: one from institutions to states, one from states to the United States Secretary of Education, and one from the Secretary of Congress to the public.

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

The administration and faculty at Berklee College of Music are committed to preparing exemplary classroom music teachers. While a student's success on the MTEL is only

one part of becoming a classroom teacher, it is an important part, and the college supports students in every way possible to help them be successful.

#### **Research, Assessment, and Quality**

The college's Office of Institutional Research and Assessment was organized in 2000 and is dedicated to facilitating faculty and staff assessment efforts that support improvements in student learning and alumni success. A number of ongoing projects gather information to further this mission. These include the Five/Zero Alumni Survey, an annual study of recent and fifth-year graduates to discover how they are doing in the music career marketplace and what their advice is for current Berklee students and faculty; the Entering Student Goals Assessment Survey, which tracks incoming students' prioritization of their personal goals for attending Berklee; tracking curriculum and policy improvements to ascertain that assessment and planning continues (and posting them on the college's Institutional Assessment Portfolio website for internal communication and cross-divisional learning); and supporting faculty assessment of student learning through a program of Institutional Assessment Portfolio Project Grants funded by the Davis and Annenberg foundations. Findings from these and other projects are applied to continuous improvement of Berklee's teaching, career, and student support services.



## Emergency Closing

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

## The 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 for access to campus facilities. The card stripe also allows access to the student's online flexible spending account for use in campus vending machines and at local merchants, including the campus dining hall and college bookstore. For more information, on the flexible spending account, visit [berkleecard.com](http://berkleecard.com).

The Berklee Card allows access to many areas around the campus including the residence halls (residence hall students only), dining hall, Stan Getz Media Center and Library, Learning Center, and practice rooms. The card should only be used for access to areas and facilities by the person to whom it was issued. It must be presented for inspection upon request of any faculty or staff member of the college. In the event of loss or withholding of the card, no school facilities requiring a card will be available for use.

The Berklee Card is issued when the student registers for his/her first semester. The student is responsible for keeping the card as long as the student remains at the college. The replacement fee for lost cards is \$15 in cash payable at the Office of the Bursar. There, a receipt will be provided for the student to bring to the Office of the Registrar, where a new card will be issued. If the magnetic stripe is damaged, the card will be replaced at no charge.

Each summer, the resident student identification code "R" on the Berklee Card will change color. Continuing resident students will receive a new card at no cost at the beginning of each fall semester. The old card must be turned in when the new one is issued. Failure to turn in the old card will result in a \$15 lost-card replacement fee. Continuing

students who were residents the prior year but no longer are this year will use the same card. Resident students released early from their housing contract will receive a new card at no charge.

## Transcripts

Transcripts are issued at no charge through the Office of the Registrar. Transcript request forms are available there. Requests cannot be taken over the phone. A written request is required. Transcripts will not be issued for students owing money to the college.

## Insurance

### Health Insurance

Massachusetts law requires students enrolled in colleges located in the state to participate in a qualifying student health insurance program. Further, the law requires that colleges may enroll only students who either participate in the college's qualifying health insurance program or verify (through a waiver process) that they are in a health insurance program that meets the law's minimum QSHIP benefit requirements. The college has arranged for qualifying student accident and health insurance. All students must participate in the basic accident insurance program. Students who have comparable health insurance may elect to waive the requirement to participate in the health insurance.

The Massachusetts Division of Health Care Finance and Policy requires that the college may not waive participation in the institution's qualifying student health plan for 1) students who have been determined Low Income Patients for Services Eligible for Payment from the Uncompensated Care Pool or 2) students with coverage from insurance carriers outside the United States, by foreign National Health Service programs, and by embassy-sponsored programs. Health plans such as those in the preceding statement are deemed not to be comparable to coverage under a qualifying student health insurance program. Therefore, waivers are not accepted. International students are expected to participate in the college's qualifying health plan. Students participating in a Berklee-sponsored study abroad program may waive the health insurance if their foreign insurance plan provides coverage in the study-abroad area.

Information brochures are available in the Office of the Registrar. Health insurance fees are listed under Financial Information in this bulletin.

### 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 coverages and premiums for professional and nonprofessional musicians. For more information, contact an insurance carrier.

International students are likely to experience some difficulty in establishing a policy in the United States. They are encouraged to secure instrument coverage in their home country.

### **Change of Address**

Students are required to keep the college informed of any change of address. The Office of the Registrar must be notified of such changes in writing. Appropriate forms are available there.

### **Student Mail**

All enrolled students are assigned an individual mailbox with a combination lock. These mailboxes are provided for internal communication only and may not be used for commercial purposes. Students are responsible for checking their mailbox on a regular basis and remembering its combination. Official notices from the college are sent to the students' mailboxes.

To prevent unauthorized access to the mailbox, turn the combination dial one full revolution after closing.

The mailroom is open Monday through Friday, 8:00 a.m. to 7:00 p.m., and Saturday, 9:00 a.m. to 3:00 p.m. The student mail services window on the first level is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. to 1:00 p.m. The mailroom and the student mail services window are closed during Thanksgiving and Christmas breaks, and on Sundays and holidays.

Clearly address intracampus mail items for students with a name and box number. The sender should include his/her own name and box number as a return address.

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

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

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

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

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

Mailroom 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 mailroom is distributed properly.

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

### **Faculty/Staff Mail**

Mail for faculty or staff can be left at the following locations: student mail services window, first level, 168 Massachusetts Avenue; internal mail drop, lower level, 168 Massachusetts Avenue; internal mail drop, lower lobby, 150 Massachusetts Avenue. Faculty mail will be delivered to faculty mailboxes in the 168 Massachusetts Avenue faculty mailroom. 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 faculty box (FB) number. For example:

Faculty member name  
Faculty box ### (or FB ###)

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

Staff member name  
Admissions Department  
MS-921

Any questions concerning faculty or staff mail should be directed to the mail processing staff at the student mail services window on the first floor of the 168 Massachusetts Avenue building.

## Bulletin Boards

There are many bulletin boards throughout the college. Some are for special use by departments and others are for general use by students, staff, and faculty. Specific rules for use of each bulletin board should be found on the board itself and stated in the Policy on Posting Notices. The college reserves the right to remove any material not conforming to the rules or which it determines is offensive, disruptive, or an infringement upon the rights of others in the college community.

Departmental bulletin boards can be found next to the departmental offices that they serve.

The bulletin board located opposite the elevator in the lobby of the 1140 Boylston Street building and labeled "Student Notices" is the principal source of communication between officials of the college and the students. Students are responsible for reading information posted on this board and should check it daily.

## Policy on Posting Notices

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

## Approved On-Campus Concerts and Approved Notices

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

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

## General Notices

General notices are those notices from external sources that do not pertain to approved on-campus activities and personal notices advertising the selling of merchandise, announcing

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

Posters relating to these activities may be posted on walls and boards designated as "General Notices." They must not be larger than 8.5" x 11" and must not cover any posters already posted.

Please also see the section on Off-Campus Posting on page 52.

## Check Cashing

Since Berklee does not have the capacity to render banking services such as the cashing of checks and money orders, students are advised to establish a personal checking account at a local bank. Because there is an initial waiting period for personal checks to clear in establishing such an account, it is advisable that the initial deposit be in the form of travelers checks against which the bank will permit an immediate withdrawal. If a student does not have a local account, the banks will cash only travelers checks. (For example, Bank of America will allow immediate withdrawals of funds from newly established accounts only if the funds are in the form of travelers checks issued from American Express or Citicorp. Furthermore, withdrawals from accounts established with these types of funds are not allowed to exceed \$300. International travelers checks and other kinds of travelers checks will not be honored in this fashion, but will be subject to the same policy that applies to personal checks.)

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

## Telephone Calls and Messages

Telephone messages for students or faculty can be left via voice mail at 617 747-6000. Students and faculty can also be accessed via email. Email addresses are available through the switchboard operator, who can be reached at 617 266-1400, extension 0. The main operator has all student names, email addresses, and mailbox numbers. Email addresses are typically the first initial followed by the last name, with faculty at berklee.edu and students at berklee.net. (For example, John Doe becomes jdoe@berklee.net if he is a student and jdoe@berklee.edu if he is a faculty member.)

The college will not normally release information regarding a student's address, telephone number, or class schedule (see Right of Access to Student Records, page 55). If the college receives a request for such information, it will release the campus mailbox number where the student may be contacted.

## Lost and Found

A "lost and found" section is maintained at the 150 Massachusetts Avenue front desk. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students' property in any college building through fire, theft, or other causes (see Property Insurance on page 41).

## Student Conduct

### Conduct

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

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

### Weapons

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

means." Massachusetts general law also prohibits the possession of nunchaku or karate sticks, switchblades, knives, starter's pistols, ammunition, or other dangerous weapons or articles.

### Off-Campus Disturbances

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

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

## Student Grievance Procedure

### General Procedure

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

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

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

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

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

### **Policy and Procedure for Grievances Involving Discrimination or Harassment**

It is the policy of Berklee College of Music to maintain a working and learning environment that is safe, respectful, productive, and free from sexual harassment and any other unlawful discrimination. Any form of unlawful discrimination or harassment, based on race, color, religion, gender, national origin, age, disability, military or veteran status, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law, is strictly prohibited.

The college, as well as state and federal laws, prohibits retaliation against any person who, in good faith, reports, assists in reporting, or participates in an investigation of possible discrimination or harassment. Any person who retaliates against such an individual will be subject to the college disciplinary procedures up to and including expulsion or termination of employment by the college.

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

#### **Definitions**

##### *Sexual Harassment*

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

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

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

Sexual harassment can involve:

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

The following behavior may constitute sexual harassment:

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

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

##### *Other Unlawful Harassment and Discrimination*

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

#### **Procedures**

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

##### *Informal Resolution*

Any member of the Berklee community who believes that he/she has been harassed may first attempt to resolve the problem through discussion with the other party. When discussing the problem with that person would present particular stress or difficulties, the complainant has the right to consult with a college workplace discrimination and sexual harassment resource person listed in this statement for consultation and assistance with resolution of the problem on a timely basis. Conclusion of an informal proceeding

ordinarily should be sought within three weeks of the beginning of informal proceedings. However, the complainant has the right to institute formal proceedings at any time during this process.

#### *Formal Resolution*

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

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

#### *Where to file a complaint*

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

1. A student: file with the assistant vice president for student affairs/student development.
2. A staff member or an administrator: file with the associate vice president for human resources.
3. A faculty member: file with the senior vice president for academic affairs/provost or his/her designee.

#### *What to include in a formal complaint*

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

#### *When to file a complaint*

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

Staff: The complaint should normally be filed within 14 calendar days of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

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

#### *How a complaint will be processed*

Students:

1. If the charged party is a student, the written complaint should be filed with the director of the Office of Student Affairs and Parent Services (DOSAPS).

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

Staff:

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

Faculty:

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

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

\*Note: The time limits mentioned in this policy are intended as reasonable amounts of time for specific activities to occur. The appropriate college officials may adjust the time lines at their option, while attempting to ensure a fair and equitable process for all parties.

#### *Confidentiality*

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

#### *Central reporting and coordination*

Title IX regulations of the Education Amendments of 1972 require all college personnel to report any case of sexual harassment whether resolved informally or formally through the complaint procedure to the college's Title IX coordinator. (The role and responsibilities of the Title IX coordinator are assigned to the vice president for student affairs, as noted under the Where to Find Help section on this page.)

Such reports should not include the names or identities of the persons involved. They should include, however, a description of the complaint and the divisions or administrative units with which the participants are affiliated. Reports from decentralized areas will allow the Title IX coordinator to identify patterns of frequency in a particular area or location within the college and report these findings to the president, as necessary.

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

#### *For the Student Community*

Complaints of discrimination or sexual harassment may be filed directly with the U.S. Department of Education:

U.S. Department of Education  
Office for Civil Rights  
Post Office Square  
Boston, MA 02109  
617 223-9662  
(statute of limitations: 180 days)  
[ed.gov/offices/OCR/sexharassresources.html](http://ed.gov/offices/OCR/sexharassresources.html)

#### *For College Employees*

Complaints of sexual discrimination or sexual harassment may be directed to:

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

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Boston, MA 02108  
617 727-3990  
(Statute of Limitations: 300 days)

#### *Where to find help*

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

Title IX Coordinator  
Lawrence E. Bethune, Vice President for Student Affairs  
617 747-2231, [lbethune@berklee.edu](mailto:lbethune@berklee.edu)

Human Resources Office  
Christine Connors, Associate Vice President  
for Human Resources  
617 747-2089, [cconnors@berklee.edu](mailto:cconnors@berklee.edu)

Dean of Students Office  
Angela Davis, Director, Office of Student Affairs  
and Parent Services  
617 747-2330, [adavis@berklee.edu](mailto:adavis@berklee.edu)

Housing Office  
Randall Bird, Residence Life Coordinator  
617 747-2253, [rbird@berklee.edu](mailto:rbird@berklee.edu)

Students seeking confidential support, guidance, and counsel may contact any of the counselors in the Counseling and Advising Center. The personal counseling staff members are very knowledgeable about harassment procedures, although they are not serving as Berklee College of Music workplace discrimination and sexual harassment resource persons.

Students who have experienced any type of harassment, discrimination, or sexual assault are encouraged to discuss the incident with a counselor in the Counseling and Advising Center. In a confidential setting, the student will receive support in identifying and clarifying issues and feelings, information regarding college policies and procedures, and assistance in choosing the most appropriate course of action. Students may directly contact the Office of the Dean of Students if they prefer.

Counseling Center  
Sara Regan, Director of Counseling and Advising Center  
617 747-2311, sregan@berklee.edu

### **Sexual Assault**

Berklee is committed to preventing the occurrence of sexual assaults and is prepared to respond responsibly to any report of a sexual assault that is brought to its attention. Sexual assault is an act of violence and is considered a felony in the Commonwealth of Massachusetts. The following policy relates only to incidents in which the person accused of a sexual assault is a currently enrolled Berklee student. For information on procedures for incidents involving Berklee faculty or staff members, please contact the Office of the Vice President for Student Affairs/Dean of Students.

### **Prevention and Education**

Through its educational programming and security measures, the college attempts to help students reduce their risk of being sexual assault victims. The Public Safety Department publishes the brochure *Playing It Safe*, issues security alerts when incidents in the surrounding community occur, and offers security workshops for students and employees. Student Affairs staff offer a number of related educational programs as part of the Berklee Orientation Program, as well as Residence Life and Counseling and Advising Center programming, and encourage victims of sexual assault (or students with concerns or questions) to contact them for support, counseling, and referral information. Students may also have a confidential meeting with a professional counselor in the Counseling and Advising Center to discuss any related topic.

### **Reporting**

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

If a Berklee student is the alleged assailant, students also have the option to simultaneously or exclusively file a complaint through the Office of the Vice President for Student Affairs/Dean of Students.

Students seeking emotional support, counseling, and information about options in a confidential manner are encouraged to meet with a counselor in the college's Counseling and Advising Center.

### **Procedures**

Students choosing to report an incident of sexual assault should contact the Office of the Vice President for Student Affairs/Dean of Students to discuss options and procedures.

If the student files a complaint with the Office of the Vice President for Student Affairs/Dean of Students, this office will:

1. notify the accused
2. conduct an investigation
3. make a finding on the complaint and determine the appropriate sanction

If appropriate, both the accused and the accuser are entitled to:

1. appear in person
2. identify witnesses and character references to be interviewed in their defense or as part of the fact-finding process

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

### **Sanctions**

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

### **Honesty in Academic Work and in Scholarly and Professional Practice**

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

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

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



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

### **Procedures for Alleged Academic Dishonesty**

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

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

#### **Section I: Process**

##### *Faculty/Supervisor Action*

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

##### *Formal Hearing*

- If, in the judgment of the faculty member/supervisor, the charges of alleged academic dishonesty call for a more severe penalty than designated at the departmental level, the faculty member/supervisor may refer the case to the academic affairs designee and the student affairs designee for formal review and/or hearing. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty will be provided to the student. If requested, reasonable time to prepare a response to the allegation will be given to the student; or
- The student may appeal the decision of the faculty member/supervisor, and may request a formal hearing before the academic affairs and student affairs designees to the case. A formal hearing shall be scheduled at a time and place agreeable to all parties concerned. The hearing board will consist of the academic affairs designee, the student affairs designee, and a neutral faculty member or department chair from a department other than the department of the faculty member/supervisor, department chair, or student major. If requested by the student, a student may be designated to serve on the hearing board. Sanctions will not be in effect during the appeals process.

#### **Section II: Sanctions**

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

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

#### **Section III: Appeal**

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

For questions regarding honesty guidelines for specific departments or areas, members of the Berklee community are encouraged to consult the relevant department. More extensive guidelines regarding honesty and the use of technological resources are found in the Acceptable Use Policy section on page 50.

## Acceptable Use Policy

### Section I: General Guidelines

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 a member of the Berklee community, students 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 appear to disassociate a student from responsibility for his/her actions and 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 a student's access privileges, and other disciplinary action.

*Recognize limitations to privacy in electronic communications.*

A student may have an expectation that the contents of what he/she writes or otherwise creates, stores, and sends may be seen only by those to whom the student 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 breachable 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.*

Students 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. Students 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. The college assigns names to college-owned machines using a convention designed to facilitate their identification and use over the internal network. Changing these names interferes with effective use of these resources and is a violation of college policy.

*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 the student 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 Information Technology 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.

Students 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.

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

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

## Section II: Online Network Use

Berklee College of Music has computers capable of accessing online computer 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. Anyone who violates college policies, including those set forth in the *Berklee College of Music Student Bulletin*, *Faculty Handbook*, or *Staff Handbook*; 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 Berklee's computers to access any online network, fines, restitution, probation, suspension, expulsion, termination of employment, or other action (or any combination thereof).

*Passwords.* Students may be given passwords Berklee has selected for accessing online network ("Berklee passwords") and be authorized to use one or more Berklee passwords for specific purposes. Students 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. Students 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. Students 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 policies. 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 a violation of college policies or any third-party rights. More specifically and without limitation, the following conduct violates college policies and is not permitted:

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

*Harassment.* Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group, or organization; or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

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

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

*Chain Letters and Pyramid Schemes.* Transmission of chain letters and pyramid schemes of any kind is prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on the college 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, 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.* Students may, subject to college policies and authorization, upload 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, constitutes a violation of college policies, and could subject students to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

*Use of Berklee College of Music Name.* Students may not under any circumstances, without the college's prior written consent, use the name "Berklee College of Music" in any form or use any symbol or logo or graphic used by or associated with Berklee College of Music alone or with the name "Berklee College of Music" or any name, symbol, logo, or graphic confusingly similar to Berklee College of Music's name, symbols, logo, or graphics as part of an email address, a "home page," or a second or higher-level domain name for any online network a student utilizes, originates, or registers with InterNIC or similar authority. Unauthorized use of the name "Berklee College of Music" or any symbol, logo, or graphic used by or associated with the college or any confusingly similar thereto, is a violation of college policies and subject to sanctions.

### **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.

### **Use of College Name**

Students may not use the name or logo of Berklee College of Music for any event or organization without the permission of the vice president for student affairs/dean of students. Anyone using the name of the college without approval is liable for disciplinary action.

## **Recording, Performance, and Photography Release Statement**

Berklee College of Music reserves all rights to student participation in noncommercial recordings and public performances at the college, without payment of fees or royalties. All rights in and to a composition will remain sole property of the composer(s). Audio or video recordings and photographs may occasionally be used to promote the college and its programs.

### **Hazing**

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

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

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

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

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

"18. Failure to report hazing:

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.

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

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

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

### **Drug and Alcohol Abuse Prevention Program for Students**

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

Therefore, the unlawful use, possession, or sale of drugs or alcohol on college property or as part of college activities is strictly prohibited. Alcohol may not be sold in any area of the college at any time. The legal minimum drinking age in Massachusetts is 21 years old. Except in special circumstances approved by the vice president for student affairs/dean of students, students are not allowed to consume alcohol in any area of the college regardless of age.

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

### **List of Harmful Effects**

Alcohol abuse	Drug abuse
alcoholism	birth defects
birth defects	coma
blackouts, memory loss	confusion
damage to brain cells	convulsions
degeneration of muscle and bones	damage to brain
delirium tremens	damage to liver
difficult menstruation	depression
hallucinations	destroyed nasal membranes
impotency	hallucinations
increased risk of cirrhosis, ulcers, heart disease	heart problems
increased tension, anger, and isolation	HIV/AIDS
infertility	infections, hepatitis
malnutrition	lethargy, apathy
miscarriages	loss of coordination
personality disorders	lung lesions
poor concentration	malnutrition
	physical and psychological dependence
	sudden death

### **Education**

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

### **Support**

The college offers confidential counseling and referral services to students who request assistance with drug and alcohol abuse issues and does not penalize students requesting such assistance. These counseling and referral services are offered by the Counseling and Advising Center and are provided by a professional staff of counselors. The nature of the counseling provided is supportive and complements other sources of intervention and treatment. It focuses primarily on the effects of drug and alcohol abuse on the

student's academic progress at the college. While short-term counseling services are available to all students during their enrollment at the college, the Counseling and Advising Center is not equipped to handle severe drug and alcohol abuse problems, and, when necessary, referral will be made to external professionals and/or agencies. Additionally, the college encourages the formation of student support groups through its Student Organizations and Activities Program. In the case of disciplinary action, the vice president for student affairs/dean of students (or designee), along with the director of counseling and advising and/or the director of housing, when appropriate, will determine the assistance the college can offer.

### **Discipline**

Students who violate the college's rules on the use, possession, and sale of drugs and alcohol are disciplined according to the established disciplinary policies and procedures. Sanctions include but are not limited to probation, suspension, dismissal, and referral for prosecution.

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

When appropriate, the vice president for student affairs/dean of students, upon recommendation of the director of counseling and advising, may temper any sanction if the student agrees to participate in an on-campus or off-campus support program. Such temperance is at the discretion of the dean and may be revoked if, in the opinion of the dean, the student does not make a sincere effort to actively participate in the agreed program.

While the college desires to help students who may have a drug or alcohol problem, it will not be so tolerant of those who are found guilty of selling or distributing drugs or alcohol. In the case of suspicion of selling or distribution of drugs or alcohol, local authorities may be contacted.

Local, state, and federal sanctions against violations of the law may include fines, imprisonment, or both, and the loss of federal financial aid for the year for the first conviction.

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

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

### **Smoking Policy Statement**

The smoking of cigarettes, cigars, and pipes is prohibited inside all Berklee College of Music facilities, including the residence halls. In recognizing the health risks of people who smoke and the hazards of involuntary smoking to nonsmokers, and in accordance with the college's overall responsibility to provide a safe and healthful work environment, Berklee College of Music has adopted a policy restricting smoking.

### **Education**

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

### **Enforcement**

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

### **Conflict Resolution**

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

### **Clothing**

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

### **Fire Regulations**

Please note the location of fire extinguishers and fire alarm boxes on each floor. Students should familiarize themselves with all exits and use the nearest means of exit in the event of a fire or fire drill. Students must vacate and move away from the building every time the alarm sounds or face disciplinary action.

False alarms endanger not only the safety of the entire college community but also the safety of the firefighters and the neighborhoods left unprotected by the firefighters responding to the alarm. A student found to be responsible for false alarms may be dismissed from the college and may face prosecution by the city of Boston.

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

### **Automobiles**

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

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

### **Right of Access to Student Records**

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

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

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

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

1. Berklee officials (included certain contracted agents) for legitimate educational purposes only;
2. Federal or state officials in connection with the audit and evaluation of federally funded programs, in connection with the enforcement of federal legal requirements that relate to such programs, or in connection with the student's application for or receipt of financial aid;
3. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974, for organizations conducting studies for the purpose of developing predictive tests, administering student aid programs, and improving instruction;
4. Accrediting organizations in order to carry out their accrediting function;
5. The student's parents, if they claim the student as a dependent on the most recent Internal Revenue Service tax return and provide documentation of such;
6. Persons possessing a judicial order or lawfully issued subpoena (provided that the college first makes reasonable attempts to notify the student);
7. When necessary in an emergency, to protect the student's health, safety, or welfare or that of others, to persons who are in a position to deal with an emergency; or
8. The Bureau of Citizenship and Immigration Services (BCIS), formerly Immigration and Naturalization Services (INS), upon specific request to the college to verify F-1 status of international students.

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

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

If a student does not wish the college to disclose directory information from his/her educational records without prior written consent, the student must notify the college in writing. 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.

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

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

### **Notification of Jury Duty**

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

It is not unusual for students residing in Suffolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Berklee College of Music supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

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

If students have any questions about jury duty, including confirming, postponing, rescheduling, or limiting their service, they may contact the Office of the Jury Commissioner (800 THE JURY or 800 843 5879). Further information can be found on the Office of the Jury Commissioner's website at [massjury.com](http://massjury.com).



## Stan Getz Media Center and Library (150M)

Dedicated in 1998, the Stan Getz Media Center and Library is committed to collecting and providing access to both electronic and print resources for music materials and to providing bibliographic, reference, and instructional support for Berklee's research, scholarly, and creative pursuits. The Stan Getz Media Center and Library is open to all students, faculty, staff, and administrators, as well as alumni and ProArts Consortium members.

### Media Center

The media center provides access to the expanding choices of learning resources available in multimedia. The foundation of the media center is the audio/video collection, which is representative of the Berklee curriculum. This collection includes audio materials in digital format, videocassettes, and DVDs. Along with a music collection that supports the broad spectrum of contemporary American music and other musical genres taught at Berklee, the media center maintains several special collections including compact disc and video recordings of Berklee Performance Center concerts, Berklee visiting artist clinics, and Berklee faculty artists. Also available via the library/media center web page is an assortment of music and nonmusic-related magazine indexes (some full-text), an index of lead sheets held in the library, the *Encyclopedia Britannica Online*, the *New Grove Dictionary of Music and Musicians Online*, streamed audio databases including Naxos.com, and library-maintained online multimedia faculty reserve pages.

### Library

The library provides access to printed materials relating to, and in support of, the curriculum at Berklee. The foundations of this print collection are music scores, music literature, music education materials, and music reference materials. The strengths of the library collections are the popular music collection, including fake books, film music, artist folios, and jazz compilations; the music education collection, including instrumental methods; and the music therapy, music technology, and music business collections. Additionally, there are book collections, in both print and electronic formats, that support the nonmusic academics taught at Berklee, and a collection of periodicals, many of which are fully indexed in online magazine indexes, specifically selected to support Berklee's curricular needs. The Stan Getz Media Center and Library is a member of the ProArts Consortium and the Boston Regional Library System and fully participates in interlibrary loan and document delivery throughout these consortia and the nation.

## Online Catalog

The online catalog is a sophisticated yet user-friendly web application that offers access to the Stan Getz Media Center and Library collections through name, title, call number, and subject. Material placed on reserve for a class can be accessed with the name of the instructor or the course. This system supports the unique needs of contemporary music education by allowing searches in areas not usually available in more traditional bibliographical databases. Recordings may be searched not only by album title, artist, and publisher, but also by producer, song title, and supporting musicians. Through the online catalog, students are able to access an ever-increasing course-related collection of texts, graphics, audio, and video materials. The online catalog is available at the Stan Getz Media Center and Library and online at <http://library.berklee.edu>.

## Ensemble Library (150M)

The Berklee Ensemble Library contains works in a vast array of musical styles by noted professional composer/arrangers, faculty members, and outstanding students. The libraries of Louis Bellson, Carla Bley, Chick Corea, Woody Herman, Janet Jackson, Thad Jones, Mel Lewis, Buddy Rich, John Scofield, Luther Vandross, and Stevie Wonder, among others, offer students the chance to perform a wide variety of musical styles. This exposure helps provide a successful transition from the college studio and stage to a professional career.

## Learning Center (150M)

The Learning Center is a computer-based training facility providing resources and opportunities that support the daily educational needs of Berklee students. The facility offers small-to-large group instruction rooms with Apple computer workstations. Each station is outfitted with software ranging from music sequencing, notation, and multimedia production to word processing and web browsing. Continually offering training sessions on software located both in the facility and on the students' laptops, the trainers and peer tutors take a hands-on approach to teaching students in a classroom or one-on-one setting. As a complement to the training sessions, the software is further discussed in ongoing forums that cover popular software and hardware topics and are led by faculty, Learning Center staff, upper-semester students, and software company representatives. The Learning Center also offers a core music-tutoring program where students receive help in their general music classes from academically qualified upper-semester students. For more information, visit <http://learningcenter.berklee.edu>.

### Career Development Center (921)

The Career Development Center offers comprehensive career development assistance through workshops, publications, and one-on-one advising. The center, staffed by experienced professionals, is open to both current Berklee students and alumni. Video and audio recordings and printed career materials are available that provide valuable information on the many career options in contemporary music.

Of special interest is the video and audio collection of Berklee's Visiting Artist Series, featuring successful professionals from many areas of the music industry sharing their career insights with Berklee students.

The Career Development Center offers music industry reference materials, networked computers and printers, and a comfortable setting in which to work. Through its Job Board and annual recruitment events, the center further acts as a bridge to a wide array of employment opportunities outside the college.

### Practice Rooms (150M, 171M, FORD)

The practice rooms at 150M and 171M are available from 8:00 a.m. to midnight, Friday and Saturday, and 8:00 a.m. to 1:30 a.m., Sunday to Thursday. Summer hours are 8:00 a.m. to midnight each day. Fordham Road hours are 4:30 p.m. to 11:30 p.m. weekdays and 12:00 p.m. to 11:30 p.m. weekends.

All practice rooms are reserved exclusively for use by current Berklee students. It will be assumed that any person who cannot produce a valid Berklee ID card is a non-Berklee student with no right to use these facilities.

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

The college is not responsible for instruments or other personal items left unattended in practice or rehearsal rooms.

#### Rules and Procedures for Practice Room Use

1. All special piano and percussion practice rooms are available to piano, percussion, and voice principals *only*.
2. A valid Berklee ID card for the current semester must be given to the key clerk. No practice room will be assigned to a student without a valid ID card. Temporary IDs are not accepted for the use of these rooms.

3. Use of these rooms is limited to a maximum of two hours at 150M and 171M and two hours fifteen minutes at Fordham Road. The key must be turned in at the end of the practice session. If the key is lost, the student will be charged a fine. Renewals may be permitted if no one is waiting.
4. Personal equipment may not be left in the practice rooms.
5. Smoking will not be allowed in any of the practice rooms.
6. Food and beverages are not allowed in these rooms.
7. Students are not allowed to cover the windows of the practice room doors. The windows must remain clear in order to allow security to monitor room usage.
8. Students should respect others by not marring the walls with graffiti or offensive language.
9. Intentional damage to pianos or practice rooms may be cause for suspension or dismissal from the college.

### Rehearsal Rooms (150M)

The ensemble rooms will be made available to Berklee students for group rehearsals under the following conditions:

Ensemble room reservations for students take place at the ensemble office in room A05 of the 130 Massachusetts Avenue building. Sign-up times are 9:30 a.m.–11:30 a.m., Monday–Friday. Ensemble Department staff will assist students in signing up at any other time as long as they are not busy with other work. Students can sign up a day in advance. On Friday students can sign up for Saturday, Sunday, and Monday.

Room operating hours are as follows:

#### Monday–Friday

- B19, B60, B61, B62, B63: 6:00 p.m.–12:00 a.m., on the hour
- A06, A07, A15: 6:15 p.m.–12:15 a.m., at 15 minutes past the hour
- B03, B04, B11: 6:30 p.m.–12:30 a.m., at half past the hour

#### Weekends

- B19, B60, B61, B62, B63: 12:00 p.m.–12:00 a.m., on the hour
- A06, A07, A15: 12:15 p.m.–12:15 a.m., at 15 minutes past the hour
- B03, B04, B11: 12:30 p.m.–12:30 a.m., at half past the hour

There is a strict punctuality policy. If students are more than five minutes late, their rooms will be given to the next person on the waiting list. To cancel a room, call at least two hours in advance. Failure to cancel in advance will prevent students from using the rooms for a week.

Food and beverages are not allowed in these rooms. Rooms must be left in an orderly and clean condition. Windows and doors must be kept shut during activity. Smoking will not be allowed in any practice or ensemble facility at any time. Ensemble rooms may be used only for music rehearsals. Unauthorized use of the room for any other purpose is prohibited.

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

### **Studio, Lab, and Classroom Facilities**

To prepare for careers in music, students work in studios, labs, and classrooms that emulate the conditions found in professional environments. Students learn the fundamental and enduring qualities shared by great music and explore music technology applications in the most up-to-date educational facilities possible in contemporary music education. Through continual upgrading of music technology applications, equipment, and facilities, the college ensures that students have access to the most effective resources to support their education.

### **Recording Studios (150M)**

The Music Production and Engineering Department recording studio complex currently consists of 13 professional production facilities, which include multitrack digital and analog recording capability, automated mix-down, digital audio editing, video postproduction, 5.1 multichannel surround mixing, and comprehensive signal processing equipment.

Music production and engineering students acquire extensive hands-on experience with a wide array of professional studio equipment and multiformat systems. In collaboration with students from the Professional Performance, Professional Writing, Professional Education, and Music Technology divisions, MP&E majors gain specialized experience in producing and engineering a wide diversity of contemporary music styles.

The recording studio complex has studio/classroom configurations optimized for effective teaching and professional-level student production needs. The facilities are appointed with industry-standard equipment from Solid State Logic, Neve, GML, Digidesign, Lexicon, Neumann, Quested, Sonic Solutions, Sony, Studer, Yamaha, and other manufacturers.

The Music Production and Engineering Department is host to four multitrack control rooms appointed with 24-track Studer and Otari analog 2" tape machines, up to 32 tracks

of Digidesign ProTools, and video playback and synchronization capability (Studios A, B, L3, and LB). Three multiformat studios feature 5.1 multichannel surround mix-down options (Studios C, LB, and M27). Four additional studios/classrooms support up to 32 channels of Digidesign ProTools, video playback, dubbing, and synchronization (Studios D, E, F, and LC). MP&E also maintains a dedicated mastering facility appointed with a Sonic Solutions workstation and professional mastering tools (Studio G). The newest addition to the studio complex is a state-of-the-art 48-track control room connected to the 1,200-seat Berklee Performance Center. This studio provides live concert recording capability, and the addition of new live recording curriculum. The 13th facility is a multiformat dubbing and editing studio (L12). Here, students have virtually 24-hour access to Digidesign ProTools digital audio workstations, CD burners, DAT, cassette, and analog formats. "Black Box" experimentation and analog alignment assignments are also facilitated in this room. All 13 studios have high-speed access to the college intranet and internet services.

### **Music Synthesis Labs (150M)**

The college maintains a total of eight facilities for music synthesis instruction, production, design, and performance. The three principal synthesis laboratories contain over 250 different types of synthesizers, controllers, effect processors, recorders, mixers, and software, including products by Ableton, Adobe, Apple, Applied Acoustics, Arturia, Access Music, AKG, Alternate Mode, Antares, Apogee, ARP, Audio Technica, BIAS, BLUE, Buchla, Csound, Clavia, Cycling 74, Digitech, Dynaudio, Digidesign, Earthworks, Eventide, Genelec, HHB, Korg, Lexicon, Line6, M-Audio, Millennia Media, Moog Music, Mackie, Mark of the Unicorn, Native Instruments, Neumann, Novation, Oberheim, Propellerheads, Roland, Sennheiser, Shure, Sony, Symbolic Sound/KYMA, Tascam, TC Electronic, Universal Audio, Waves, Yamaha, and Zendrum, all supported by Apple/Macintosh and Windows computers. Students receive hands-on instruction and supervised development time in areas of synthesizer programming, composition, production, sound design, software design, and performance.

### **Music Synthesis Studios (150M)**

Three new surround-equipped mix studios and an additional teaching studio allow students to learn and complete projects in state-of-the-art production facilities. Providing excellent acoustics and sound isolation, these rooms feature networked Apple/Macintosh and PC computers containing a vast array of software instruments, plug-ins, sample libraries, and DAW software. The music synthesis studios support multiple production paradigms, including the use of digital consoles, control surfaces, and "in the box" techniques. High-speed networking supports distributed learning opportunities.

### **Synthesis Recital Hall (FENS)**

This is a multipurpose room used by students, faculty, and visiting artists for concerts and presentations. A complete synthesis workstation is available onstage, which includes analog, digital, and hybrid equipment. A variety of technology classes are also taught in this facility.

### **Professional Writing Division Technology Labs (150M)**

The Professional Writing Division Technology Lab provides students majoring in contemporary writing and production, songwriting, and film scoring with hands-on access to professional music technology equipment. These tools and resources, in conjunction with their own equipment (laptop and major bundle), allow the students to advance their skills and complete course work. The Professional Writing Division Technology Lab consists of 14 digital audio/MIDI workstations and a teaching workstation and is used as a classroom for several courses offered by the Professional Writing Division.

The lab is designed to help writing students understand and meet the challenges of professional work. It mirrors real-world, computer-based digital audio/MIDI studios of writers/producers who must utilize ever-changing technologies in a contemporary professional environment that expects and demands increasingly sophisticated capabilities. The Professional Writing Division Technology Lab is a working example of what is possible in today's musically powerful, yet economical, production environments.

### **Film Scoring Facilities (150M)**

The Film Scoring Department offers a comprehensive program of study in the scoring of music for visual media and the application of synchronous technologies commonly practiced in the motion picture and television industries. A dedicated set of classrooms, labs, and a scoring studio complex offer students the opportunity for hands-on study in the areas of film music composition, conducting, MIDI sequencing, and digital music editing. All student scoring assignments involve live performance in the studio and/or the use of extensive sample libraries.

The technical resources available to students majoring in film scoring include the following:

A central classroom/lab facility, which supports all technology-related courses. This facility contains multiple Mac-based DAWs with integrated MIDI, digital audio and video, and SMPTE synchronization, all of which provide hands-on experience during classes and regularly scheduled, individual lab sessions. All DAWs support Digital Performer, Pro Tools LE, Logic Pro, Reason, Kontakt 2, Waves-Platinum, and GPO. Each workstation also includes a

random PC running GigaStudio 3 and an array of orchestral and nonorchestral sample libraries, including VSL, East West, and Spectrasonics.

A self-contained scoring studio complex where students conduct live ensembles in the performance and recording of their scoring assignments. The scoring complex has dual recording/mixing control rooms, two linked DAW lab rooms, and a "live" studio equipped with video projection for conducting to picture with PCs running Auricle film scoring software. Control rooms are fully integrated digital audio/video postproduction suites, featuring Digidesign's ProTools HD hardware and software, and a Genelec 5.1 Surround Sound monitoring system. The scoring studio complex supports a diverse mixture of live and/or preproduced scoring materials for synchronization in postproduction film, television, and video formats.

A 40-seat theater/classroom with video projection and 5.1 surround sound, a fully equipped classroom for advanced course work and two DAW/screening rooms where student scoring assignments are reviewed and evaluated, one on one, with department faculty. All labs, classrooms, and production/mix control rooms are linked within the department via a dedicated fiber-optic SAN hosting all production source video and student-generated audio. The department has an extensive VHS/DVD library of feature films and work prints that are utilized throughout the curriculum.

In addition to course work at Berklee, extracurricular opportunities exist for students to score independent films from local colleges (Boston University, Emerson College). This provides realistic and creative collaboration between students pursuing careers in film production and Berklee film scoring majors. Under departmental supervision, over 200 student films have been produced within the film scoring facilities. Lasting professional relationships have been formed and maintained beyond graduation. Many of these films have won major festival awards, playing to national and international audiences.

### **Professional Education Division Technology Lab (FENS)**

The Professional Education Division technology lab serves as a classroom and laboratory for students majoring in music education, music business/management, music therapy, and professional music. The facility features 22 computer and music workstations that include personal computers of all popular platforms with CD-ROM, MIDI synthesizers, and access to fax, modem, and local and wide-area network capabilities. A full complement of professional software is available, which enables the teaching and learning of music education, music therapy, music business, and practical music skills. Music education students learn the latest techniques in music instruction involving computers and multimedia tools. Music business/management majors learn

the latest electronic business practices, including access to international information and services via modem and file-sharing of word processing, database, and spreadsheet analysis documents. Students in the Professional Music Department learn to use the workstations to produce demos of their music and promotional materials, and techniques for managing their careers in the music industry. Music therapy students learn the latest in music and adaptive medical technology. Every aspect of the lab design is geared toward preparing students to meet the challenges of the contemporary music industry, teaching, and therapy environments.

### **Electronic Piano Rooms (921)**

Berklee has three rooms with 40 MIDI-equipped electronic pianos. These rooms are used for keyboard labs, piano classes, special performance classes, ear training for pianists, and keyboard practice by students whose principal instrument is not piano.

### **Performance Division Technology Lab (1140)**

This five-station lab is designed to support students' study of new electronic instrumental controller techniques. Featuring Apple/Macintosh computers; various synthesizer modules; and the latest in guitar, bass, keyboard, percussion, woodwind, and brass MIDI controllers, the lab enables students to learn to adapt traditional playing techniques to complex electronic setup and control environments.

### **Performance Facilities**

Berklee offers a wide range of facilities specifically designed to help students realize their goal of becoming an effective music professional. These include facilities for performance, facilities to maintain reference materials, and technical studio/laboratory/class facilities. The college is actively involved in utilizing today's music technology to assist in the teaching/learning process.

### **Berklee Performance Center**

The Berklee Performance Center permits faculty and student groups to perform in a major concert hall in one of America's most sophisticated cities. Housed in the renovated, historic Fenway Theater, the Berklee Performance Center seats 1,212. Over 150 student and faculty concerts are performed there each year. Its direct link with Berklee's recording studios and videotaping facilities affords professional-quality recording of events and concerts. In addition, there are approximately 100 outside professional shows as well as special seminars and clinics held throughout the year, featuring such guests as Chris Botti, Dave Brubeck, Paula Cole, Aimee Mann, Marcus Miller, Randy Newman, Joshua Redman, Sonny Rollins, Joe Satriani, Susan Tedeschi, Derek Trucks, and many more.

### **Recital Halls (1140, FENS, 921)**

Berklee presents over 600 student concerts a year in its four recital halls. With seating for 80, 100, 125, and 180 people, these halls are equipped for both audio and video recording.

### **Berklee Concert Pavilion (130M)**

This outdoor amphitheater, with a seating capacity of 130, offers a facility for curriculum-related performances and summer program events.

### **Ensemble and Rehearsal Rooms**

Berklee maintains over 50 rooms specifically designed for ensemble playing. In the evening and on weekends, these rooms are made available for student-organized rehearsals.

### **Private Instruction Studios**

Each instrumental department at the college maintains a number of studios where students receive private lessons on their instruments. There are approximately 75 studios at the college.

### **Practice Rooms**

The college maintains over 300 acoustically designed private practice rooms for students. Classroom space is also available during evening hours for practice activities.

### **Ensembles**

Students audition to join one of the over 375 ensembles in rehearsal throughout the year. These include concert bands and choirs, as well as all sizes of ensembles that play almost every imaginable style of music. Through ensembles, students hone essential performance skills and techniques and gradually progress to more musically sophisticated groups.

Students audition on their principal instrument during their first semester at Berklee. Depending on the results, students are placed in ensembles and labs. Instrumental and vocal labs develop specific skills, while ensembles help broaden students' stylistic range, expand their network of musical friends and colleagues, and give them diverse group-playing experience.

### **Visiting and Faculty Artist Series**

The Visiting Artist Series allows students to learn emerging music technologies and trends and valuable career insights firsthand from successful musicians. Berklee offers over 100 of these clinics each year, including recent visits by Gabriel Ataroa, Ruben Blades, Terence Blanchard, Cachao, Stanley Clarke, George Clinton, Michael Cuscuna, Kevin Eubanks, Ron Fair, Bruce Lundvall, Kathy Mattea, John Mayer, Pat Metheny, Meshell Ndegeocello, Max Weinberg, and Cornel West.

Through the Faculty Artist Series, Berklee's outstanding faculty of music professionals and educators annually deliver more than 100 lectures, demonstrations, and informal discussions on subjects such as auditioning, demo tape preparation, guitar diagnostics, the music of John Lennon, and new electronic developments for woodwind instruments.

### **The Herb Alpert Visiting Professor Program**

The Herb Alpert Visiting Professorship was established in 2000 by the Herb Alpert Foundation, the philanthropic organization launched by A&M Records cofounder and Grammy-winning recording artist, Herb Alpert. Each year, a well-known individual from the music industry is appointed as the Herb Alpert Visiting Professor, agreeing to a three-year teaching commitment to Berklee. The artist is in residence at the college for two weeks each academic year. In any given year there will be three Alpert Professors working with Berklee students on a wide range of creative endeavors. The visits will reflect Alpert's belief that students benefit tremendously if given the opportunity to interact with masters of the music industry.

Alpert Professors have included composer/keyboardist Alan Broadbent '69; composer/pianist Michel Camilo; author, musician, and jazz critic Stanley Crouch; bassist Abraham Laboriel, Sr. '72; producer, engineer, and designer George Massenburg; composer/guitarist Pat Metheny; bassist Marcus Miller; saxophonist/composer Greg Osby; and the Grammy Award-winning group the Yellowjackets.

### **Liberal Arts Symposium**

Each year, the Liberal Arts Department invites a major scholar or artist to provide insight about issues in today's global society. Recent symposia speakers have included author/activist Frances Moore Lappé; historian, playwright, and social activist Howard Zinn; and actress, director, and author Tina Packer.

### **Special Musical Events**

Over 375 ensembles perform at Berklee each year. In addition, students have the opportunity to participate in the following special musical events:

BassDayze  
Africana Studies/Black Music Programming  
Celebration of Women in Music Week  
Commencement Concert  
Contemporary Writing and Production Majors Concert  
Entering Student Convocation  
Gospel Ensemble Concert Night  
International Folk Music Festival  
Latin Cultural Week  
"Over the Edge" Synthesizer Concert  
Percussion Days

Professional Writing Division Student Awards Concert Series  
Singers Showcase  
Songwriters Circle Competition  
Student-Produced Cafe Shows  
Windsday

Note: For the most current course descriptions, visit [berklee.edu/courses](http://berklee.edu/courses).

## Full-Time Programs of Study

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

In the degree program, music studies are combined with liberal arts courses, affording students a broad societal context in which to study and pursue their musical and personal learning objectives. The diploma program is devoted entirely to the study of music and does not include the liberal arts courses required of degree candidates.

A Berklee two-year certificate is available on request upon satisfactory completion (minimum GPA of 2.00 required) of four semesters of residency and a minimum of 48 credits of course work. Required courses to be completed include Harmony 4, Ear Training 4, Arranging 1, four semesters of Principal Instrument Study with a minimum result of proficiency level 4, Introduction to Music Technology, and 3 credits of Ensemble/Lab; a maximum of 12 credits may be in Liberal Arts. Advanced placement in music core courses will include full credit for prior courses in the sequence according to current policies, but the four-semester residency requirement will still apply. The certificate is not a separate or accelerated program but simply reflects a student's educational accomplishments at the college for a two-year period of study.

## Artist's Diploma

The artist's diploma is a program limited to students with special musical talents and above-average proven ability. An application for the artist's diploma program will be considered after the student has successfully completed one year of study at Berklee. Artist's diploma candidates may concentrate in any or all major areas of performance, writing, or music technology.

To apply for artist's diploma candidacy, the student should approach the chair of the major area that most closely matches his/her educational goals with an application consisting of a justification, supported appropriately by recordings and scores, and a statement of educational goals should candidacy be granted. The department chair presents the approved application to the dean of the division for consideration. If approved, the dean presents the application to the senior vice president for academic affairs/provost for approval of candidacy status.

Once candidacy is approved, the student meets with the appropriate chair(s) to create a study plan, which is approved by the dean and presented to the provost for final program approval. Candidates for the artist's diploma may complete their course requirements in less than four years by means of advanced placement, special tutoring, and open class attendance. In all cases, diploma credit requirements and the college's residency requirement policies will apply.

## Music Therapy Equivalency Program Certificate of Completion

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

## First-Semester Curriculum

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

During this first semester, all students follow a closely coordinated, interrelated series of courses. Both degree and diploma candidates work in the same subject areas, except that degree candidates also usually take a required liberal arts course.

Specific areas of study include harmony, arranging, ear training, music technology, ensemble, and private instrument/vocal instruction. Each student is assigned to appropriate levels of ensemble and private instrument/vocal instruction based on audition results.

## First-Semester Assessment and Placement

Berklee's core music curriculum comprises arranging, ear training, harmony, and music technology. These four subjects are the foundation of Berklee's educational offerings in music. The entering student proficiency assessment and Introduction to Music Technology exam taken during the check-in period are designed to assess every entering student's knowledge base in each of these core curriculum fields. This assessment and exam determine students' first-semester placement in these subjects.

Students placing into advanced levels of arranging, ear training, harmony, or music technology will earn credit for each preceding course (except for PW-110 Writing Skills). Students who earn more credit than is needed to meet core music requirements may apply the additional credit earned to other graduation requirements, either in the concentrate (where appropriate) or as general elective credit.

Students may change levels according to demonstrated ability, and with approval of the appropriate department chair, thus ensuring meaningful progress on an individual basis. Each student completes the equivalent of one or more semesters in each course; the amount of work completed during the first semester determines subsequent placement in second-semester courses.

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

### **Prerequisite Courses in Core Music Requirements**

It is each student's responsibility to make sure that the prerequisites of AR-111 Arranging 1, AR-112 Arranging 2, all harmony core courses (HR-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) are satisfied prior to enrolling in a subsequent course. 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.

### **Upper-Semester Curriculum**

The upper-semester curriculum is designed to prepare students for successful careers as performers, composers, teachers, music therapists, and music and entertainment industry professionals. The immediate concern is with the practical application of contemporary educational methods in a stimulating and productive atmosphere.

### **Selection of Major**

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

### **Five-Year Dual Major**

Students may apply for a dual major involving any two majors. Dual majors with music business/management, music education, and music therapy are available to degree students only.

### **Declaration of Major for Music Production and Engineering or Music Synthesis**

In order to ensure the proper amount of lab time and hands-on experience necessary in the curriculum of the music production and engineering (MP&E) major and the music synthesis major, enrollment in both of these programs is limited. Students interested in MP&E or music synthesis as a major must follow special application procedures.

*Music Production and Engineering:* Information about applying to the MP&E major is available online at <http://mpe.berklee.edu>. If accepted to music production and engineering, the student must sign his/her Student Recording Rights Agreement (SRRRA) before being officially admitted to the major and enrolling in any restricted MP&E classes.

*Music Synthesis:* Students must follow special application procedures, including obtaining the written approval of the chair of the Music Synthesis Department on the Declaration of Major form, prior to declaring music synthesis as a major or changing to music synthesis from another major. Information about applying is available from the Music Synthesis office.

Simultaneous enrollment in, or attendance of, multiple sections of any MP&E, Music Synthesis, or Music Technology course is not permitted. A student may enroll in or attend one section of a given course in these majors.

Any student having taken and received a passing grade for an MP&E, Music Synthesis, or Music Technology course may not retake the same course in a subsequent semester without department chair approval.

### **Liberal Arts**

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

In the 21st century, a liberal arts education is a necessity for all students. Berklee's liberal arts program focuses on the interdisciplinary learning that artists and musicians need to succeed in today's world, especially on writing and communication, and on entrepreneurial, critical thinking, and problem-solving skills. Liberal arts courses provide a cultural



context for the music being studied; relate the world of music to other arts, politics, literature, and science; encourage in students an appreciation for diversity; and prepare students to make the complex ethical choices they will face throughout their lives.

Liberal arts include the study of:

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

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

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

### **Liberal Arts Requirements for Bachelor of Music Degree (30 credits)**

#### *English (6 credits)*

- LCOR-111—College Writing I: Structure and Styles (3 credits)
- LCOR-112—College Writing II: Literary Themes (3 credits)

Students should complete English requirements during their first and second semesters at Berklee. See the requirements of specific majors to determine the recommended order in which to complete additional liberal arts requirements.

#### *Art History (6 credits)*

- Survey Course (3 credits)
- Additional Art History Course (3 credits)

#### *History (6 credits)*

- Survey Course (3 credits)
- Additional History Course (3 credits)

Africana Studies courses fulfill this requirement.

#### *Mathematics/Natural Science (3 credits)*

- Choose one course from Acoustics, Mathematics, or Natural and Health Sciences

#### *Social Science (3 credits)*

- Choose one course from Anthropology, Economics, Political Science, Psychology, or Sociology

#### *Electives (6 credits)*

- Choose any two non-required Liberal Arts courses from those listed under Liberal Arts Courses

### **Liberal Arts Artists-in-Residence**

Each semester, the Liberal Arts Department invites a variety of artists-in-residence to Berklee to visit classes, lead clinics for students, and perform for the campus. Past artists-in-residence have included poet Lisa Williams, music critic Howard Mandel, and bassist and poet Henry Grimes.

### **Africana Studies: Jazz as Culture, Language, Being, and Music**

The Liberal Arts Department sponsors and supports Africana Studies curriculum and programs. The 2008-2009 Africana Studies/Black Music Programming will examine Jazz as Culture, Language, Being, and Music. Artists include jazz pianist, composer, and educator Billy Taylor; jazz composer Maria Schneider; r&b band Mint Condition; and jazz pianist, producer, and educator Geri Allen.

### **Academic Support Services**

#### *Liberal Arts Tutoring*

The Liberal Arts Department offers free tutoring in English for all students—native and non-native speakers. In addition, the Liberal Arts Department offers free tutoring for all Liberal Arts subjects, including history, art history, mathematics, foreign languages, social sciences, and natural sciences.

#### *College Writing Center*

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

### **Special Programs: On-Campus**

#### **Full-Credit Summer Program (12 Weeks)**

Students can complete an entire semester of Berklee's first-year curriculum in 12 weeks. A typical schedule may include classes in ear training, harmony, arranging, and music technology; instrumental/vocal labs; and ensemble and private instruction. Students will have the opportunity to explore career options and attend visiting artist clinics and demonstrations while taking advantage of Boston's exciting summer music and cultural activities. Participants will also have access to Berklee's various facilities including the Career Development Center, the Stan Getz Media Center and Library, the Learning Center, and practice and ensemble rooms.

#### **International Musicians' English Language Institute (IMELI)**

IMELI is a six-week intensive summer program designed to help non-native English speakers transition into college

studies at Berklee or another university music program. IMELI teaches communication skills and reading comprehension in the context of contemporary music. Small groups work on listening and conversation skills, writing, grammar, and reading comprehension, with special attention to music terminology and cultural adjustment issues. IMELI also includes music theory and performance perspectives classes, a styles lab, and ensembles. More than 200 student ensembles, led by Berklee faculty, will perform during the final week concerts. To be eligible, students must be 17 years old by the start of the program.

*The following programs are offered to students 15 years of age and older:*

(Please note that some programs are not offered every summer.)

### **Bass Lines**

Bass Lines is a weekend for all bass players, whether their bass has four, five, or six strings, is acoustic or electric. Participants choose from jazz/blues, rock/funk, or Latin/world beat and receive instruction from Berklee's outstanding bass faculty through bass labs, group lessons, survey classes, and ensembles.

### **Berklee Percussion Festival**

The Berklee Percussion Festival provides playing experience in a variety of performance activities, concerts, and clinics. Past clinics have included Afro-Cuban Percussion Techniques, Brazilian Percussion Techniques, Latin Applications for Drum Set, Native American Drumming, North African Frame Drumming, South Indian Drumming, Mallet Studies, and more.

### **Brass Weekend**

Brass Weekend invites brass players who want to focus on their playing skills to study with Berklee's renowned brass faculty for a weekend. Participants will be introduced to instrumental skills that are specific to performing music on brass instruments; gain practice in reading contemporary music styles; and develop technique, ensemble playing, and improvisational skills.

### **Business of Music**

The Music Business/Management Department presents a two-day workshop that focuses on music business for bands and artists, with a particular emphasis on the recording industry and music entrepreneurship. A series of seminars and workshops covers strategies for getting a record deal and the business, legal, and taxation issues affecting record companies, music publishing, talent management, and concert promotion. The workshop also covers web commerce and digital audio for websites.

### **Five-Week Summer Performance Program**

The Five-Week Summer Performance Program emphasizes the mastery of playing or singing skills in a chosen style of contemporary music: funk/fusion, pop/rock, pop/r&b, or traditional jazz. Students will participate in ensembles, have classes in performance theory and musicianship, attend instrumental labs, and be able to choose from a variety of electives. More than 200 student ensembles, each led by one of Berklee's faculty members, will perform during the final week concerts. All students will perform in these concerts at Berklee's various performance venues.

### **Guitar Sessions**

This program provides practical playing experience through a variety of classes, performance activities, and clinics. Participants concentrate on one style track during the program: blues, jam band, funk/fusion, classic rock, contemporary rock, metal, or jazz. Students are placed in performance ensembles with guitarists of similar training and ability and perform in a final concert on the last day of the program.

### **Hospice and Palliative Care Music Therapy Summer Institute**

The Hospice and Palliative Care Music Therapy Summer Institute is a Specialty CMTE course that will enable music therapists to expand and integrate their knowledge of issues related to end-of-life care in clinical settings such as hospitals, nursing homes, and hospices. Participants in the institute are afforded the unique opportunity to learn the clinical needs of terminally ill clients and their families and develop innovative treatment plans to meet these needs in a clinical hospice setting. Professionals who have successfully completed the program will earn 50 Specialty CMTE credits.

### **Music for Video Games**

Berklee's Film Scoring Department presents a weekend of intensive workshops exploring the role, design, creation, production, delivery, and business implications of music in the multibillion-dollar game industry. Participants will attend seminars and sessions in Berklee's classrooms and state-of-the-art recording studios and labs. Offerings range from introductory theory and technical applications to interactive lab participation and current industry practices.

### **Music Production Workshop**

This weekend of intensive workshops covers many facets of current music production technology. Attendees participate in seminars and have access to Berklee's state-of-the-art recording studios and music synthesis labs. Past topics presented have included Computers in Music, Desktop Digital Audio, Sequencing and MIDI Production, Making and Selling Your Own Recordings, Multitrack Recording and Mixing Techniques, Project/Home Studio Design and Setup, and Synthesizer Programming.

### **Saxophone Weekend**

The Saxophone Weekend is for players looking to develop their skills in improvisation, group playing, and performance. Participants will explore all aspects of improvisation, developing and pacing their solos, phrasing, stylistic considerations, and working on a harmonic vocabulary.

### **Songwriting Workshop**

This program gives participants of any level the chance to immerse themselves in the art of songwriting. Classes include Melody Writing, Lyric Writing, Singer/Songwriter Workshop, the Business of Songwriting, and MIDI Demo Techniques. The program's curriculum is taught by Berklee faculty members.

### **Stage Performance Workshop**

The Stage Performance Workshop helps vocalists and instrumentalists gain insight into song selection, musicianship, and presentation that will enhance their performance and set them apart from the competition. Participants get inside information on the dos and don'ts of auditioning and performing, as well as tips on what audition judges, producers, and music directors may be looking for. The program is taught by Berklee's Performance Division faculty and is designed to help participants polish their performance skills in order to leave a lasting impression.

### **String Fling**

This program is designed for violin, viola, and cello players who want to develop improvisational skills in contemporary idioms such as jazz, rock, blues, and country. Classes include Harmonic Development for String Players, Rhythmic Development in Jazz, Improvisational Considerations for String Players, and String Quartet Coaching.

### **Summer Institute for Piano Teachers**

The Summer Institute for Piano Teachers is a hands-on program with a focus on giving piano teachers a basic, working knowledge of contemporary styles. Participants will work on improvisation techniques and harmonic concepts in contemporary music, and will be provided with resources for expanding on those skills. The thrust of the program is to better prepare piano instructors to incorporate these skills into their teaching methods in the private studio or classroom setting.

### **Vocal Summit**

The Vocal Summit will give participants the opportunity to immerse themselves in the art of singing. Participants will learn microphone techniques, improvisation in different vocal styles, and how to perform with an accompanist; develop vocal skills performing jazz, r&b, gospel, and pop/rock; sing with a cappella groups, the gospel choir, or small vocal jazz groups; and work on solo singing as well as small group and large group singing.

### **Special Programs: Off-Campus**

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

### **Berklee in Los Angeles**

The Berklee in Los Angeles program will guide the aspiring instrumentalist and vocalist in songwriting craft, the production of song demos, music production, and the business of music marketing. Students will work with Berklee faculty members to learn the elements of recording and production techniques using the Macintosh multidisc recording program GarageBand. The program will take place on the campus of Long Beach City College in Long Beach, California.

### **Berkleemusic.com**

Many Berkleemusic courses are transferable to Berklee College of Music for credit. Students wishing to transfer Berkleemusic courses must first apply and be accepted to Berklee College of Music through the Admissions Office. Credits may only be applied to a matriculated student's general elective requirement for Berklee degree and diploma programs. Students can transfer up to two Berkleemusic courses in total. The transfer equivalent will be two credits per course. A grade of "C" or better in each course is required for transfer approval. The Berkleemusic courses must have been taken for credit or as part of a certificate program. The list of eligible courses is below.

#### *Contemporary Writing and Production*

- Hip-Hop Writing and Production
- Style Writing for Performers and Arrangers
- Writing Music with Finale

#### *Ear Training*

- Harmonic Ear Training

#### *Film Scoring*

- Film Scoring 101

#### *Music Business/Management*

- Inside the Record Industry
- Legal Aspects of the Music Industry
- Music Business 101
- Music Industry Entrepreneurship
- Music Publishing 101
- The Future of Music and the Music Business

#### *Music Production and Engineering*

- Critical Listening
- Recording and Producing in the Home Studio
- Remixing
- Mixing and Mastering with ProTools

- Desktop Music Production for Mac
- Desktop Music Production for PC
- Producing Music with ProTools
- ProTools 101
- MIDI Sequencing Intermediate
- Producing Music with Ableton Live
- Producing Music with Digital Performer
- Producing Music with Reason

#### *Music Synthesis*

- Sampling and Audio Production
- Sound Design for the Electronic Musician

#### *Songwriting*

- Lyric Writing: Tools and Strategies
- Lyric Writing: Writing from the Title
- Lyric Writing: Writing Lyrics to Music
- Songwriting Workshop: Harmony
- Songwriting Workshop: Melody

### **Cross-Registration and Exchanges**

#### **ProArts Consortium**

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

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

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

For more information, contact the host school or the ProArts Office at 617 236-8617.

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

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

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

#### **The Accelerated M.B.A. Program**

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

Through a special arrangement, students in this program may receive credit for Berklee course work in the music business/management major towards an M.B.A. from Suffolk University. For more information, contact the Music Business/Management Department at Berklee or the Office of Graduate Admissions at Suffolk University or go to [suffolk.edu/business/10518.html](http://suffolk.edu/business/10518.html).

#### **International Programs**

The Office of International Programs (IP) oversees Berklee's programs and events that take place outside of the United States and acts as the ambassador to those international parties interested in partnering with the college. These programs include the Berklee International Network (BIN); International Audition and Interview Events (A&I) such as the Africa Scholars Program and the Panama Jazz Festival; Berklee on the Road (BOR), which includes Berklee in Umbria, Berklee in Puerto Rico, and Berklee in Ireland; International Study Abroad (ISA); International Faculty Outreach and Exchange (IFOX) programs; and Berklee Internet Radio Network Channel 5—"BIRN 5: The BIN on the BIRN." For further details, visit [berklee.net/ip](http://berklee.net/ip).

#### **Berklee International Network**

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

There are currently 14 members of BIN: American School of Modern Music in Paris, France; Conservatorio Musical Souza Lima in São Paulo, Brazil; L'AULA de Música Moderna i Jazz—Conservatori Liceu in Barcelona, Spain; Instituto de Música Contemporánea Universidad San Francisco de Quito in Quito, Ecuador; International College of Music (ICOM) in Kuala Lumpur, Malaysia; Jazz and Rock Schule in Freiburg, Germany; Koyo Conservatory in Kobe, Japan; Music Academy International in Nancy, France; Newpark Music Centre in Dublin, Ireland; PAN School of Music in Tokyo, Japan; Philippos Nakas Conservatory in Athens, Greece; Pop & Jazz Conservatory in Helsinki, Finland; the Rimon School of Jazz and Contemporary Music in Ramat Hasharon, Israel; and Seoul Jazz Academy in Seoul, Korea.

Berklee holds regular summits for all of its network partners every two years. Every fourth year, the summit is held in Boston. These meetings allow partners to address specific issues affecting their programs, BIN agreements, and transfer credit agreements with Berklee. Also, partners are able to share experiences and techniques for teaching contemporary music.

Berklee supports its network partners by providing training courses for teaching contemporary music curriculum. These training sessions occur biennially during the years between our summits. Faculty members from all of our partner schools travel to Boston to take part in these weeklong educational seminars where they gain firsthand experience they can take back to their institutions.

#### **International Audition and Interview (A&I)**

Each year, live auditions and interviews are conducted around the world for students pursuing their dreams of studying at Berklee. Because an audition and interview are required for admission to Berklee, priority for live audition spaces is given to applicants for the upcoming academic year. Berklee offers other live audition and interview opportunities in addition to annual visits to our BIN partners. These include visits to locations in Africa through the Africa Scholars Program and in Panama in conjunction with the Danilo Perez Foundation and the Panama Jazz Festival. For more details on the Africa Scholars Program, visit [berklee.edu/scholarships/africa](http://berklee.edu/scholarships/africa).

#### **Berklee on the Road**

Berklee on the Road (BOR) programs are currently held in San Juan, Puerto Rico at the Puerto Rico Heineken Jazz Fest; in Perugia, Italy at the Umbria Jazz Festival; and in Dublin, Ireland in early 2009. During these programs, musicians participate in classes, ensembles, workshops, and jam sessions during the day and have the opportunity to attend the festival in the evening, which often includes performances by Berklee faculty members, students, and alumni.

These programs give musicians a firsthand opportunity to experience what it is like to be a Berklee student, as well as provide Berklee direct access to talented prospective students. The programs also include a final performance and scholarship ceremony. For more details on these programs, visit [berklee.net/ip/bor.html](http://berklee.net/ip/bor.html).

#### **International Study Abroad**

Berklee graduates are entering a musical world that is increasingly more international. Berklee's International Study Abroad (ISA) program is designed to provide students with the opportunity to gain a broader understanding of other cultures as well as their own, to develop better communication skills, and to experience life as a musician from a different perspective.

The ISA program offers Berklee students the chance to expand their horizons and to benefit from this deeply enriching experience while earning credits towards the completion of their degree at Berklee. Students accomplish this by attending one of the partner schools participating in the program. In this setting, they receive a first-class education while studying alongside musicians attending the host institutions. For more details, visit [berklee.net/ip/studyabroad.html](http://berklee.net/ip/studyabroad.html).

#### **International Faculty Outreach and Exchange (IFOX)**

International Faculty Outreach and Exchange (IFOX) programs offer faculty members opportunities to experience teaching and cultural exchange at institutions outside of the United States. Through this program Berklee continues to enhance, promote, and expand its academic partnerships with institutions abroad.

In keeping with Berklee's philosophy of being "a microcosm of the music world, reflecting the interplay between music and culture" these programs allow faculty members to cultivate new relationships and extend personal and professional networks abroad. They promote international experiences that contribute to the academic, personal, and professional growth of faculty members and students, thereby contributing to Berklee's overall goal of diversity and cultural awareness.

# Major Fields of Study

## Composition

The student majoring in composition will study tonal harmony, counterpoint and fugue, tonal composition, 20th-century compositional techniques, instrumentation, and orchestration. Music literature studied will emphasize the concert music repertoire of the 20th century, but also will include principal composers and styles from the 16th to the 19th century. The student will demonstrate mastery of these skills and concepts as well as the development of an individual compositional personality and voice, by completing a portfolio of scores that will include (but not be limited to) a number of pieces in smaller forms, a tonal four-part fugue, a composition for solo voice or mixed chorus, a sonata in three movements, and a composition for full orchestra. The study of acknowledged masterpieces from different historical periods will develop in the student an individual aesthetic vision and the critical ability to recognize and discuss music of quality. The student will gain skills by working with performers, rehearsing with them, and conducting and/or producing performances. The composition major will develop sufficient skills and knowledge to function as a composer of concert music, to gain entry to a graduate program in music theory or composition, and hence to pursue a career as a teacher, scholar, and practitioner of music theory and composition.

## Composition Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
ISKB-211 & 212	Basic Keyboard 1 & 2				1	1				
CP-213	Advanced Counterpoint					2				
CM-221	Techniques of Tonal Writing					2				
LHAN-311	Style Analysis: Classical & Romantic						2			
CM-311 & 312	Contemporary Techniques in Composition 1 & 2						2	2		
CM-231	Instrumentation and Score Preparation							2		
LHAN-312	Style Analysis: 20th Century							2		
CM-398	Directed Study in Composition of Small Forms							2		
CW-441	Scoring for Full Orchestra								2	
CM-497	Directed Study in Sonata Composition								2	
CM-498	Directed Study in Orchestral Composition									2
	Approved Specified Electives*								2	4

\*Approved Specified Electives (select from the following): CM-351, CM-355, CM-361, CM-495, COND-351, COND-361, COND-421, COND-498, LHAN-261, LHAN-315, LHAN-316, LHAN-371, LHAN-372, LHAN-373, LHAN-374, LHAN-375, LHAN-376, LHAN-381, LHAN-385, SW-345.

Composition Portfolio Completion: As part of the composition concentrate requirements, a portfolio must be satisfactorily completed. Information can be obtained from the department chair.

### Core Music: 22 Credits Required for Degree/Diploma

Course Number	Course Title	1	2	3	4	5	6	7	8
PW-110	Writing Skills*	2*							
AR-111	Arranging 1		2						
HR-111 to 212	Harmony 1-4	2	2	2	2				
ET-111 & 112	Ear Training 1 & 2	3	3						
ET-231 & 232	Solfege 1 & 2			2	2				
MTEC-111	Introduction to Music Technology	2							

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree/Diploma

Course Number	Course Title	1	2	3	4	5	6	7	8
CM-211 & 212	Traditional Harmony/Composition 1 & 2		2	2					
CP-211 & 212	Traditional Counterpoint 1 & 2		2	2					
LHAN-251 & 252	General Music History 1 & 2					2	2		
COND-211/216 & 212	Conducting 1 & 2					1	1		

### Private Instruction: 8 Credits Required for Degree/Diploma

Course Number	Course Title	1	2	3	4	5	6	7	8
Ensemble/Lab	5 Credits Required for Degree/Diploma	2*		1	1	1			

\*See First-semester Ensemble/Lab Enrollment section of the Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

Course Number	Course Title	1	2	3	4	5	6	7	8
LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3						
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)				3		3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.			3		3			
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)					3			
LSOC	Social Science Selection							3	
LXXX	Liberal Arts Electives							3	3

General Electives: 11 credits required for degree/17 credits required for diploma

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

## Contemporary Writing and Production

The student majoring in contemporary writing and production will study writing, arranging, scoring, and production techniques and approaches and will be able to apply those skills and concepts by writing for and overseeing the production of a wide variety of instrumental, vocal, acoustic, and electronic combinations, ranging from small workshop groups to a studio orchestra in live performance situations and recording studio environments. The student will explore contemporary concepts and techniques of arranging and sound production in both the analog and digital domains and will gain valuable experience by being able to create, arrange, and produce projects using MIDI workstations and the Berklee recording studios.

Interpersonal and other situational skills will be developed as the student works with performers, "clients" (i.e., instructors and other students), and studio personnel in a variety of creative settings as music writer, conductor, and/or producer. The student will be presented with many opportunities to develop the ability to recognize, analyze, and evaluate musical concepts of jazz, pop, rock, and other contemporary music idioms and styles through the study of quality compositions and arrangements. Interacting with faculty who are also professional writers, arrangers, producers, and conductors, the student will develop techniques and skills that will enhance the creative adaptation of his/her musical projects. Applying the writing and production concepts and techniques learned, the student will complete a graduation portfolio of five pieces, which will demonstrate understanding of traditional and contemporary writing and production styles. The contemporary writing and production major will develop skills and knowledge to function as a professional writer, arranger, and producer under a wide variety of conditions and music industry environments.

## Contemporary Writing and Production Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
ISKB-211 & 212	Basic Keyboard 1 & 2			1	1					
PW-161	Technology Tools for the Writer			2						
CW-171	Groove Writing			2						
AR-112	Arranging 2					2				
CW-261	MIDI Applications for the Writer					2				
CW-211	Writing for Sm. Ensemble						2			
CW-216	Vocal Writing						2			
CW-222	Intro. to Writing & Prod. for the Recording Studio						2			
CW-311	Writing for Large Ensemble 1							2		
CW-361	Sound Processing Applications for Writers							2		
CW-411	Writing for Large Ensemble 2								2	
CW-450	Scoring to Visuals								2	
CW-422	Advanced Production for Writers									2
CW-498	Directed Study in Contemporary Writing & Prod.									2
	Approved Specified Elective*									2

\*Approved Specified Electives - select from the following: AR-201, CM-231, COND-351, COND-361, CP-361, CW-205, CW-218, CW-221, CW-225, CW-237, CW-255, CW-275, CW-450 (for fall 2005 only), CW-495, ET-351, ET-441, FS-221, GMSC-208, HR-241, HR-321, HR-335, MB-211, MP-210, PST-451, PSW-341, PW-361, SW-211, SW-231, SW-241, SW-345.

Score and Part Proficiency: As part of the contemporary writing and production concentrate requirements, this proficiency must be completed in order to graduate. Information can be obtained from the Contemporary Writing and Production Department chair.

Contemporary Writing and Production Portfolio Completion: As part of the contemporary writing and production concentrate requirements, a portfolio must be satisfactorily completed. Information can be obtained from the department chair.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4		2	2	2	2				
ET-111 & 112	Ear Training 1 & 2		3	3						
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfege 1 & 2				2	2				
MTEC-111	Introduction to Music Technology		2							

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree/2 Credits (Conducting 1 & 2) Required for Diploma

CM-211 & 212	Traditional Harmony/Composition 1 & 2						2	2		
CP-211 & 212	Traditional Counterpoint 1 & 2						2	2		
LHAN-211 & 212	History of Western Music 1 & 2							2	2	
COND-211/216 & 212	Conducting 1 & 2 (Required for Degree/Diploma)					1	1			

Private Instruction: 8 Credits Required for Degree/Diploma		2	2	2	2					
Ensemble/Lab: 5 Credits Required for Degree/Diploma		2*		1	1	1				

\*See First-semester Ensemble/Lab Enrollment section of the Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)					3		3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.				3		3			
LMSC-208 or 209	Acoustics* (Required for Degree/Diploma)		3							
LSOC	Social Science Selection							3		
LXXX	Liberal Arts Electives								3	3

\*All students planning to enter this major must take and receive a passing score on the Math Proficiency Assessment at least one semester prior to enrollment in LMSC-208 or 209.

General Electives: 11 Credits Required for degree/29 credits required for diploma  
Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

The contemporary writing and production major requires the purchasing of the contemporary writing and production major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information may be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers), or obtained from the Contemporary Writing and Production Department chair.

## Film Scoring

The student majoring in film scoring will develop a foundation of creative musical skills including composition, counterpoint, orchestration, conducting, and computer/synthesis skills, and will learn the technical basis and mechanics of preparing synchronous music for use with visual media. The student will also develop an interpretive sensitivity to the dramatic effectiveness of music as suggested or demanded by emotional and dramatic considerations. To demonstrate mastery of these skills and concepts, the student will complete a portfolio representing course work that will include a finished score of a short film, fully produced and synchronized; a similarly produced and synchronized main title theme for a television series; a professional resumé and letter of application suitable for the purpose of career placement and advancement; and an audio CD including a variety of musical examples composed and produced by the student and selected to function as a demo to accompany an application portfolio. The student will study acknowledged masterpieces of film scoring and through this exposure will develop an aesthetic vision and the ability to recognize and discuss quality work in film scoring. Interpersonal and other situational skills will be developed through the cooperation necessary to realize finished projects: working with performers, studio personnel, and technical assistants, and participating in other students' projects. The film scoring major will develop sufficient skills and knowledge to function as a composer, orchestrator, music supervisor, and music editor or technical production worker in the film and television industry, and will have sufficient knowledge of basic concepts to adapt with success to changing conditions that are typical of the entertainment industry.

## Film Scoring Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
ISKB-211 & 212	Basic Keyboard 1 & 2				1	1				
FS-221	Introduction to Film Scoring			2						
FS-241	Techniques of Tonal Writing				2					
CM-221	Instrumentation & Score Preparation				2					
CM-231	Advanced Counterpoint				2					
CP-213	Analysis of Dramatic Scoring (must be taken with FS-361)						2			
CM-311	Computer/Synthesis Applications for Film Scoring (must be taken with FS-241)						2			
FS-340	Contemporary Techniques in Composition 1							2		
FS-341	Dramatic Orchestration for Film (must be taken with FS-341)							2		
FS-361	Scoring Techniques for Film & Video (must be taken with FS-340)							2		
FS-375	Film Music Editing 1 (must be taken with FS-441)								2	
FS-441	Scoring Applications for Film & Video (must be taken with FS-375)								2	
FS-487 or FS-488	Directed Study in Film Scoring or Directed Study in Video Scoring/Sequencing*									2
FS XXX	Advanced Film Scoring Elective**									2
	Approved Specified Electives***									2

\*FS-461 must be taken prior to semester 8, if taking FS-488

\*\*Advanced Film Scoring Electives (select from the following): FS-433, FS-461, FS-468, FS-475

\*\*\*Approved Specified Electives (select from the following): CM-312, COND-351, COND-361, CW-237, CW-341, CW-441, FS-131, FS-495, LHAN-312, MB-211, MP-210, FSP-251 The Language of Film (prototype course), FSP-343 Seminal Film Composers (prototype course), or any advanced film scoring elective not taken as requirement.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writings Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4	2	2	2	2					
ET-111 & 112	Ear Training 1 & 2	3	3							
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfege 1 & 2			2	2					
MTEC-111	Introduction to Music Technology	2								

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111

Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree/Diploma

CM-211 & 212	Traditional Harmony/Composition 1 & 2		2	2						
CP-211 & 212	Traditional Counterpoint 1 & 2		2	2						
LHAN-211 & 212	History of Music 1 & 2					2	2			
COND-211/216 & 212	Conducting 1 & 2				1	1				

### Private Instruction: 8 Credits Required for Degree

Ensemble/Lab: 5 Credits Required for Degree	2*	2	2	2	2					
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)				3		3			
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.			3		3				
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)					3				
LSOC	Social Science Selection						3			
LXXX	Liberal Arts Electives							3	3	

General Electives: 11 credits required for degree/17 credits required for diploma

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

The film scoring major requires the purchasing of the film scoring major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information may be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers), or obtained from the Film Scoring Department chair.



## Jazz Composition

The student majoring in jazz composition will develop the creative application of the basic musical elements of melody, harmony, and rhythm in the contexts and practices associated with jazz music.

Theoretical and compositional study will emphasize the development of contrapuntal skills, melodic and formal development, and techniques of instrumentation and orchestration. The student will demonstrate understanding of these skills and concepts with the completion of a portfolio of jazz compositions for ensembles of varying sizes and types, together with recordings that include public performances of selected pieces. Through the study of acknowledged masters of jazz composition, as well as by attendance at clinics and concerts, the student will develop aesthetic vision and the critical ability to recognize and discuss quality elements in jazz composition. Interpersonal and situational skills will be developed as the student works with musicians and fellow composers, rehearsing and conducting public performances, and also through work with other students on their projects and concerts. The jazz composition major will develop sufficient skills to pursue a professional career as a jazz writer, working among colleagues in one of the many cooperative groups dedicated to the production and performance of new music, contributing to the repertoire of established jazz artists as composer and/or arranger, or to gain entry to graduate programs in jazz studies in preparation for a career as an instructor and scholar in the field of jazz theory, composition, and improvisation.

## Jazz Composition Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
ISKB-211 & 212	Basic Keyboard 1 & 2			1	1					
AR-112	Arranging 2				2					
AR-228	Survey of Jazz Composition and Arranging				2					
AR-201	Chord Scale Voicings for Arranging					2				
AR-331	Big Band Arranging/Score Analysis						2			
HR-325	Reharmonization Techniques						2			
CM-371	Jazz Composition I						2			
CM-373	Jazz Composition II							2		
CM-375	Jazz Composition								2	
CP-361 & 362	Jazz Counterpoint 1 & 2						2	2		
CM-499	Directed Study in Jazz Composition									2
	Approved Specified Electives*								2	4

\*Approved Specified Electives (select from the following): AR-203, AR-321, AR-328, AR-340, AR-407, CM-345, CM-385, CM-434, CW-205, HR-335, HR-345, HR-355, JC-495, LHAN-352, LHAN-353, PW-161.

Jazz Composition Portfolio Completion: As part of the jazz composition concentrate requirements, a portfolio must be satisfactorily completed. Information can be obtained from the department chair.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4	2	2	2	2					
ET-111 to 212	Ear Training 1-4	3	3	2	2					
MTEC-111	Introduction to Music Technology	2								

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree/2 Credits (Conducting 1 & 2) Required for Diploma

CM-211 & 212	Traditional Harmony/Composition 1 & 2						2	2		
CP-211 & 212	Traditional Counterpoint 1 & 2						2	2		
LHAN-211 & 212	History of Music 1 & 2								2	2
COND-211/216 & 212	Conducting 1 & 2 (Required for Degree/Diploma)								1	1

### Private Instruction: 8 Credits Required for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma	2*		1	1	1					
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)				3			3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.			3			3			
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)		3							
LSOC	Social Science Selection				3					
LXXX	Liberal Arts Electives								3	3

General Electives: 11 credits required for degree/29 credits required for diploma

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

## Music Business/Management

The student majoring in music business/management will learn the skills, concepts, and methodologies necessary to manage the legal, financial, artistic, and ethical issues that face the contemporary music business professional. The student may choose one of three available tracks within the major: self-directed or entrepreneurial activity, music products industry, or management in corporate environments. The student will demonstrate functional mastery of necessary skills and concepts by completing a final project, a capstone experience with portfolio documentation, depending upon the major track chosen. This experience will be an industry internship, leadership participation in an ongoing college model music industry project, or both. The student will develop a critical understanding of criteria of quality work in music business and management environments by means of course work in business leadership and ethics, by the extensive use of case studies in all courses and by exposure to guest lecturers. Work on the capstone project will focus on applying these criteria to simulated and actual work environments. The student will be able to work effectively with others in groupings typically found in the music business by means of participation in group projects, critiques of case studies, and divided class activities. Through topical analysis assignments, the student will develop sufficient resources to enable him/her to cope with and adjust to career-long changes in music business and management environments. (Degree only; diploma enrollment requires department approval.)

## Music Business/Management Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
MB-201	Principles of Business Management				2					
MB-211	Legal Aspects of the Music Industry			2						
MB-255* or MB-355*	Computer Applications in the Music Business* or Advanced Computer Applications*				2					
MB-275	Principles of Financial Accounting				2					
MB-301	Business Leadership and Ethics					2				
MB-351	Data Management & Statistics						2			
MB-401	International Marketing								3	
MB-490 & 491** or MB-495**	Senior Practicum 1 & 2** or Internship**								1	1
	<b>Choose one track from the following:</b>									
	<i>Management:</i>									
MB-331	International Industry Oper.: Record Companies						2			
MB-335	International Industry Oper.: Music Publishing							2		
	Approved Specified Electives***							2	2	5
	<i>Music Products Industry:</i>									
MB-337	Music Products in Commerce						2			
MB-339	Music Technology in the Marketplace							2		
	Approved Specified Electives***							2	2	5
	<i>Entrepreneurial:</i>									
MB-340	Business Startups						2			
MB-341	Creative Promotion through Media							2		
	Approved Specified Electives***							2	2	5

\*MBUS majors are required to take MB-255 or MB-355. MBUS majors may skip MB-255 and enroll in MB-355 by achieving a satisfactory score on the MBUS Computer Placement Exam and receiving a waiver from the department chair. A passing score on the MBUS Computer Placement Exam does not constitute test-out of MB-255 or MB-355.

\*\*Either the MB-490/MB-491 sequence or MB-495 is required; however, students in the music products industry track must take MB-495. If more than two credits are taken under this requirement, the additional credits count as ASEs.

\*\*\*Approved Specified Electives (select from the following): all track courses listed above not taken as requirements, MB-131, MB-287, MB-305, MB-345, MB-355 (only for MBUS majors who have taken MB-255), MB-375, MB-387, MB-391, MB-397, MB-405, MB-433, MB-P493 Entrepreneurial Practicum, MP-247, PM-340.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4	2	2	2	2					
ET-111 & 112	Ear Training 1 & 2	3	3							
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfege 1 & 2			2	2					
MTEC-111	Introduction to Music Technology	2								

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree

CM-211 & 212	Traditional Harmony/Composition 1 & 2					2	2			
CP-211 & 212	Traditional Counterpoint 1 & 2					2	2			
LHAN-211 & 212	History of Music 1 & 2						2	2		
COND-211/216 & 212	Conducting 1 & 2						1	1		

### Private Instruction: 8 Credits Required for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma	2*	2	2	2	2					
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)			3		3				
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.		3		3					
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)						3			
MB-225*	International Economics and Finance*					3				
LXXX	Liberal Arts Electives**								3	3

\*All students entering this major must demonstrate math proficiency prior to enrollment in MB-225, either by achieving a passing score on the Math Proficiency Assessment exam or by achieving a passing grade in LMSC-230.

\*\*MB-101 and LMSC-230 are recommended as introductory courses for music business/management majors.

General Electives: 11 credits required for degree/31 credits required for diploma  
Total Required Credits: 120 credits for degree/96 credits required for diploma

The Music Business/Management diploma is available only by application to the department chair.

For the most current information on requirements, consult the Office of the Registrar.

## Music Education

The student majoring in music education will develop skills, concepts, and methodologies in the following areas: music, including music theory and composition, musicianship, history, arranging, orchestration, improvisation, and conducting; teaching with technology; solo performance techniques acquired through private instrumental or vocal study; vocal and instrumental techniques, pedagogy, and literature related to solo and ensemble performance; and the relationship of music to other fields of knowledge. The student will demonstrate these competencies through an actual field experience, a student teaching practicum for one semester in a public school environment. The student will work under a cooperating teacher and a college supervisor and will be evaluated against the standards for teaching licensing as prescribed by the Massachusetts State Department of Education. Through study and interaction with instructors and supervisors, the student will develop an aesthetic vision of excellence in teaching that will enable him/her to analyze and think critically about teaching and learning and in turn to foster students' creative and analytical skills, design various evaluative procedures, and use the results of these procedures to assess the effectiveness of instruction. The student will develop the ability to work effectively in groups through collaborative interaction with peers, students, and instructors, and to communicate clearly, understandably, and appropriately with teachers, students, and parents. The field of music education is a constantly changing one, and the student will develop sufficient content, theoretical, and pedagogical skills to cope with and readily adapt to changes in the field due to discoveries of ongoing research in learning as well as social, economic, and cultural changes. (Degree only.)

## Music Education Concentrate

50 Credits Required for Degree (Including Practice Teaching Seminar)\*\*

Completion of licensure and degree requirements for the music education major at Berklee College of Music is likely to take more than four years.

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8	9
ME-111	Introduction to Music Education			1							
ME-326	Multimedia for the Educator				2						
ISKB-221 & 222	Keyboard 1 & 2 – Music Education				1	1	1				
ISWD-222	Clarinet Class					1					
ME-211	Elementary Class Methods					3					
ME-311	Secondary Class Methods						3				
ME-325	Orff and Kodaly						2				
ISKB-321 & 322	Keyboard 3 & 4 – Music Education						1	1			
PIXX-311 & 312	Private Instruction 5 & 6						2	2			
COND-321 and 322	Vocal and Instrumental Rehearsal Techniques							2	2		
ISBR-221 or 231	Trumpet or Trombone Class							1			
ME-341	Teaching with a Multicultural Perspective								2		
ME-321 & 322	Vocal Methods/Materials 1 & 2								1	1	
ENVC-361	Music Education Concert Choir									1	
ME-381 or ENLB-271	Survey of Instrumental Literature or Concert Band								1		
ME-431	Instrumental Methods/Materials									1	
ME-475	Prepracticum Apprenticeship/Seminar									1	
PSME-311	Recital Class									1	
ME-495	Practice Teaching Seminar (6 credits post-course work)										6
Approved Specified Electives*							2		2	2	

\*Approved Specified Electives (select from the following): AR-112, AR-313, AR-314, AR-316, ISBR-221 or ISBR-231 (whichever not taken), ISGT-221, ISPC-221, ISST-221, ISWD-221, ISWD-223, ME-352, ME-355, ME-385, MTEC-111, Music, the Brain, and Learning (ME-P328), Instrument Repair (ME-P387), PST-385.

### Core Music: 22 Credits Required

PW-110	Writing Skills*		2*								
AR-111	Arranging 1			2							
MTEC-111	Introduction to Music Technology		2								
HR-111 - 212	Harmony 1-4		2	2	2	2					
ET-111 & 112	Ear Training 1 & 2		3	3							
ET-231 & 232	Solfège 1 & 2				2	2					
ME-152	Computer Applications for Music Education			2							

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which requires an additional 2 credits for the degree. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 16 Credits Required

CM-251 & 252	Traditional Materials/Structure of Music 1 & 2						2	2			
CP-211 & 212	Traditional Counterpoint 1 & 2						2	2			
LHAN-251 & 252	General Music History 1 & 2								2	2	
COND-221 and 222	Vocal and Instrumental Conducting				2	2					

Private Instruction: 8 Credits Required		2	2	2	2						
Ensemble/Lab: 5 Credits Required		2*	1	1			1				

\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual

### Liberal Arts: 33 Credits Required

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)		3	3							
LHUM-221	Prep. for MA Communication Skills Licensing Exam				3						
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)					3					3
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken.				3						3
LSOC-211	General Psychology							3			
LHUM-475	Philosophy of Education									3	
LSOC-411	Child and Adolescent Psychology								3		
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)										3

Total credits required: 130-132 for degree

For the most current information on requirements, consult the Office of the Registrar.

The music education major requires the purchasing of the music education major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information may be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers), or obtained from the Music Education Department chair.

## Music Production and Engineering

The student majoring in music production and engineering will learn about the creation and production of recordings of music and will learn how to successfully complete recording projects that are typical of those found in contemporary professional recording and production environments. The student's mastery of the discipline will be shown through the completion of recording and production projects of professional quality. Through classroom emphasis on artistic and professional excellence and exposure to resident and visiting professionals, the student will develop an informed and critical aesthetic vision. He or she will learn to define quality using both musical and technical criteria and to apply those criteria to his/her own work and to that of others. The student will learn to work effectively with others in the wide range of circumstances typically found in the recording and production professions through participation as engineer and producer on various projects, and by interacting effectively with musicians on these projects. The student will acquire sufficient knowledge of the principles and practices of engineering methodology and creative production techniques to permit him/her to adapt quickly and effectively to the rapidly changing technology and stylistic genres in the discipline over the years. The music production and engineering graduate will be prepared to enter the contemporary music production field as an effective professional in a number of roles. It should be noted that admission to the music production and engineering major is competitive and is based on musicianship, prior academic record, and aptitude. Students apply for acceptance to this major after their first or second semester at Berklee. Applicants indicating preference for this major will be sent detailed information by the Office of Admissions.

## Music Production and Engineering Concentrate

30 Credits Required for Degree/Diploma\*

Course Number	Course Title	Semesters	1	2	3	4	5	6	7	8
MP-211	Principles of Audio Technology 1 (formerly MTEC-211)				2					
MP-214	Critical Listening Lab				1					
MP-215	Production Analysis Lab (formerly MTEC-215)				1					
MP-225	MIDI Systems for Music Technology (formerly MTEC-221)				2					
MP-212	Principles of Audio Technology 2 (formerly MTEC-212; must be taken with MP-241)*					2				
MP-241	Mix Techniques Lab (formerly MTEC-241; must be taken with MP-212)					2				
MP-247	Business of Music Production					2				
MP-318	Creative Production Skills (must be taken with MP-340)						2			
MP-340	Multitrack Recording Techniques (must be taken with MP-318)						2			
MP-341	Mix Techniques 2						2			
MP-320	Music Production for Records							2		
MP-385	Advanced Recording Techniques							2		
MP-421	Music Production for Visual Media								2	
MP-441	Advanced Mix Lab								2	
MP-461	Advanced Production Projects									2
	Approved Specified Electives**									2

\*Math proficiency required. MP-212 must be taken after LMSC-208 or 209. See note under Liberal Arts.

\*\*Approved Specified Electives (select from the following): MB-201, MB-405, MP-309, MP-322, MP-325, MP-431, MP-471, MP-475, MP-495, MTEC-222, MTEC-308, MTEC-360, MTEC-420.

### Core Music: 22 Credits Required for Degree/Diploma

PW-101	Writing Skills*		2*							
AR-111	Arranging 1			2						
HR-111 - 212	Harmony 1-4		2	2	2	2				
ET-111 & 112	Ear Training 1 & 2		3	3						
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfege 1 & 2				2	2				
MTEC-111	Introduction to Music Technology		2							

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required

CM-211 & 212	Traditional Harmony/Composition 1 & 2					2	2			
CP-211 & 212	Traditional Counterpoint 1 & 2					2	2			
LHAN-211 & 212	History of Music 1 & 2						2	2		
COND-211/216 & 212	Conducting 1 & 2								1	1

### Private Instruction: 8 Credits Required for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree		2*	1	1			1			
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree/3 Credits Required for Diploma

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)		3	3						
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)						3			3
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken				3				3	
LMSC-208 or 209	Acoustics* (Required for Degree/Diploma)			3						
LSOC	Social Science Selection							3		
LXXX	Liberal Arts Electives								3	3

\*All students planning to enter this major must take the Math Proficiency Assessment at least one semester prior to enrollment in LMSC-208 or 209. LMSC-208 or 209 must be taken prior to MP-212.

General Electives: 11 credits required for degree/28 credits required for diploma

Total Credits Required: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

The music production and engineering major requires the purchasing of the music production and engineering major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information may be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers), or obtained from the Music Production and Engineering Department chair.

## Music Synthesis

The student majoring in music synthesis will master a wide range of contemporary synthesis and production tools and systems, while absorbing their theory and principles. This learning occurs in state-of-the-art labs with top industry professionals guiding the student. The Music Synthesis Department offers the student the opportunity to study performance, sound design, MIDI sequencing, desktop music production, acoustics, digital audio and digital signal processing, multimedia production (including creating music and sound effects for delivery on CD, DVD, and the web), computer programming for music production, and MIDI for systems control. Through classroom emphasis on artistic and professional excellence in synthesis-based composition and sound design, and through interaction with instructors and visiting artists, students develop a well-informed, critical aesthetic vision. Instruction emphasizes exploration of various technologies and forms of music expression in an effort to develop the individual's voice and style. The music synthesis major learns to work effectively with others through the preparation and presentation of projects. Instruction and project work stress concepts rather than specific applications. They also provide a solid foundation for continued learning and effective performance in a discipline that is constantly changing and evolving. A faculty that is professionally active along with numerous industry, artistic, and academic-oriented guest lecturers offer many opportunities for further study. They also provide contacts and information on careers as a composer, sound designer, producer, educator, or performer. It should be noted that admission to the music synthesis major is competitive and is based on musicianship, prior academic record, and aptitude. Students apply for acceptance to this major after their first or second semester at Berklee. Applicants indicating preference for this major will be sent detailed information by the Office of Admissions.

## Music Synthesis Concentrate

30 Credits Required for Degree/Diploma\*

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
MS-220	Studio Technologies				2					
MS-223	Modular Functions and Signal Flow (formerly MTEC-223)				2					
MS-225	MIDI Systems (formerly MTEC-221)			2						
MS-320	Digital Mix Techniques				2					
MS-321	Advanced MIDI Systems				2					
MS-322	Advanced Programmable Synthesis				2					
MS-326	Multimedia Portfolio Workshop						2			
MS-381	Contemporary Applications of Digital Audio						2			
MS-401	Music Synthesis Advanced Seminar							2		
MS-491	Advanced Projects in Synthesis									2
	Approved Specified Electives**							4	4	2

\*Math proficiency required. MS-220 must be taken after LMSC-208 or 209. See note under Liberal Arts.

\*\*Approved Specified Electives (select from the following): ENSB-327, FS-221, FS-391, MB-337, MP-247, MP-310, MS-210, MS-250, MS-330, MS-335, MS-337, MS-339, MS-340, MS-341, MS-351, MS-371, MS-391, MS-413, MS-414, MS-426, MS-431, MS-461, MS-495, Sound Design for Animation (MSYN prototype), Orchestral Mock-Up Production (PW prototype)..

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4	2	2	2	2					
ET-111 to 212	Ear Training 1-4	3	3	2	2					
MTEC-111	Introduction to Music Technology	2								

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree/Diploma

CM-211 & 212	Traditional Harmony/Composition 1 & 2						2	2		
CP-211 & 212	Traditional Counterpoint 1 & 2						2	2		
LHAN-211 & 212	History of Music 1 & 2						2	2		
COND-211/216 & 212	Conducting 1 & 2								1	1

### Private Instruction: 8 Credits Required for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma	2*	1	1	1						
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree/3 Credits Required for Diploma

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)				3			3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken			3				3		
LMSC-208 or 209	Acoustics* (Required for Degree/Diploma)		3							
LSOC	Social Science Selection						3			
LXXX	Liberal Arts Electives								3	3

\*All students planning to enter this major must take the Math Proficiency Assessment at least one semester prior to enrollment in LMSC-208 or 209. LMSC-208 or 209 must be taken prior to MS-220.

General Electives: 11 credits required for degree/28 credits required for diploma

Total Credits Required: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

The music synthesis major requires the purchasing of the music synthesis major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information can be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers) or obtained from the Music Synthesis Department chair.

## Music Therapy

The student majoring in music therapy will learn skills necessary to practice as a professional music therapist. These include a foundation in music theory, history, composition, arranging, keyboard, guitar, voice, improvisation, and conducting, as well as clinical skills including principles of therapy, exceptionality, and the therapeutic relationship. After course work is completed, the student will engage in 1,040 hours of clinical internship at an approved site and will be evaluated on the skills and competencies listed above. This prepares the student to sit for the Board Certification Examination to earn the MT-BC (Music Therapist – Board Certified) credential. The student will learn to apply critical problem-solving techniques in developing music therapy interventions for a wide variety of clients and patients. Competencies as a music therapist involve client assessment, implementation of music therapy strategies, evaluation, documentation, termination, discharge planning, and interdisciplinary team work. The student will become familiar with the professional work environment through a series of practicums in which the concepts and strategies learned in the classroom are applied to clinical music therapy work with individuals in community settings, including schools, medical centers, nursing facilities, and other agencies serving people of diverse needs. The student will be prepared to adapt to the needs of a quickly changing health care environment and mental health network and will learn how to develop a music therapy practice, administer programs, and devise treatment programs in a team approach. The music therapy major will learn and interpret codes of ethical practice standards in the music therapy profession while actually using them in clinical practice and internship settings. Students apply for acceptance to this major after they enroll in MTH-201, Introduction to Music Therapy. Students who have completed a degree in music from an accredited college may be eligible for the Music Therapy Equivalency Certificate. (Degree only.)

## Music Therapy Concentrate

46 Credits Required for Degree (including Internship)\*\*

Completion of licensure and degree requirements for the music therapy major at Berklee College of Music is likely to take more than four years.

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8	9
MTH-201	Introduction to International Music Therapy				3						
MTH-231	Music in Special Education					2					
MTH-232	Music Therapy Practicum 1: Special Education					2					
MTH-311	Psychology of Music						2				
MTH-312	Music Therapy Practicum 2: Clinical Application						2				
MTH-351	Exceptional Children						3				
LSOC-301	Behavioral Assessment and Observation						3				
LSOC-421	Abnormal Psychology							3			
MTH-331	Research in Music Therapy							2			
MTH-332	Music Therapy Practicum 3: Research							2			
MTH-411	Music in Psychotherapy								2		
MTH-412	Music Therapy Practicum 4: Adults								2		
MTH-281	Technology for Music Therapists									2	
MTH-431	Music Therapy and Medicine									2	
MTH-432	Music Therapy Practicum 5: Clinical Application									2	
MTH-495	Music Therapy Internship (2 credit postcourse work)										6
	Approved Specified Electives*		2						2		

\*Approved Specified Electives (select from the following): AR-112, FS-221, HR-325, LHAN-345, MB-101, MB-211, ME-325, ME-341, PM-340, SW-211, SW-221.

\*\*Total required credits include two postcourse work internship credits.

### Required Instrumental Classes

ISGT-231 & 232	Guitar Class 1 & 2		1	1							
ISPC-231	Percussion Class for Music Therapy			1							
ISKB-221 & 222	Keyboard Class 1 & 2 (Music Education)				1	1					
ILVC-210	Elements of Vocal Technique for Nonvoice Prin.							1			

### Core Music: 22 Credits Required for Degree

PW-110	Writing Skills*	2*									
AR-111	Arranging 1		2								
HR-111 to 212	Harmony 1-4		2	2	2						
ET-111 & 112	Ear Training 1 & 2		3	3							
ET-231 & 232	Solfège 1 & 2				2	2					
MTEC-111	Introduction to Music Technology		2								

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree

CM-211 & 212	Traditional Harmony and Composition 1 & 2			2	2						
CP-211 & 212	Traditional Counterpoint 1 & 2			2	2						
LHAN-211 & 212	History of Music 1 & 2							2	2		
COND-221/216 or 222	Conducting 1 or 2 (Music Education)						2				

### Private Instruction: 8 Credits Required for Degree

Ensemble/Lab: 5 Credits Required for Degree	*2	1	1	1							
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3								
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)								3	3	
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken								3	3	
LSOC-211	General Psychology or Psychology Elective						3				
LSOC-431	Psychology of Aging							3			
LMSC-424	Human Anatomy & Physiology									3	
LSOC	Social Science Elective							3			

Total Required Credits: 123–125 credits of course work and 2 credits for internship postcourse work for degree

For the most current information on degree requirements, consult the Office of the Registrar.

## Performance

The student majoring in performance will learn skills, concepts, and methodology sufficient to demonstrate a level of proficiency on his/her principal instrument typical of that generally required in professional performance. This is achieved through private lessons, which include proficiency-based final exams, instrumental or vocal labs, and performance studies classes. To demonstrate mastery of these skills, the student will complete a performance portfolio, including a senior recital, that typifies current professional performance standards. This is supported by four recital preparation lessons, the jury, and extracurricular and cocurricular concert performances. Performance majors will attend recital classes and take specialized courses in ear training and harmonic applications designed to develop improvisational skills; they also will have the opportunity to audit classes given by visiting master performers. Through these activities and interactions, the student will develop an aesthetic and critical understanding of the meaning of quality performance and will be able both to define quality using technical and interpretive musical criteria and to apply those criteria to his/her own work and to that of others. The student will be able to work effectively with others in situations typically found in the professional performance field. Each performance major will participate in ensembles and public performances in the college's recital halls and the Berklee Performance Center. Additional activities available through the ensemble program may include recording sessions and on- and off-campus concerts, festivals, and tours. The student will have developed a sufficient theoretical, conceptual, and philosophical background in the area of musical performance to be able to cope with and adjust to changes in the professional music environment.

## Performance Concentrate

### 30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
18.5 Credits Required for All Performance Majors										
PFXX-231 & 232*	Additional Private Instruction—Semester-levels 3 & 4*				1	1				
PIXX	Private Instruction 5–8						2	2	2	2
RPXX	Recital Preparation 1–4						2	2	2	2
ILRE-375	Recital Workshop for Performance Majors						0.5			

### 11.5 Credits Required for All Principals Except Piano-Vocal Dual Emphasis

PSHR-321**	Harmonic Considerations in Improvisation**						2			
PFSS***	Approved Styles Survey***								2	
	Ensembles/Labs/Approved Specified Electives****						1.5	2	2	2

### 11.5 Credits Required for Piano-Vocal Dual Emphasis Principal

ILVC-110	Elements of Vocal Technique			0.5						
ILVC-121,122, or 123	Vocal Style Lab				0.5					
ILPN-097	Vocal Accompanying						2			
PFSS-P352	Survey of Piano Vocalist Styles								2	
	Ensembles/Labs/Approved Specified Electives****						1.5	2	1	2

\*Students who place beyond semester-level 3 and/or 4 private instruction must fulfill those credits by completing Approved Specified Electives. See the appropriate department chair for more information.

\*\*Not required of voice and drum set performance majors. Voice performance majors must take PSPC-425. Drum Set Performance majors must take PSPC-341.

\*\*\*Approved Styles Survey Course (one of the following according to the specific principal instrument): bass: PFSS-311, brass: PFSS-321, drum set: PFSS-341, guitar: PFSS-331, hand percussion: PFSS-347, marimba: PFSS-345, piano: PFSS-351, strings: PFSS-361, total percussion: PFSS-345, vibraphone: PFSS-351, voice: PFSS-371, woodwind: PFSS-381.

\*\*\*\*Approved Specified Electives: PFET-361–PFET-377 (Performance Ear Training courses; specific courses depend on principal instrument), PS-495, PSJ courses, PSIM courses

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1–4		2	2	2					
ET-111 & 112	Ear Training 1 & 2		3	3						
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfège 1 & 2				2	2				
MTEC-111	Introduction to Music Technology		2							

\*Students who receive a qualifying score on their Entering Student Proficiency Assessment will be enrolled in AR-111 Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree

CM-211 & 212	Traditional Harmony/Composition 1 & 2				2	2				
CP211 & 212	Traditional Counterpoint 1 & 2				2	2				
LHAN-211 & 212	History of Music 1 & 2					2	2			
COND-211/216 & 212	Conducting 1 & 2							1	1	

### Private Instruction: 8 Credits for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma	2*	1	1	1						
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\*See First-semester Ensemble/Lab Enrollment section of the Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)			3				3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken			3				3		
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)							3		
LSOC	Social Science Selection							3		
LXXX	Liberal Arts Electives								3	3

### General Electives: 11 credits required for degree/31 credits required for diploma\*

\*ILVC-271 Microphones, PA Systems, and the Singer (0.5 credit) is required of PERF vocal majors, and should be included in the General Elective course selection.

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

## Professional Music

The student majoring in professional music will, upon declaration of the major, enter into an advising relationship with departmental staff resulting in the designation of an area of concentration for major study and an individual educational plan for course work leading to mastery in that area. Through this course work, the student will learn the skills, concepts, and methodologies necessary to develop proficiency in the designated area of concentration typical of that found in the professional music industry. The student will complete a major final project in the designated area of concentration whose content and/or enactment is equal in quality and extent to the demands of the current professional music environment. Interacting with instructors, the student will develop an aesthetic and critical vision of quality work in the designated area of concentration, will be able to define quality using both general and musical criteria, and will be able to apply those criteria to his/her own work and to that of others. By working with teachers and other students on various projects, the student will learn to work effectively with others in groupings typically found in the context of the designated area of concentration within the professional music industry. The student will develop sufficient background and depth in the chosen area of concentration to enable him/her to cope with and adjust to changes in the professional music environment.

## Professional Music Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
Student Designated Concentrate Courses*				2	2	2	2	2	2	2

\*Designated Concentrate and Approved Specified Elective courses must be approved by the Professional Music Department. These courses should demonstrate a focused effort that relates directly to the student's career goals and final project. Interested students should contact the Professional Music Department as early as possible to discuss these issues. Note: Ensembles, Liberal Arts Courses, and repeated Labs are not allowed.

PIXX	Private Instruction 5 & 6						2	2		
	Ensembles/Labs						1	1		
PM-375	Music Career Planning Seminar								2	
PM-475	Final Project Seminar									2
	Approved Specified Electives*						2	2	2	

\*Approved Specified Electives (select from the following): MB-101, MB-131, MB-211, PM-230, PM-310, PM-320, PM-330, PM-340, PM-495, PW-161.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1		2							
HR-111 to 212	Harmony 1-4	2	2	2	2					
ET-111 & 112	Ear Training 1 & 2	3	3							
ET-211 & 212 or ET-231 & 232	Ear Training 3 & 4 or Solfège 1 & 2			2	2					
MTEC-111	Introduction to Music Technology	2								

\*Students who receive a qualifying score on their Entering Student Proficiency Assessment will be enrolled in AR-111

Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree

CM-211 & 212	Traditional Harmony and Comp. 1 & 2				2	2				
CP-211 & 212	Traditional Counterpoint 1 & 2				2	2				
LHAN-211 & 212	History of Music 1 & 2					2	2			
COND-211/216 & 212	Conducting 1 & 2							1	1	

### Private Instruction: 8 Credits for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma**	2*	1	1	1						
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\*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual. See principal instrument department for required labs.

\*\*Maximum number of Ensemble/Lab credits is six for degree/diploma

### Liberal Arts: 30 Credits Required for Degree\*

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)				3			3		
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one Africana Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken			3			3			
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)			3						
LSOC	Social Science Selection							3		
LXXX	Liberal Arts Electives								3	3

\*Maximum number of Liberal Arts credits is 6 for degree/12 for diploma

### General Electives: 11 credits required for degree/31 credits required for diploma\*

\*Maximum number of ProArts credits is four for degree/diploma

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.



## Songwriting

The student majoring in songwriting will develop skills in melody, harmony, and arranging as well as creative approaches to musical composition, lyric writing, and an individual writing style. Students interested in becoming singer/songwriters will choose a curriculum that focuses on both songwriting and performance, culminating in a portfolio of their original songs. Students interested in writing songs for artists other than themselves will have the option of taking more arranging courses and will learn studio and MIDI demo production techniques. To demonstrate mastery of these skills and concepts, the student will complete a portfolio of several songs that typify various current practices of contemporary songwriters. The portfolio will include lead sheets, lyric sheets, and demonstration recordings of each of the songs, equivalent in production quality to those typically presented to music publishers, record producers, and record companies by professional songwriters. Through the study of acknowledged masterpieces of the songwriter's art, the student will develop the critical skills necessary to recognize and discuss quality elements in musical and lyrical structure. Interpersonal and situational skills will develop through the many collaborative situations that exist in the professional environment; cowriting songs both as composer and as lyricist; working with vocalists and instrumentalists in the production of demo recordings; and working with engineers, artists, and producers in the studio environment. The songwriting major will have sufficient skills and knowledge to work in the music industry as songwriter, lyricist, singer/songwriter, arranger, and/or demo/MIDI production worker, and will have a sufficient background in stylistic breadth, analysis, and understanding of permanent musical values to work in a variety of situations, environments, and changing stylistic, artistic, and production demands.

## Songwriting Concentrate

30 Credits Required for Degree/Diploma

Course Number	Course Title	Semesters:	1	2	3	4	5	6	7	8
ISKB-211 & 212	Basic Keyboard 1 & 2				1	1				
SW-211 & 212	Songwriting 1 & 2				2	2				
SW-221 & 222	Lyric Writing 1 & 2				2	2				
PW-161	Technology Tools for the Writer (4th semester for diploma)				2					
SW-231	Arranging for Songwriters						2			
SW-361	Song Demo Production Techniques						2			
SW-241	Survey of Popular Song Styles							2		
SW-311 or SW-371	Advanced Songwriting or Singer/Songwriter Workshop								2	
SW-335	The Business of Songwriting									2
SW-498	Directed Study in Songwriting									2
	Approved Specified Electives*							2	2	2

\*Approved Specified Electives (select from the following): \*\*AR-112, AR-201, CM-311, COND-351, CW-171, CW-204, CW-205, CW-210, CW-216, CW-218, \*\*CW-221, CW-222, CW-450, ENLB-371, ENLB-471, ENSB-371, ENVC-371, ENVC-482, ENVC-485, ET-331, ET-351, ET-411, ET-441, FS-221, FS-391, GHUM-318, GHUM-331, HR-231, ILPN-227, ILVC-261, ISVC-111, MP-110, MP-210, MTEC-222, PST-351, PST-451, PST-471, PSVC-231, \*\*SW-311, SW-321, SW-325, SW-345, SW-365, \*\*SW-371, SW-495.

\*\*May be taken as an Approved Specified Elective if not taken as a requirement.

### Core Music: 22 Credits Required for Degree/Diploma

PW-110	Writing Skills*	2*								
AR-111	Arranging 1*		2							
HR-111 to 212	Harmony 1-4		2	2	2	2				
ET-111 to 212	Ear Training 1-4		3	3	2	2				
MTEC-111	Introduction to Music Technology		2							

\*Students who receive a qualifying score on the Entering Student Proficiency Assessment will be enrolled in AR-111

Arranging 1, or higher, in their first semester. Others will be enrolled in PW-110 Writing Skills, which is credited as a general elective. See also Curriculum Information section of the Registration Manual.

### Traditional Studies: 14 Credits Required for Degree

CM-211 & 212	Traditional Harmony/Composition 1 & 2					2	2			
CP-211 & 212	Traditional Counterpoint 1 & 2					2	2			
LHAN-211 & 212	History of Music 1 & 2						2	2		
COND-211/216 & 212	Conducting 1 & 2								1	1

### Private Instruction: 8 Credits for Degree/Diploma

Ensemble/Lab: 5 Credits Required for Degree/Diploma	2*	1			1	1				
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\*See First-semester Ensemble/Lab Enrollment section of the Registration Manual.

### Liberal Arts: 30 Credits Required for Degree

LCOR-111 & 112	College Writing 1 (Structure) & 2 (Lit)	3	3							
Art History: two courses required	To fulfill requirements in Art History, two courses from the following must be taken: LCOR-231, LCOR-232, one section of Art History Topics (LCOR-233)						3		3	
History: two courses required	To fulfill requirements in History, two courses must be taken: (a) one survey course (LCOR-211, LCOR-212, LCOR-213, LCOR-214, LCOR-215, LCOR-216, LCOR-221, or LCOR-222); AND (b) one African Studies/Music and Society course (LCOR-224, LCOR-225, or LCOR-226), one section of World Civilization Topics (LCOR-223), or one survey course not previously taken			3				3		
LMSC	Natural Science Selection (LMSC-230 does not fulfill this requirement)		3							
LSOC	Social Science Selection							3		
LXXX	Liberal Arts Electives								3	3

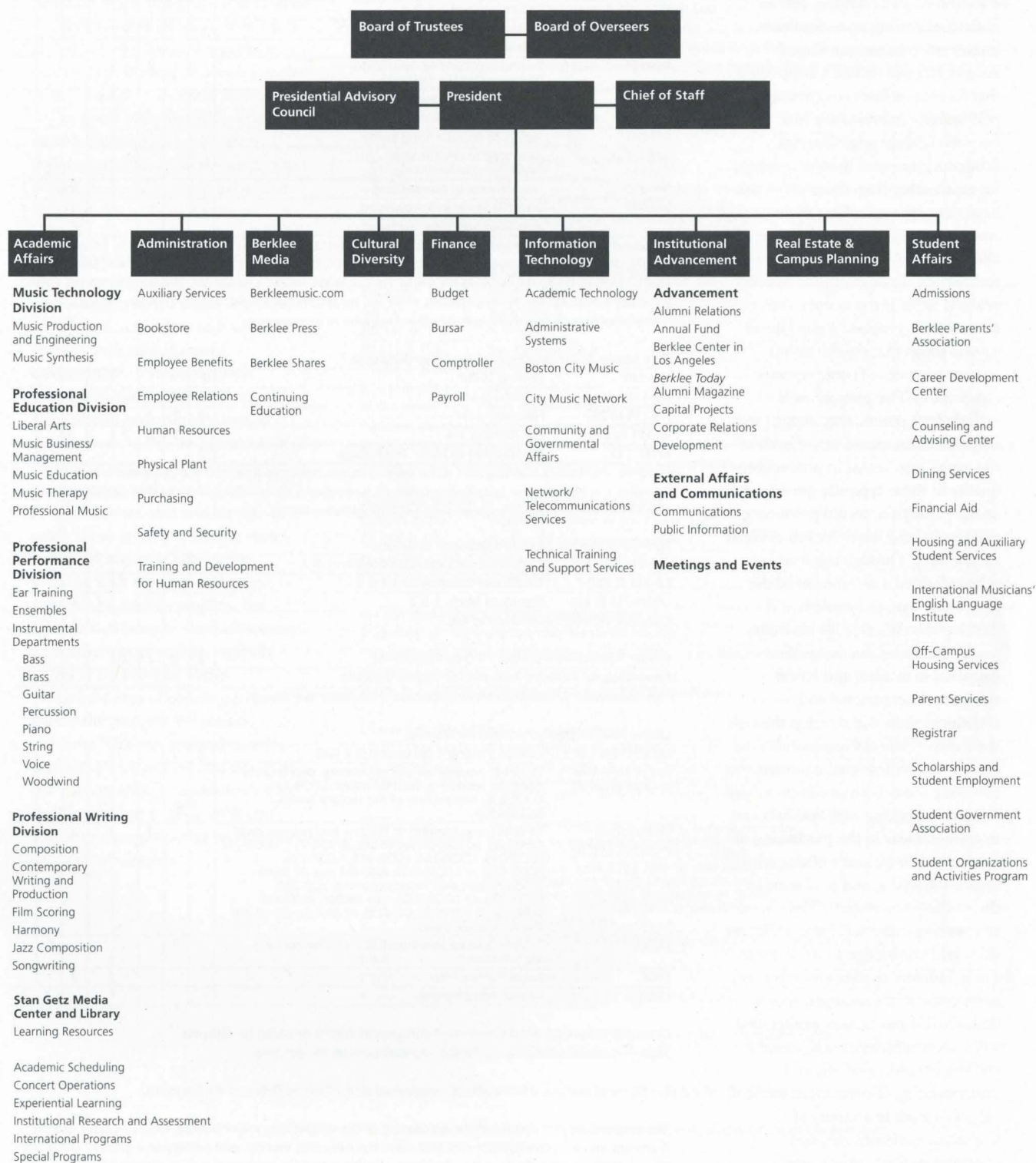
General Electives: 11 credits required for degree/31 credits required for diploma

Total Required Credits: 120 credits for degree/96 credits for diploma

For the most current information on requirements, consult the Office of the Registrar.

The songwriting major requires the purchasing of the songwriting major bundle, which includes specific hardware and software components that meet the curricular, musical, and professional goals of the major. More information can be found on Berklee's website at [berklee.edu/computers](http://berklee.edu/computers) or obtained from the Songwriting Department chair.

# Administrative and Academic Structure and Governance



# Berklee College of Music Board of Trustees and Board of Overseers

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# Academic Department Chairs, Assistant Chairs, Administrative Department Directors, and Contract Services

Note: For the most current and complete faculty information, visit [berklee.edu/faculty](http://berklee.edu/faculty).

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### Ensemble

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### Berklee Media

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### Berklee Media

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### Experiential Learning

Debra Gelinis

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Janet Chwalibog

### Financial Aid

Julie Poorman

### Housing

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Sharon Glennon

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Pablo Vargas

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### College Hospitality and

### Special Events

Cynthia Bethune

### Network and Telecommunication

### Services

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