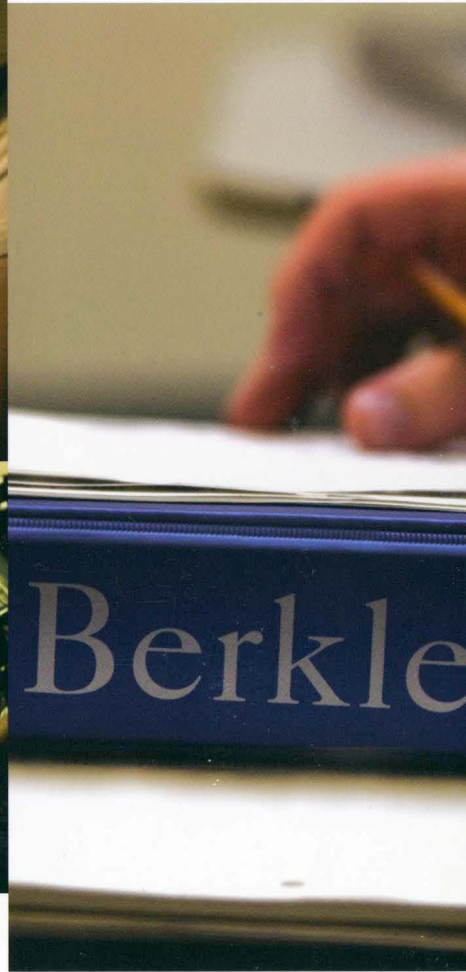
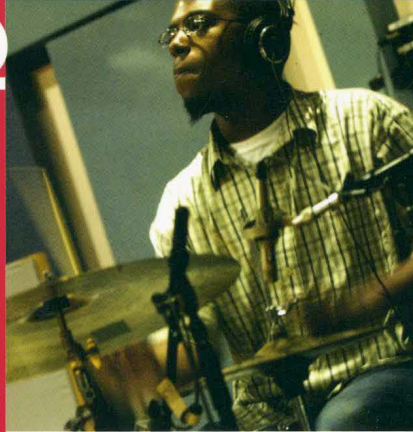




2009 2010

bulletin



Berklee
college of
music

**The Bulletin of
Berklee College of Music**

2009-2010

Berklee
college *of*
music

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

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Berklee College of Music
1140 Boylston Street
Boston, Massachusetts 02215-3693, U.S.A.
617 266-1400

Admissions Office visitors address:
921 Boylston Street, Suite 600
Boston, Massachusetts

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

Website: berklee.edu

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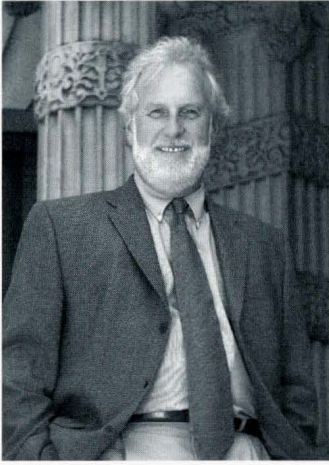
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Berklee College of Music is a nonprofit, coeducational institution of higher learning incorporated under the General Laws of the Commonwealth of Massachusetts. The college is accredited by the New England Association of Schools and Colleges and authorized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

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

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



Dear Berklee Student:

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 2009–2010.

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

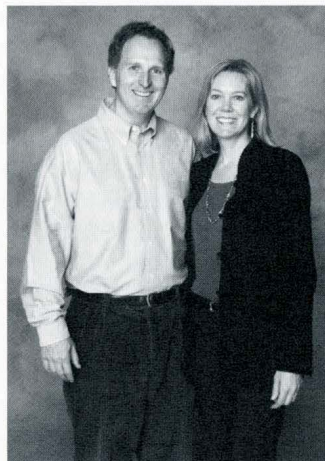
Berklee College of Music was founded on the revolutionary principle that the best way to prepare students for careers in music is through the study and practice of contemporary music. For more than half a century, the college has evolved to reflect the state of the art of music and the music business. 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—23 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

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

Music has been a recurring theme in Brown’s diverse pursuits. He played drums with bands throughout high school, at Davidson College, and during his graduate studies at Yale, and still leads a band. Brown spent five years engaged in humanitarian work teaching math in Kenya and

administering successful humanitarian undertakings in Southeast Asia and in Sudan. The Land Bridge operation Brown and his wife Linda Mason managed in the 1980s was the largest famine-relief program attempted to date and averted starvation for countless Cambodians. Innovative work Brown and Mason undertook a few years later in Sudan for the Save the Children Federation saved an estimated 20,000 lives. In each location Brown sought opportunities to make music with local artists and engage them in the humanitarian efforts.

In 1986, Brown and Mason launched Bright Horizons, a corporation now valued at over \$1 billion and employing 16,000 people, to provide quality child care and early education to the children of working parents. Brown and Mason built and oversaw the operation of numerous facilities at universities, hospitals, and corporations around the U.S. and the U.K. Brown utilized his musical talents at the company to write, produce, and perform on six CDs of children's music that featured Ziggy Marley, Vinx, Raffi, and others. For their groundbreaking work at Bright Horizons, Brown and Mason received several awards, including the President's Ron Brown Award for Corporate Leadership and the Ernst and Young Entrepreneur of the Year Award.

In 2004, Brown became Berklee's third president. Under his direction the college has embarked on a \$50 million capital campaign and established presidential scholars and Africa scholars programs to bring the world's best young musicians to Berklee. He has led in developing a more selective admissions policy that has raised the level of entering students. Under his auspices, Berklee created a model advising program to support new students. Brown has overseen the expansion of the City Music Program to reach economically disadvantaged urban youth across America. As well, Brown has facilitated the expansion of Berklee's campus facilities; instituted semester-abroad programs; and partnered with the city of Valencia, Spain and the Spanish Society of Authors, Composers, and Publishers to open a Berklee satellite campus in Valencia, Spain in 2012.

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

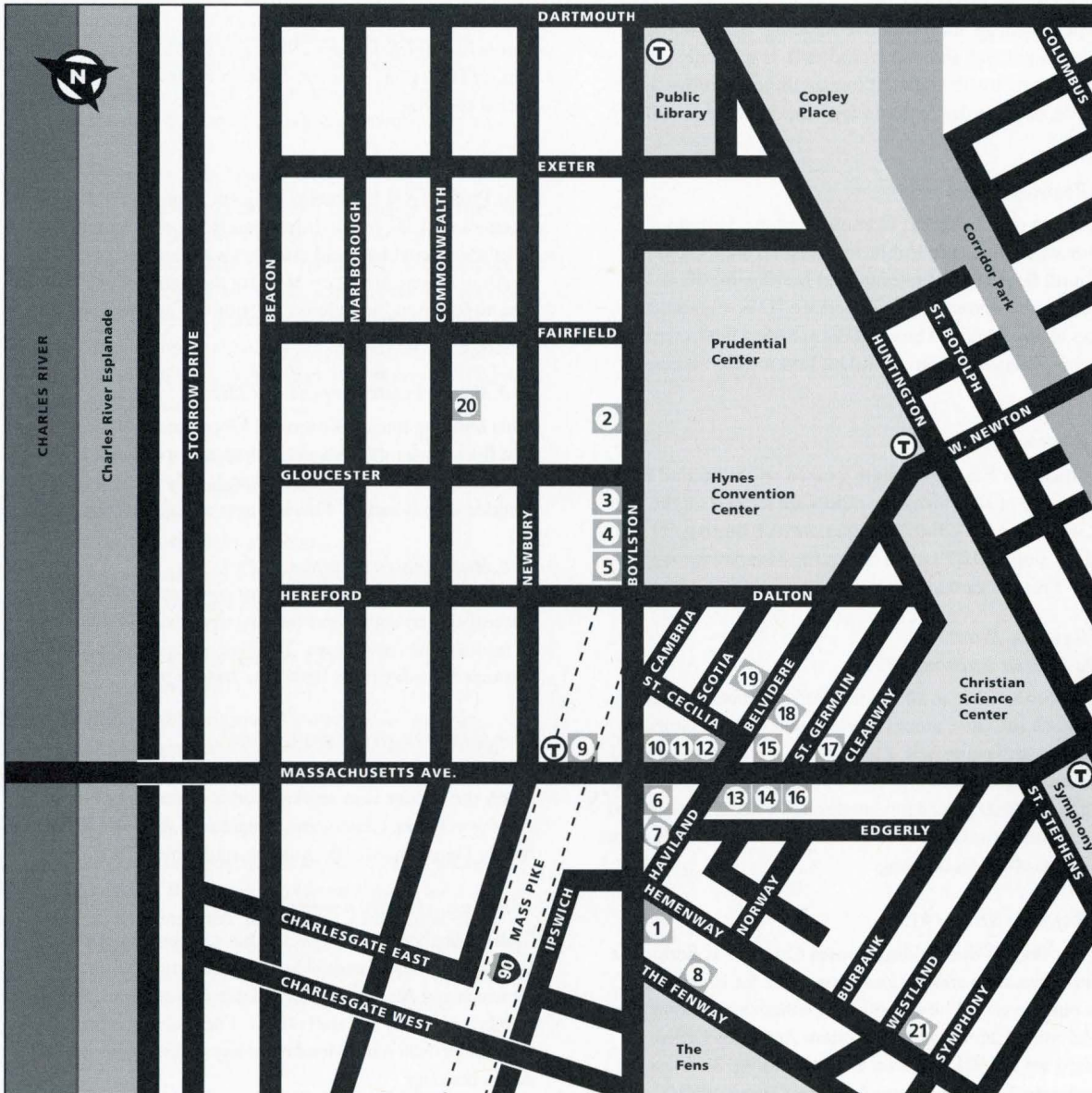
The official colors of Berklee College of Music are red and gray.

Academic Calendar

Fall Semester	2009	2010
New Student Orientation Begins	August 30	August 29
Online Check-In	August 30–September 4	August 30–September 4
* Labor Day	September 7	September 6
Instruction Begins	September 8	September 7
* Columbus Day	October 12	October 11
* Veterans Day	November 11	November 11
Registration	November 16–December 3	November 15–December 2
* Thanksgiving Recess	November 26–29	November 25–28
Examinations	December 14–18	December 13–17
* Winter Recess	December 19–January 11	December 20–January 11
Spring Semester	2010	2011
New Student Orientation Begins	January 12	January 11
Online Check-In	January 11–15	January 11–14
* Martin Luther King Day	January 18	January 17
Instruction Begins	January 19	January 18
* Presidents Day	February 15	February 21
* Spring Recess	March 13–21	March 12–20
Registration	April 5–16	April 4–15
* Patriots Day	April 19	April 18
Examinations	May 3–7	May 2–6
Graduation	May 8	May 7
Summer Semester (12 weeks)	2010	2011
New Student Orientation Begins	May 19	May 18
Online Check-In	May 17–21	May 18–20
Instruction Begins	May 24	May 23
* Memorial Day	May 31	May 30
* Independence Day (observed)	July 5	July 4
Examinations	August 9–13	August 8–12
Summer Performance Program (5 weeks)	2010	2011
Online Check-In	July 10	July 9
Testing—Placement and Auditions	July 11	July 10
Instruction Begins	July 12	July 11
Instruction Ends	August 13	August 12

* College closed

Campus Map



- 1 1140 BOYLSTON STREET
- 2 855 BOYLSTON STREET
- 3 899 BOYLSTON STREET
- 4 921 BOYLSTON STREET
- 5 939 BOYLSTON STREET
- 6 1090 BOYLSTON STREET
- 7 7 HAVILAND STREET
- 8 22 THE FENWAY
- 9 100 MASSACHUSETTS AVENUE
- 10 130 MASSACHUSETTS AVENUE
- 11 136 MASSACHUSETTS AVENUE
- 12 150 MASSACHUSETTS AVENUE

- 13 155 MASSACHUSETTS AVENUE
- 14 161 MASSACHUSETTS AVENUE
- 15 168 MASSACHUSETTS AVENUE
- 16 171 MASSACHUSETTS AVENUE
- 17 180-186 MASSACHUSETTS AVENUE
- 18 9 BELVIDERE STREET
- 19 20 BELVIDERE STREET
- 20 264-270 COMMONWEALTH AVENUE
- 21 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 City Music, Communications, Human Resources, Payroll, and Public Information are located on the fourth floor of this building, and Berklee Media is located on the seventh floor. 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.

1090 Boylston Street (1090)

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.

7 Haviland Street

This building will house classrooms and offices for the Liberal Arts, Music Business, and Music Therapy departments beginning January 2010. The building is open 7:30 a.m. to 11:30 p.m., Monday through Friday. This is a card-access building.

22 The Fenway (FENS)

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

155 Massachusetts Avenue (155M)

This facility houses the offices of International Programs, Special Programs, Faculty Development, and Institutional Research and Assessment, as well as two classrooms, 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 Physical Plant administrative offices and tenants of Berklee College of Music. A Berklee ID is requested of visitors to the facility. The building is open 8:00 a.m. to 5:00 p.m., Monday through Friday. 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.

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)

This off-campus practice facility is located in the Allston-Brighton section of Boston on the Green Line B train. Individual rooms, ensemble rooms, and a large orchestral room 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 Instructions

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

Applying to Berklee is a 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 experience, 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.

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. 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 their audition and interview; tour the facilities; and meet with Berklee faculty, students, and staff. For up-to-date information about the audition and interview process, including audition schedule and sites worldwide, visit berklee.edu/auditions/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. Transfer

credit may be awarded for most liberal arts courses (with grades of at least a "C" or 2.0) from an accredited institution. 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.

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 credential evaluation service. Berklee recommends Educational Credential Evaluators (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 of all college/university course work completed. To see a list of BIN/ART schools, visit berklee.edu/noindex/bin_art.html.

Specific information about supporting materials that need to be submitted as part of an application can be found at berklee.edu/admissions/general/supporting_materials.html.

Application Timeline

Berklee uses a fixed application deadline. Deadlines for the fall, spring, and summer semesters can be found at 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)
Outside the U.S. and Canada: 617 747-2650
Email: admissions@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

Berklee College of Music values the college-level course work taken by students at institutions of higher education throughout the world. Students are invited to submit official transcripts from regionally accredited institutions for transfer credit evaluation.

Transfer students who are candidates for the bachelor of music degree may transfer up to 24 credits of required liberal arts courses. Transfer students who are candidates for the professional diploma may transfer up to 12 credits in liberal arts courses toward general elective requirements. All students, even those who are transferring from other institutions, are required to complete at least six credits of liberal arts courses at Berklee in order to graduate. Once matriculated, students are expected to complete all remaining course work at Berklee. However, students may transfer a maximum of nine additional liberal arts credits from a regionally accredited institution. It is recommended that students attain approval of the chair of Liberal Arts before enrolling in liberal arts classes at another institution.

Transfer credit may be granted in the area of liberal arts course work. Berklee does not award transfer credit for music courses other than some music history and music business courses. A wide range of courses may be transferred in the general elective or liberal arts elective categories. For a course to transfer as a required Berklee course, the course must have a course description comparable to that offered at Berklee. All courses accepted for transfer must be successfully completed with a minimum grade of "C" (73 percent or 2.0).

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

Quarter-Hour Systems

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

Lecture-Hour Systems

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

Students seeking admission to Berklee should submit all of their official transcripts to the Office of Admissions before matriculating. Berklee will accept applicable transfer credit for work done before matriculation up through a student's entering term to the college. After matriculating, past work is no longer valid for transfer.

Students already attending Berklee who have taken courses post-matriculation at a regionally based university should have their official transcripts mailed directly to the Office of the Registrar. The Office of the Registrar evaluates all transfer credit for the college. Following a transfer credit evaluation, students receive a Transfer Equivalency Report indicating which courses transferred and how those courses will apply toward graduation.

Transfer Credit Notes

General electives are normally elective music courses such as ensembles or instrumental labs; however, liberal arts course work may be used to satisfy a portion of the general elective credit.

A transcript is considered official only if it is sent directly from a college/university to Berklee or is given to a student in a sealed and stamped envelope and delivered unopened to Berklee.

If students feel they have expertise in a music course, they may speak with the course chair about the possibility of credit by exam.

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 15

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, composed of check-in, optional assessments and placement auditions, course schedule distribution, student ID creation, laptop pick-up, music, activities, and more. 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. The assessments and placement exams that entering students complete during orientation week allow Berklee to 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.

Beginning with orientation, Berklee's Counseling and Advising Center works 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.

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. Upon completion of the first semester, continuing and returning students may apply to be an orientation leader by contacting the orientation team at orientation@berklee.edu.

Check-In

Check-in takes place on the first day of orientation. At check-in, all entering students receive important materials detailing the orientation week schedule and information about Berklee's resources. The orientation materials list details specific times for students to take any optional assessments and the mandatory instrumental placement audition. 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 during orientation week. 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 63.

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

Table of Charges

Tuition Charges

Summer 2009

Degree Program	\$12,510
Diploma Program	\$10,780
12-Week Full-Credit Program	\$10,780
Tuition Prepayment for 12-Week Program*	\$100

Fall 2009

Degree Program	\$14,600
Diploma Program	\$12,590

Spring 2010

Degree Program	\$14,600
Diploma Program	\$12,590

Health Insurance Charges

(Charged once per academic year—may be waived)

Summer 2009 (Charged to students who did not attend Fall 2008 or Spring 2009)	\$470
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Fall 2009	\$1,542
Spring 2010 (Charged to students who did not attend Fall 2009)	\$1,068

Tuition and fees are subject to change.

Please consult the Bulletin, the Registration Manual, my.berklee.net, and berklee.edu for additional information about the above charges and for information on how to pay your bill.

* Prepayments are deducted from remaining charges.

** A fee will be charged for late check-in with the Registrar. See the schedule below. (Cut-off time is 11:59 p.m.)
 Summer 2009: Check-in after May 22, 2009
 Fall 2009: Check-in after September 4, 2009
 Spring 2010: Check-in after January 15, 2010

*** A fee will be charged for late payment of tuition and fees. See the schedule below.
 Summer 2009: Payment received after May 15, 2009
 Fall 2009: Payment received after August 1, 2009
 Spring 2010: Payment received after January 7, 2010

Comprehensive Fee

Comprehensive Fee	\$475
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(Charged per semester of attendance to all students for cost of noncurricular facilities, programs, and services)

Residence Hall/19 Meal Plan Charges

Housing Deposit	\$300
Summer 2009	\$6,408
Fall 2009	\$7,540
Spring 2010	\$7,540

Entering Student Fees

Application (nonrefundable)	\$150
Tuition Deposit	\$500

(May be refundable if the Office of Admissions is notified of nonattendance plans for the summer by March 1, for the fall by May 1, and for the spring by October 15. The tuition deposit is credited towards tuition charges in the first semester of attendance.)

Mandatory Laptop Computer	\$2,950
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(Charged in first semester of attendance. A 5% Massachusetts sales tax will be applied.)

Miscellaneous Fees

Per-Credit Fee	\$1,035
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(Charged for part-time study authorized by the Counseling and Advising Center and for registered credits beyond maximum limit of program: Degree, 16 credits; Diploma, 13 credits.)

Extra Private Instruction	\$2,070
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(See Registration Manual for limits to private instruction.)

Late Check-In Fee (Per Semester)**	\$250
Late Payment Fee (Per Semester)***	\$250
Facilities-Only Fee Per Semester (Non-Enrolled)	\$250

2009 Five-Week Summer Performance Program

Application Fee	\$50
Registration Fee	\$35
Tuition	\$4,090
Tuition Prepayment	\$200
Residence Halls Fee	\$2,940
Housing Prepayment	\$150
Comprehensive Fee	\$150

Payment of Tuition

Before a student attends any classes, all tuition and fees for the semester must be paid. All late payments are subject to a \$250 late-payment fee. 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).
- 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 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, 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, call 800 538-3844 or 617 747-2274, or email the Office of Financial Aid at 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	iefc.com citizens of Canada with a U.S. cosigner
MEFA Loan	mefa.org residents of Massachusetts
ISLP Loan	educaid.com citizens of any country with a U.S. cosigner

An additional resource for financial aid information is located at 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. Students may request a copy by calling 800 538-3844. For more information, email the Office of Financial Aid at financialaid@berklee.edu or the Office of Scholarships and Student Employment at 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, or visit our website at 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 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 \$20 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, email scholarships@berklee.edu, or call 617 747-8681.

Berklee Writing and Composition Scholarship

The Berklee Writing and Composition 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 Berklee Writing and Composition 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 Berklee Writing and Composition scholarship is \$8,000 per year. For application guidelines, visit the website at berklee.edu/scholarships/bwc_app_guidelines.html or email 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, emailing 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 Schriewind 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. Wagmann 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

Payments are issued every two weeks 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, call 617 747-2687, or visit the office located at 921 Boylston Street, suite 340.

Student Life

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.

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 fills 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.

Off-Campus Student Services

Boston and its neighborhoods house over 75 percent of Berklee's student population. Off-Campus Student Services seeks to provide resources and materials to Berklee's non-residential students, from apartment search basics to an off-campus housing bulletin board where students can post anything from "Room Wanted" to "Temporary Housing for Rent."

Living off campus can be both exciting and a little daunting. Students can find support in friends and in the many resources available through Off-Campus Student Services and the City of Boston. Students living off campus can still be active members of the Berklee community, and Berklee encourages all students to get involved in student activities.

Keep in mind that off-campus students are a representative part of the Berklee community and are expected to conduct themselves as good citizens. For more information, visit berklee.edu/housing/off_campus.html.

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. 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.

The office is open daily for students and faculty to receive services directly from staff. Services include enrollment verification, transcript requests, graduation counseling, transfer credit evaluation (for both new and enrolled students), and services 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 Gallagher-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 of the Registrar produces the academic probation and dean's lists each term. Feedback and suggestions on services are always welcome.

Counseling and Advising Center (939)

The Counseling and Advising Center is a multipurpose department that offers a variety of support services, including academic advising, first-year advising, international student advising, personal counseling, and services for students with disabilities. Staff members are experts in their disciplines who are also cross-trained so that they can assist with complex situations that require consulting or collaborating with other team members. 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 clinicians 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, learning, and/or psychological 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 support, 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, 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 helps students to bring their career goals into focus. They can meet with a counselor to identify and assess their skills, locate information about specific music careers, expand and develop their career network, explore graduate school options, prepare a resumé and professional cover letter(s), discuss job search strategies, learn or refine interview and audition skills, and generally create a plan for mapping out their own unique career path.

Because companies around the world recognize Berklee as a rich source of musical, technological, and business talent, the CDC hosts numerous on-campus recruitment and audition events throughout the year for students. Recruiting companies have included Disney, Universal Music, ABC, Blue Man Productions, Digidesign, Cirque du Soleil, Hersheypark Entertainment, Yamaha Music Corporation, Holland America Cruise Lines, and many more.

The CDC also presents practical workshops on topics such as negotiating contracts, self-promotion, media publicity, digital marketing, personal managers and agents, leadership, financial planning, and career options related to the various majors at Berklee.

Browse through the more than 700 books, videos, and podcasts addressing a wide range of music career and personal topics. Pick up one of the more than 180 free handouts the CDC has acquired from various trade magazines related to music industry subjects, resumé writing, performance strategies, copyright issues, and more. Or check out the career and performance opportunities the CDC receives from businesses, bands, and individuals on a daily basis. In a typical semester, there are more than 1,300 listings. The CDC makes this information available to students and alumni through the online Jobs/Gigs Board, in partnership with Berkleemusic.com. Jobs are grouped into categories such as performance, writing, technology, business, education, etc.

The CDC also provides networked computer workstations for letter writing, designing resúmes and flyers, and updating personal databases; a copying machine; reference books and materials; and assistance with basic word processing and desktop publishing.

Career development resources surround the Berklee student. Faculty, alumni, fellow students, visiting artists, and staff all possess insights on how to build successful and fulfilling careers. The CDC's mission is to help students access and apply these career riches to their own individual career paths.

Office of Experiential Learning (899)

The mission of the Office of Experiential Learning (OEL) is to provide practical internship and service-learning opportunities to students. All OEL programs are credit-bearing and allow students a deliberate opportunity to connect the Berklee curriculum with practical development.

An internship allows a student to explore career options, provides on-the-job training, and encourages mentorship. Attaining this goal will require sustained commitment, attention, and effort from the student, the college, and the employer. Internships should be a supervised experiential learning experience designed to broaden the student's knowledge of music and to provide the student with a more comprehensive understanding of his or her career objectives.

Service-learning is a pedagogy through which students enhance their academic experience, gain an understanding of civic engagement and important social issues, and work to meet a real community need. In a mix of classroom and service hours, the program aims to find creative outlets for students, no matter their musical expertise, that will allow for exploration of how their talents can contribute to the larger community while augmenting their skills. In addition, the program seeks to engage students 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.

The responsibility of the Office of Experiential Learning is to assist any qualified student in obtaining and maintaining an internship or service-learning experience. Acting as a channel of communication between the student and organization, the OEL staff will provide internship guidance and counseling, search information, and develop and monitor student application and evaluation procedures. The coordinator will screen students, assist in student placement, market the program to students, and develop and nurture organizational relationships. For more information, visit berklee.edu/oel.

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. Visit <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 fosters and sustains activities, programs, and services that promote learning and leadership outside the classroom, emphasizing a well-rounded student experience. The office empowers students to take initiative, to understand and accept diverse perspectives and leadership styles, and to work collaboratively. During orientations and other special events, as well as by being a part of leadership and service opportunities, and focusing on individual health and wellness, students are able to pursue the self-discipline needed for excellence, the empathy required of music making, and the openness and inquisitiveness essential to creativity.

Caf Shows

Berklee's cafeteria is made for more than just eating. Every night beginning at 10:00 p.m., Berklee students showcase their talents. Admission is 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 to the Caf Show Office. All inquiries regarding caf shows should be directed to cafshows@berklee.edu or the Caf Show 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 should be directed to sga@berklee.edu or the SGA Office located in the Student Activities Center.

The SGA also encourages students to participate in the democratic process at the local, state, and federal level. Forms and information about voter registration are available through the Office of Student Activities website.

The Groove

The mission of *The Groove* student newspaper is to provide a forum for the voice of the entire Berklee populace in an informed and entertaining manner. A print and online resource, this student-run publication features local music reviews, interviews with major recordings artists, and content from contributing students and faculty. All inquiries regarding writing for *The Groove* should be directed to thegroove@berklee.edu or their office located in the Student Activities Center.

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 Workshops

Wellness workshops are offered throughout the academic year and include ways to practice healthy exercise, nutrition, sleep, and stress-reduction habits. 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. All inquiries regarding Wellness Workshops should be directed to livewell@berklee.edu or the LiveWell office located in the Student Activities Center.

Membership in student-initiated clubs that promote health and wellness is also available. For a complete list of student-initiated health and wellness clubs, email studentactivities@berklee.edu

Fitness Programs

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.

Athletics

For many students, the intercollegiate athletic experience is a valuable part of the college choice. Partnered with Emerson College, Berklee wants to give students every opportunity to continue to pursue music and sports. Students interested in pursuing intercollegiate athletics can try out for any Emerson College NCAA Division III Varsity sport. For more information about Emerson Athletics, visit emerson.edu/athletics/Prospective-Students.cfm or contact Stanford Nance, Emerson College recruiting coordinator, at stanford_nance@emerson.edu. All other inquiries about Berklee's athletics partnership should be directed to studentactivities@berklee.edu.

Intramurals and Recreation

The following intramural 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 IceCats, the Berklee hockey team; Sunday sports (basketball, soccer, volleyball) at Simmons College; Boston Ski & Sports Club intramural sports membership; and Emerson College intramural tournaments. All inquiries regarding intramurals and recreation opportunities at Berklee should be directed to 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, with its activities coordinated via a control center. 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 consists of a hybrid model: proprietary Berklee administration and a contracted security services staff. The college and the contract security firm work together with the goal of making Berklee a safe and secure community. Further information can be found at berklee.net/sf.

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 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 12 or 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, see the Financial Information section beginning on page 12.

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 performance venues that are available for the presentation of student concerts and recitals. Concerts are scheduled 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 the concert 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 and non-scholarship students 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 play in the workshop ensembles should 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.

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, 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.

Student Lounges (939, 1140)

The student lounges are open during school hours and are available to all students. Students are expected to utilize these rooms as hang out space and therefore are discouraged from loitering in lobbies or at reception desks. The Student Activities Center and Office of Meetings and Events reserve the right to give permission for music and instruments to be played in these spaces, which is otherwise prohibited.

939 Student Activities Lounge

Students can watch TV, play board games or video games, meet with their club or organization, or use the space for an evening or weekend event. Students interested in planning an evening or weekend event using the Student Activities Lounge should contact studentactivities@berklee.edu.

Steve Heck Room

Students can study, meet up with friends, or grab a snack from Archie's Café. This lounge is also reserved for special events and may not always be open to the public.

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)

The Berklee Computer Store provides pre-sales information for Apple Computers available to members of the Berklee community at educational discount pricing. The store is located on the lower level in the 186 Massachusetts Avenue building (617 747-8800) or on the web through a link from <http://my.berklee.net>.

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 most faculty have office hours and are available to hear and discuss students' viewpoints.

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 Policies

Academic Year

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

Catalog 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 determines the set of academic requirements (both liberal arts and major) that must be fulfilled for graduation. Students must fulfill the academic requirements of the catalog in effect at the time of their matriculation as a degree- or diploma-seeking student at Berklee in order to graduate.

Registration

There are two general registration events scheduled each year for students to select courses for the following term. These occur toward the end of the fall and spring terms. A registration manual is published in the fall and spring terms with registration and course schedule information. Students should start with the registration manual; however, my.berklee.net is the place where most registration information and activity takes place.

It is strongly advised and, in fact, each student's responsibility to seek academic advising through the Counseling and Advising Center, departmental advisors, and/or peer advisors before attempting to register for courses. Students with outstanding financial obligations must make prior arrangements with the Office of the Bursar in order to register.

The college may make changes to a student's registration schedule in situations including but not limited to the following: (1) if a course is cancelled, or (2) if the student becomes ineligible to enroll in a course due to failing a requisite course or is no longer in a major required for the course.

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. Check-in begins with full payment of the tuition bill and all fees by the established payment deadline. Loans, financial aid, and scholarship funds that can be verified by the Office of the Bursar will count toward full payment. A late fee of \$250 will be assessed to students who do not settle their bill by the payment deadline. After settling their bills, students should check in online using my.berklee.net. (At present, all international students and all entering students must check in in person with the Counseling and Advising Center or the designated international check-in location). The deadline for check-in is 5:00 p.m. on the Friday of check-in week. Once

checked in, students may view and make changes to their schedules online.

Late Check-In

There is a \$250 fee for checking in after the deadline. (This fee also applies to students who ask to have their schedules held past the check-in deadline). Students who do not check in by the deadline, and whose schedules have not been put on hold, will be deregistered from all their courses following the check-in deadline. Those schedules may be rebuilt depending on seat availability at the time of late check-in.

Full-Time and Part-Time Attendance

The college's resources are designed to serve its full-time enrollment and do not allow for the unrestricted enrollment of part-time students. All students are considered full-time and charged the full-time diploma or degree tuition fee regardless of how many credits they are registered for, unless a student meets the criteria and is authorized to be part-time. Therefore, except in the summer semester, students may not elect to study part time merely by enrolling in less than 12 credits. 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. Beginning summer 2010, requests for part-time authorization must be received on or before the Friday of the first week of classes to be effective for the same semester. Part-time study is charged on a per-credit basis. Students receiving financial aid or scholarship funds who are requesting part-time status should consult with the Office of Financial Aid or the Office of Scholarships and Student Employment, respectively, to determine how part-time status will affect their awards.

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. (Authorization is required for all students by the Counseling and Advising Center.)
- A student who has fewer than 24 credits required for graduation remaining including sequential courses which require the student to enroll for at least one semester beyond the semester for which part-time status is being requested. (Authorization is required for all students by the Counseling and Advising Center.)

- 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 a special services advisor in the Counseling and Advising Center. The definition of disability is outlined in the Americans with Disabilities Act of 1990. (Authorization is required for all students by the Counseling and Advising Center.)
- Berklee graduates.
- *To complete course of study in current term:* Students may be permitted to enroll in fewer than 12 credit hours during their final semester of study before graduation if they have fewer than 12 credits and no prerequisite sequences remaining and will satisfy all graduation requirements during that semester.
- *Documented illness or medical condition:* A student may be allowed to enroll in fewer than 12 credit hours if sufficient medical documentation from a licensed doctor (defined by DHS as a doctor of osteopathy, doctor of medicine, or licensed clinical psychologist) is submitted to the Counseling and Advising Center. This basis for part-time authorization must be reestablished each semester that part-time is granted. Documentation requirements and more information may be obtained at the Counseling and Advising Center.

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

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

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

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

Part-Time Attendance Policy for F-1 Visa Holders

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

- *During a vacation semester:* Students who meet DHS vacation semester guidelines and Berklee's part-time criteria may enroll in fewer than 12 credits during a DHS-approved vacation semester with authorization from the Counseling and Advising Center.

Summer Use of Resources

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

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 a facilities fee. The 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 enrolled in the facilities-only program are not considered officially enrolled in the college.

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 term 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)

After first registering for courses for a given term, students may go back to make adjustments to their course schedule as appropriate. There is a brief period before the start of check-

in when this option closes down. The ability to add and drop courses resumes once a student has checked in for the term. Schedule adjustments may then be made until the end of the second week of classes of the semester (subject to change in fall 2010). This coincides with the end of the late check-in period. Students add or drop classes using my.berklee.net. Students are advised to check their schedule and charges on my.berklee.net after adding or dropping courses.

After the add/drop deadline has passed, students may no longer drop a course from their schedule or change sections of a course. Students may withdraw from classes through the ninth week of classes in the fall or spring, and through the eighth week in the summer term by submitting an advance grade of “W” form (see Withdrawal from Classes, page 31).

Students wishing to add a course after the add/drop deadline may petition the instructor of the course and the course chair. If approved, the student must submit a Chair Authorization for Late Add form to the Office of the Registrar signed by both the instructor and chair.

Any questions about registration, check-in, or schedule adjustments may be directed to the 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 on the hour and to end at ten minutes to 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 course instructor. If an excuse is accepted by the instructor, the absence will not count as an unexcused absence.

Students may 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 standard grading system.

Adding or Attending a Course Late and Missed Course Material

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

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 director of counseling services in the Counseling and Advising Center a copy of the hospital discharge summary and a letter from a treating licensed medical or mental health care provider stating that the student is psychologically stable and 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 during the fall 2009 and spring 2010 semesters, students may no longer drop a course from their schedule. Starting with the summer 2010 12-week session, the add/drop deadline is changing to the end of the first week of classes. After this deadline, students cannot 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 Office of the Registrar. 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. The student may not withdraw from a class and initiate a grade of "W" after the end of the week following midterm week.

Withdrawing from a class is the responsibility of the student. Beginning in fall 2009, the instructor will not initiate the withdrawal of a student from class.

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 nonmedical reason must complete a Withdraw 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.

If a student's withdrawal is based upon a properly documented medical condition, the student may be eligible to pursue tuition refund through the Dewey Insurance Company. All students purchase tuition insurance through Dewey Insurance Company as part of their comprehensive fee each semester of enrollment. Students should schedule an appointment with the associate dean of student life by calling 617 747-2310 to initiate a withdrawal for medical reasons.

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

Withdrawal from the College and Financial Aid

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

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

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

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

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

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

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 this page 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.

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.

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 (this page) 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 (degree or diploma) and the total number of credits a student has earned. It is not determined by the number of semesters a student has been enrolled. See the chart on this page detailing semester levels with credits earned.

Program Credit Limit

The most efficient way to graduate in the earliest possible time period is to register each term for the maximum credits allowed in the diploma program (13) or degree program (16). Students registering for and passing at least 12 credits per term (diploma) and 15 credits per term (degree) will still reach the minimum credits required for graduation (96 for diploma and 120 for degree) in eight semesters (see Graduation Requirements, page 38).

Maximum Extra Credits per Term

Students may register for up to two extra credits each term and will be charged per credit for each extra credit. Diploma students may register for 15 credits and degree students may register for 18 credits.

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

Change of 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 an academic advisor 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. Beginning summer 2010, applications for change of program must be received on or before the Friday before the first week of classes in order to be effective for that semester. For more information, 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 in the fall 2009 or spring 2010 semester will be effective, if approved, for that semester. Applications received after this date will be effective, if approved, for the following semester.

Beginning summer 2010, applications for declaration of major must be received on or before the Friday before the first week of classes in order for the declaration of major, if approved, to be effective for that semester. Applications received after this date will be effective, if approved, for the following semester.

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

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.

Students interested in the music therapy major must apply for admission to the major at the Music Therapy Department before final approval of the declaration of major can be given. An application and instructions for the music therapy interview and audition can be obtained from the Music Therapy Department or online at berklee.edu/majors/music_therapy.html.

Students interested in the music education major should visit the Music Education Department to obtain information about admission to the major.

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, or classes may be quite difficult to complete, 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.

Change of Principal Instrument

The college requires all students to declare a principal instrument upon application to the college. In order to graduate, students must pass the proficiency requirements of a single principal instrument. Changing a principal instrument may affect progress toward graduation, especially in private instrumental (PI) instruction. Students may change their principal instruments by completing a Change of Principal Instrument Form, which must be approved by the new instrumental chair. Forms can be found at the Counseling and Advising Center, which also provides information and advising on the possible implications of such a change. Scholarship recipients should consult with the Office of Scholarships and Student Employment before changing their principal instrument, as it may affect future scholarship eligibility.

Change of Principal Instrument forms 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. (Note: this will change to the first week of classes beginning in fall 2010).

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.

Private Instrumental Instruction (Lessons)

Instrumental instruction prepares students to satisfy the requirements of their instrumental department. All majors require at least eight credits of instrumental instruction on a single principal instrument, with the following majors having additional requirements:

- Professional music and music education: 12 credits
- Performance: 26 credits (18 credits of PI/PF lessons and 8 credits of recital preparation [RP] lessons).

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

Grading System and Academic Standing

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

Grading System

Letter Grade	Equivalent Percentage	Numerical Value
A (excellent)	93-100	4.00
A-	90-92	3.70
B+	87-89	3.30
B (good)	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C (satisfactory)	73-76	2.00
C-	70-72	1.70
D (poor)	60-69	1.00
F (failing)	0-59	0.00
W	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.

Calculating the Grade Point Average

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

(CumGPA) is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

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

Grade Reports

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

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

Grade Change Policy

All grades, except for the 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"). Students who disagree with a given grade should take the matter up immediately with the course instructor. 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 a course for a second or subsequent time. Only the highest grade will be computed into the CGPA and concentrate CGPA (see Calculating the Grade Point Average on this page). 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 to obtain Credit by Exam (CBX) for a course should apply to the course chair who is the final source of determination. The following limitations and stipulations apply:

1. CBX 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

At the end of each term the Office of the Registrar conducts a review of student records to determine each student's academic standing, including graduation honors, dean's list, satisfactory progress, academic probation, academic suspension, and academic dismissal. The following policies governing academic standing are applicable as stated to all students.

Dean's List

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

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 a deadline of all grades received by the end of the second week of classes in the following semester. Students should be aware that any work intended to satisfy a grade change for the purposes of making the dean's list must be submitted to their instructors for review well in advance of the deadline for the dean's list.

Academic Success and Progress

The definition of satisfactory academic success and progress includes minimum standards for cumulative grade point average (CumGPA) and a calculation of completion rate (credit hours completed divided by credit hours attempted).

Students with a CumGPA below 2.00 at the completion of a semester or who fall below the minimum credits to be earned according to the chart below 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, and the required number of credits need to be attained, as outlined in the chart, below. Students on probation are expected to meet with an academic advisor in the Counseling and Advising center 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.

The chart on page 38 shows the minimum number of credits to be earned for the number of semesters attended. (Students who have approved part-time status due to accommodation for a documented disability will still be required to make satisfactory academic progress, but the required number of credits to be earned by the end of each semester will be set by the college at the time of the approval for part-time status.) Falling below these minimums, regardless of CumGPA, is unsatisfactory progress.

Major Field Academic Review

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

The CCumGPA is derived from the grades earned in the concentrate requirements and approved concentrate electives of a declared major field. If more approved specified electives than the prescribed number are taken, the

CCumGPA uses the approved specified electives with the highest earned grades. Those approved specified electives that are in excess of the prescribed number are instead counted as general electives and therefore are not calculated in the 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. For federal funds and Berklee grant 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.

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

At the discretion of an instructor, students who fail to take midterms or final exams, or to complete any other required work within the timeframe of the semester, may request a grade of Incomplete ("I") from the instructor. Students must be passing the course and have satisfactory attendance. Requests may be made during the final two weeks of the semester. This option is not available for ensembles.

Grades of "I" are not calculated into the GPA. However, students do not receive credit for those courses, nor do those

courses count as a prerequisite for another course until the "I" is changed to a passing grade.

Incomplete grades 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 36).

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.

Minimum Credits to Be Earned

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

For music therapy majors, this includes completion of all course work and a six-month, full-time, post-course 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
Dual Majors	
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 my.berklee.net. 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 the following CumGPAs have earned honor status and 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 toward the residency requirement, even if earned while attending Berklee.

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.

Office of Institutional Research and Assessment

The mission of the Office of Institutional Research and Assessment is to provide evidenced-based support for achieving the strategic plan and to inform strategic direction. Toward that end, the office conducts investigations and builds an evolving body of quantitative and qualitative information that is integrated and applied to strategic goals, strategic planning, and decision-making. To centralize investigations, the office is currently designing a central data library. Further, the office supports Berklee's culture of assessment by consulting on assessment objectives and methods, including designing useful surveys for decentralized execution. It also has instituted five programs that promote an evidenced-based culture, rigor and integrity in reporting methodology, and continuous assessment: IPEDS, the Common Data Set, the Peer Comparison Report, Course Evaluations, and the Lead Sheet. In the spirit of conducting scholarly research, the office assumes select projects in Academic Affairs that support the mission of Academic Affairs and that entail literature reviews of scholarly references to ensure sound application.

Student Policies

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, 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 canceled, only in extreme emergencies will the buildings be closed. Notification of class cancellation will always be posted and/or distributed as early as possible. In 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.

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.

The Berklee Card allows access to many areas around the campus including the residence halls (residence hall students only), dining hall, Stan Getz Library, Learning Center, and practice rooms. 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; however, a request received through an authenticated berklee.net email account will be accepted. Otherwise, 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 a qualifying student health insurance program. Students who have comparable health insurance to the QSHIP minimums may elect to waive the requirement to participate in the health insurance.

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 on berklee.edu/forms and 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 coverage 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.

Methods of Communication

The college uses several methods of communicating information to students about events, activities, announcements, and daily updates, including Berklee email, the my.berklee.net website, and bulletin board postings.

The primary methods of communication are Berklee email and my.berklee.net. Students are responsible for checking their Berklee email account and my.berklee.net on a daily basis for information.

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 51.

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 traveler's 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 traveler's checks and other kinds of traveler's 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, faculty, and staff can be left via Berklee voice mail at 617 747-8000. 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 54). If the college receives a request for such information, it must approve and authorize the request before releasing the campus mailbox number where the student may be contacted.

Additional instructions on accessing Berklee voice mail can be found in the latest Berklee telephone directory or at berklee.net/it.

Lost and Found

A "lost and found" program is maintained by the Public Safety Department at the 150 Massachusetts Avenue control center. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students' property in any college building through fire, theft, or other causes (see Property Insurance on page 40).

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.

College Response to Endangering Behavior/Involuntary Leaves of Absence

Berklee College of Music is committed to the safety and well-being of its community members and to the integrity of the learning environment. Students with medical or mental health concerns may elect to withdraw from any given semester and may be eligible for a partial or full tuition refund through their tuition insurance policy (see Tuition Insurance on page 32). However, in instances when the student's mental/emotional or medical health condition poses a threat to self and/or others, or causes significant disruption to the educational activities of the college community, such students may be required to take a leave of absence from the college.

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

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

- Unresolved, ongoing, or serious suicidal threats, or behavior indicating a student's inability to care for oneself
- Disordered eating, including self-starvation, bingeing, or purging, which may be life-threatening in nature and/or adversely affect the surrounding community
- Evidence of chronic and/or serious alcohol or drug involvement
- Serious threats made to others within or external to the Berklee community
- Instances in which a student engages in inappropriate behavior where a contributing factor is failure to follow a prescribed medical or psychological treatment plan, which may include a prescription regime

- Instances of inappropriate behavior that cause a chronic, inordinate use of college resources, including but not limited to staff time, psychological services, and/or emergency services, thereby causing an undue burden on the college

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

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

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

Student Grievance Procedure

General Procedure

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

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

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

The Office of the Vice President for Student Affairs/Dean of Students will assist students who have complaints or grievances and need help in determining the procedures to

be followed. Students may also discuss concerns confidentially with a counselor at the Counseling and Advising Center before deciding on further action.

In cases where a student is uncomfortable about discussing the problem with the party directly concerned or is uncertain whether to initiate a grievance, the student may seek, in confidence, the advice of the vice president for student affairs/dean of students or his 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
- Visual displays of degrading sexual images
- Unwanted physical contact such as patting, pinching, or constant brushing against a person's body
- Subtle or overt pressure for sexual favors
- Persistent and offensive sexual jokes and comments
- Persistent and unwanted requests for dates
- Email messages of an offensive sexual nature

Other Unlawful Harassment and Discrimination

The law also prohibits a hostile educational or work environment based on any legally protected class, which includes race, color, national or ethnic origin, ancestry, sex 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 page 47.)

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

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

Human Resources Office
Christine Connors, Associate Vice President
for Human Resources
617 747-2089, cconnors@berklee.edu

Dean of Students Office
Angela Davis, Director, Office of Student Affairs
and Parent Services
617 747-2330, adavis@berklee.edu

Housing Office
Randall Bird, Residence Life Coordinator
617 747-2253, 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 Services

617 747-2310 for appointment or consultation

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

- A. If, in the judgment of the faculty member/supervisor, the charges of alleged academic dishonesty call for a more

severe penalty than designated at the departmental level, the faculty member/supervisor may refer the case to the academic affairs designee and the student affairs designee for formal review and/or hearing. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty will be provided to the student. If requested, reasonable time to prepare a response to the allegation will be given to the student; or

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

Section II: Sanctions

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

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

Acceptable Use Policy

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

from the college. For information about our policies and procedures, visit the Information Technology website at berklee.net/it/procedures.html.

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 dissociate 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 able to be violated by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

Accept responsibility for one's own work by learning appropriate uses of software to maintain the integrity of what one creates.

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 policy. Berklee reserves the right to restrict and/or interrupt communication, through or by use of any of the college's computers or computer services, that Berklee believes to be harmful to the college or to others using the applicable online network or to be a violation of college policies or any third-party rights. More specifically, and without limitation, the following conduct violates college policies and is not permitted:

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

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

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

Impersonation. Communications under a false name or designation or a name or designation 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 or utilizing the structure of a chain letter are also of questionable legality.

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

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

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 services and/or the director of housing, when appropriate, will determine the assistance the college can offer.

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

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 services, may temper any sanction if the student agrees to participate in an on-campus or off-campus support program. Such temperance is at the discretion of the dean and may be revoked if, in the opinion of the dean, the student does not make a sincere effort to actively participate in the agreed program.

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

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

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

Consistent with recent changes in the federal October 1998 Reauthorization of the Higher Education Act (Section 952) and its amendment to FERPA (Family Educational Rights and Privacy Act), 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, 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 voicemail number, college email address, and hometown.

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

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.

Music and Career Resources

Stan Getz Library (150M)

Dedicated in 1998, the Stan Getz 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 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 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 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 Library and online at <http://library.berklee.edu>.

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)

Berklee's Career Development Center helps students to bring their career goals into focus. They can meet with a counselor to identify and assess their skills, locate information about specific music careers, expand and develop their career network, explore graduate school options, prepare a resumé and professional cover letter(s), discuss job search strategies, learn or refine interview and audition skills, and generally create a plan for mapping out their own unique career path.

Browse through the more than 700 books, videos, and podcasts addressing a wide range of music career and personal topics. Pick up one of the more than 180 free handouts the CDC has acquired from various trade magazines related to music industry subjects, resumé writing, performance strategies, copyright issues, and more. Or check out the career and performance opportunities the CDC receives from businesses, bands, and individuals on a daily basis. In a typical semester, there are more than 1,300 listings. The CDC makes this information available to students and alumni through the online Jobs/Gigs Board, in partnership with Berkleemusic.com. Jobs are grouped into categories such as performance, writing, technology, business, education, etc.

The CDC also provides networked computer workstations for letter writing, designing resumés and flyers, and updating personal databases; a copying machine; reference books and materials; and assistance with basic word processing and desktop publishing.

Practice Rooms (150M, 171M, FORD)

The practice rooms at 150 and 171 Massachusetts Avenue 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, FORD)

Many ensemble rooms are available to Berklee students for group rehearsals. College ensemble rooms, including all those at Fordham Road except the large orchestral room, can be reserved online (berklee.net/en/reserve.html) between 8:00 a.m. and 12:00 p.m. Rooms can be reserved up to three days in advance. The large orchestral room at Fordham Road is scheduled by approval of the dean of the performance division, whose office is located in room 5J in 1140 Boylston.

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
- Fordham Road: 4:30 p.m.–11:30 p.m. (card access only)

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
- Fordham Road: 12:00 p.m.–11:30 p.m. (card access only)

There is a strict punctuality policy. If students are more than 10 minutes late, their rooms will be given to the next people on the waiting list. To cancel a room, call at least two hours in advance. Failure to cancel in advance will prevent 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 Pro Tools 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 nine facilities for music synthesis instruction, electronic production, design, and performance. The three principal synthesis laboratories contain over 250 different types of synthesizers, standard and alternate controllers, effects processors, recorders, mixers, and software, including products by Ableton, Adobe, Analogue Systems, 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, Haken, HHB, Jazz Mutant, Korg, Lexicon, Line6, M-Audio, Millennia Media, Monome, 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, electronic composition/production, audio for visual media (games, film, television, interactive), sound design, software design, and performance.

Music Synthesis Studios (150M)

Three 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.

Music Synthesis Analog Suite/Ensemble Room (150M)

This newest room in Music Synthesis is home to the Analog Suite, featuring signature analog and modular equipment, recording capabilities, and open space for specialized ensemble rehearsals.

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 (155M)

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. Located on the second floor of 155 Massachusetts Avenue, the Professional Writing Division Technology Lab consists of 12 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, television, and video game 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 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:

Two lab/classrooms that support all technology-related courses. These facilities contain multiple Mac-based digital audio workstations (DAWs) with integrated MIDI, digital audio and video, SMPTE synchronization, and integrated PCs serving as dedicated samplers, 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 3, Waves-Platinum, VSL Special Edition, and Garritan Personal Orchestra. The Macs can also be rebooted into Windows using Bootcamp for use in video game scoring classes and can run Pro Tools LE, SoundForge, and various middleware game sound engines such as Wwise and FMOD. Each workstation also includes one or two tandem PCs running an array of orchestral and nonorchestral sample libraries, including popular offerings from 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 integration for conducting to picture with PCs running Auricle film scoring software. Control rooms are fully integrated digital audio/video postproduction suites, featuring Digidesign's Pro Tools 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, and a CD library of soundtracks, that are utilized throughout the curriculum. The department also has each of the current gaming consoles and a selection of games for use in the study of video game scoring.

In addition to course work at Berklee, extracurricular opportunities exist for students to score independent films produced by students at local colleges and universities. This provides realistic and creative collaboration between Berklee film scoring majors and non-Berklee students pursuing careers in film and television production. Under departmental supervision, scores for more than 200 student films have been produced within the film scoring facilities. Many of these films have won major festival awards, playing to national and international audiences. The video game scoring courses also offer significant opportunities for scoring actual games created in the game design programs at other major institutions, as well as collaboration with students of Berklee's own Music Technology Division in sound design and audio production for games. The additional benefit of such collaborations to participating students is that lasting professional relationships are formed and maintained beyond graduation.

Video Game Scoring Lab (150M)

Room A71 in the 150 Massachusetts Avenue building is the home of the new Video Game Scoring Lab and features 11 student workstations with the latest technology. Courses in various aspects of creating audio for video games are offered by the Film Scoring and Music Synthesis departments.

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 goals of becoming effective music professionals. 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.

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 370 ensembles in rehearsal throughout the year. These include large and small group instrumental and vocal 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 one-year or multi-year commitment to Berklee. The individual pledges to work at the college for approximately two weeks each academic year of the commitment. In any given year there typically are three Alpert Professors working with Berklee students on a wide range of creative endeavors. The visits 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; film composer and arranger Jorge Calandrelli; composer/pianist Michel Camilo; jazz author, musician, and jazz critic Stanley Crouch; percussionist and hand drum specialist Kalañi; bassist Abraham Laboriel, Sr. '72; producer, engineer, and designer George Massenburg; composer/guitarist Pat Metheny; bassist Marcus Miller; saxophonist/composer Greg Osby '83; composer and performer Rosa Passos; composer, social activist, scholar, and producer Bernice Johnson Reagon; composer/producer Maria Schneider; 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 historian, composer, and founder of Sweet Honey in the Rock Bernice Johnson Reagon; author/activist Frances Moore Lappé; historian, playwright, and social activist Howard Zinn; and actress, director, and author Tina Packer.

Special Musical Events

Over 370 ensembles perform at Berklee each year. In addition, students have the opportunity to participate in the following special musical events:

- 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 Caf Shows

Curriculum

Note: For the most current course descriptions, visit 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, outside of a student's major.

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.

American Roots Music Program

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

Among its many projects, the program produces concerts, hosts visiting artists, designs and implements curriculum, creates and hosts faculty development sessions, and designs and implements symposiums and seminars. Also, using a broader definition of the term "roots," the program examines the core of what it means to be a musician in all idioms, and contemplates the roots of our western musical traditions, ranging from Bach to traditional African music. The artistic director for the American Roots Music Program is Matt

Glaser, who served as chair of Berklee's String Department for twenty-eight years. The Board of Advisors includes: Béla Fleck, Leo Kottke, Charlie Haden, Edgar Meyer, David Grisman, Don Rigsby, Bruce Molsky, Jay Ungar and Molly Mason, Darol Anger, Ray Benson, Doug Wamble, John Lawless, Fletcher Bright, Sara and Sean Watkins, and Michael Doucet.

Global Jazz Institute

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

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

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, scores, and other materials to show a candidate's musical qualifications, 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.

Core Education

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

All students take core music courses in harmony (contemporary pop, jazz, and other styles), ear training, arranging, music technology, and private instruction (in the principal area: instrument or voice), and participate in ensembles and labs. Students in all majors in the degree program, as well as certain majors in the diploma program, also take core music courses in music history, tonal harmony and composition (Western European tradition), counterpoint, and conducting.

An integral aspect to preparing students for success in music and today's global society resides in the study of liberal arts areas that complement the study of music. The partnership of liberal arts and music in the Berklee curriculum provides an expanded foundation encompassing an interdisciplinary focus that enhances graduates as accomplished musicians who also excel as collaborators, communicators, and problem-solvers. Students pursuing the degree program complete liberal arts core courses in English composition and literature, art history, natural science, social science, and history, as well as two electives selected by the student. For more information about Liberal Arts, see page 64.

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

First-Semester Curriculum

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

During this first semester, all students follow a closely coordinated, interrelated series of courses. Both degree and diploma candidates work in the same subject areas. Degree candidates will also be enrolled in required liberal arts courses.

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

First-Semester Assessment and Placement

Berklee's core music curriculum comprises arranging, ear training, harmony, and music technology course work. These four subjects are the foundation of Berklee's educational offerings in music. The optional entering student proficiency assessment and Introduction to Music Technology exam can be taken during the check-in period and are designed to assess an entering student's knowledge base in each of these core curriculum fields. This assessment and exam should be taken by all students with a background in formal music theory and music technology to determine first-semester placement in these subjects that may be above level 1.

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

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

Core Music Requirements

It is each student's responsibility to complete core music courses in sequence. Students are required to complete AR-111 Arranging 1, 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) prior to graduation. If a student skips a prerequisite or does not satisfactorily complete a prerequisite, the student is still required to enroll in and satisfactorily complete that

course in order to receive a degree or diploma. No credit will be given, nor credit by exam offered, for courses skipped in a sequence.

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.

Studies in Global Music

Rapidly expanding communications within an ever-shrinking world make it imperative for individuals to possess substantive knowledge of diverse people, ideas, and societies. The Berklee College of Music curriculum includes more than 100 courses in global music from 30 cultures on 5 continents. Study in global music at Berklee expands students' awareness and understanding of a wide spectrum of music and culture. Students build the foundation needed for bridging the vast range of innovative music resources available in the 21st century. Global music study provides students with the broadest possible artistic perspective, better enabling them to employ their education in a global society.

Studies in global music will help students to:

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

For purposes of this curriculum, "global music" refers to:

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

Course Topics

- Music of Africa (7 courses)
- Music of Asia (5 courses)
- Music of Central, South America, and the Caribbean (40 courses)
- Music of North American and European Traditions (13 courses)
- Cross-Cultural Music Studies (20 courses)
- Ensembles based on global music traditions (more than 20 courses)

For a complete listing of global music courses, see the registration manual or berklee.edu/courses.

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)

- Choose any two Art History courses

History (6 credits)

- Choose any two History courses

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

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.

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: Roots and Reason: A Celebration of American Roots Music Traditions

The Liberal Arts Department sponsors and supports Africana Studies curriculum and programs. The 2009–2010 Africana Studies/Black Music Programming will examine Roots and Reason: A Celebration of American Roots Music Traditions. Artists include ten-time Grammy Award-winning Bobby McFerrin, best known for his 1988 hit song “Don't Worry, Be Happy”; premier banjo player Béla Fleck; jazz violinist Regina Carter; and West African guitarist and Berklee graduate Lionel Loueke.

Poetry Slam

The Liberal Arts Department sponsors the Poetry Slam Team and offers a Poetry Jam and Slam course.

FUSION Literary Magazine

FUSION: A Magazine of Literature, Music, Art, and Ideas is the literary voice of Berklee and is sponsored by the Liberal Arts Department.

Musical Theater

The Liberal Arts Department sponsors several courses in Musical Theater and Drama. In Advanced Scriptwriting Workshop and Advanced Theater Production Workshop, students write an original script and produce an original play about a major musical figure. In 2009, the production was entitled *Love and Hunger: A Play with Music about the Life of Billie Holiday*.

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 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.)

Acoustic String Festival

This program builds on the core curriculum of past String Fling programs, teaching improvisation to violin, viola, and cello players, but expanding that teaching to admit other instruments traditionally found in a bluegrass band, such as banjo, mandolin, and related instruments. Participants will have the opportunity to study with and be coached by world-renowned Berklee faculty and be trained in musical

elements necessary to perform at a high level in a wide range of roots music styles.

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, ensembles, master classes, concerts, and clinics. Participants can concentrate on one of the following styles: Afro-Cuban drum set or hand percussion, Brazilian drum set or hand percussion, West African percussion, fusion drum set, funk drum set, jazz drum set, rock drum set, marimba, vibraphone, total percussion, or steelpan.

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 technological issues affecting record companies, music publishing, talent management, and concert promotion. The workshop also covers web commerce, digital audio for websites, and the emerging DIY (do-it-yourself) business models.

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 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 250 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.

Grief and Loss Music Therapy Summer Institute

The Grief and Loss 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, current industry practices, and studio preparation. Participants will be provided the opportunity to create a demo DVD that displays a short animated segment accompanied by their own original composition.

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 Scoring to Picture, Multimedia Authoring, Desktop Digital Audio, Sequencing and MIDI Production, Making and Selling Your Own Recordings, Multitrack 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.

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 Dublin

Berklee in Dublin, in collaboration with Newpark Music Centre, is an improvisation workshop at Dublin Institute of Technology (DIT) in Ireland. The workshop is designed to teach the art of spontaneous composition—fundamental skills and techniques, stylistic considerations, and how it relates to a composer's craft. Participants will study with Berklee's world-renowned faculty. All types of musicians attend, from classical and Irish traditional to rock, pop, and jazz.

Berklee in Los Angeles

The Berklee in Los Angeles program will guide the aspiring musician in a variety of aspects in songwriting, stage performance, production, and the business of music. Through both

individual and team efforts, students will work through the processes and techniques involved in writing, producing, and marketing a song from conception to completion. Students will also be introduced to the fundamental procedures of a recording studio. 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. Only 12-week Berkleemusic courses taken for credit are eligible for transfer consideration. Students can transfer up to two 12-week Berkleemusic courses taken for credit 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.

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, log on to proarts.org, or call 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.

International Programs

The Office of International Programs (IP) develops and manages academic and institutional networks to enhance global musical exchange and shape Berklee's presence in the world. It does this by building relationships with international interest and conducting a variety of educational programs. These programs include the Berklee International Network (BIN); Curriculum Transfer Agreements (CTA); International Study Abroad (ISA); 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 Dublin; International Faculty Outreach and Exchange (IFX) programs; and Berklee Internet Radio Network Channel 5—"BIRN 5: The BIN on the BIRN." For further details, visit 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: Conservatorio Musical Souza Lima in São Paulo, Brazil; LAULA de Música Moderna i Jazz—Conservatori Liceu in Barcelona, Spain; Instituto de Música Contemporánea Universidad San Francisco de Quito in Quito, Ecuador; International College of Music (ICOM) in Kuala Lumpur, Malaysia; Jazz and Rock Schulen (JRSF) in Freiburg, Germany; Koyo Conservatory in Kobe, Japan; Music Academy International (MAI) in Nancy, France; Newpark Music Centre in Dublin, Ireland; PAN School of Music in Tokyo, Japan; Philippos Nakas Conservatory in Athens, Greece; Pop & Jazz Conservatory and Helsinki Metropolia University of Applied Sciences in Helsinki, Finland; the Rimon School of Jazz and Contemporary Music in Ramat Hasharon, Israel; and Seoul Jazz Academy in Seoul, Korea.

Berklee holds regular summits for all of its network partners every two years. 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 fostering the sharing of knowledge between partners and providing training courses for teaching contemporary music curriculum. These training sessions occur biennially during the years between 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. International A&I events are conducted in a number of countries, including Barbados, Ghana, Kenya, Panama, Russia, South Africa, and more. Our locations in Africa are part of the Africa Scholars Program. For more details on the Africa Scholars Program, visit 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. 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 may include a final performance and scholarship ceremony. For more details on these programs, visit 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.

International Faculty Outreach and Exchange (IFX)

International Faculty Outreach and Exchange (IFX) 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-311, COND-351, COND-361, COND-421, COND-498, LHAN-261, LHAN-266, 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

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	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/Diploma

CM-211 & 212	Tonal Harmony and Composition 1 & 2		2	2						
CP-211	Tonal Counterpoint 1		2							
CP-212	Tonal Two-Part Canon and Invention			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

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

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3		3			
History	Any two courses in history			3		3				
Mathematics/ Natural Science*	Any course in mathematics/natural science (LMSC prefix)*					3				
Social Science	Any course in social science (LSOC prefix)								3	
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

* LMSC-230 does not fulfill this requirement.

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 composition, arranging, scoring, and production techniques and practices. He/she 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 hybrid MIDI and digital audio workstations and professional 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, Latin, 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 electronic 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						
AR-112	Arranging 2				2					
CW-171	Groove Writing			2						
CW-261	MIDI Applications for the Writer				2					
CW-216	Vocal Writing					2				
CW-211	Writing for Sm. Ensemble				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-422	Advanced Production for Writers									2
CW-498	Directed Study in Contemporary Writing & Prod.									2
	Advanced Technology Elective *									2
	Approved Specified Elective**									2

* Advanced Technology Elective - select from the following: CW-435, CW-450, CW-461, FS-P370.

**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-305, CW-345, CW-435, CW-450, CW-461, CW-495, ET-351, ET-441, FS-221, FS-P370, 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	Tonal Harmony and Composition 1 & 2					2	2			
CP-211	Tonal Counterpoint 1					2				
CP-212	Tonal Two-Part Canon and Invention						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

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 Registration Manual.

Liberal Arts: 30 Credits Required for Degree

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3		3			
History	Any two courses in history			3		3				
Mathematics/ Natural Science*	LMSC-208 or LMSC-209*		3							
Social Science	Any course in social science (LSOC prefix)							3		
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

*All students planning to enter this major must demonstrate mathematics proficiency prior to enrolling in LMSC-208 or LMSC-209, either by achieving a passing score on the Math Proficiency Assessment or by achieving a passing grade in LMSC-230 (or its equivalent).

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, 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, 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						
CM-221	Techniques of Tonal Writing				2					
CM-231	Instrumentation & Score Preparation				2					
CP-213	Advanced Counterpoint				2					
FS-241	Analysis of Dramatic Scoring (must be taken with FS-361)						2			
FS-361	Computer/Synthesis Applications for Film Scoring (must be taken with FS-241)						2			
CM-311	Contemporary Techniques in Composition 1							2		
FS-340	Dramatic Orchestration for Film (must be taken with FS-341)							2		
FS-341	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	Advanced Scoring Techniques for Film & Video (must be taken with FS-375)								2	
FS-487	Directed Study in Film Scoring									2
FS XXX	Advanced Film Scoring Elective*									2
	Approved Specified Electives**									2

*Advanced Film Scoring Electives (select from the following): FS-433, FS-461, FS-468, FS-P471, or FS-475.

**Approved Specified Electives (select from the following): CM-312, CM-361, COND-351, COND-361, CW-237, CW-255, CW-341, CW-441, FS-131, FS-P251, FS-P271, FS-311, FS-343, FS-P371, FS-495, LHAN-312, MB-211, MP-210, PW-365, SW-345, 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	Ear Training 3 & 4 or									
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/Diploma

CM-211 & 212	Tonal Harmony and Composition 1 & 2		2	2						
CP-211	Tonal Counterpoint 1		2							
CP-212	Tonal Two-Part Canon and Invention			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*		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

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3			3		
History	Any two courses in history			3			3			
Mathematics/ Natural Science*	Any course in mathematics/natural science (LMSC prefix)*						3			
Social Science	Any course in social science (LSOC prefix)							3		
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

* LMSC-230 does not fulfill this requirement.

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, 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.

Score and Part Proficiency: As part of the jazz composition concentrate requirements, this proficiency must be completed in order to graduate. 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	Tonal Harmony and Composition 1 & 2						2	2		
CP-211	Tonal Counterpoint 1						2			
CP-212	Tonal Two-Part Canon and Invention							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*	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

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3			3		
History	Any two courses in history			3				3		
Mathematics/ Natural Science*	Any course in mathematics/natural science (LMSC prefix)*		3							
Social Science	Any course in social science (LSOC prefix)					3				
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

* LMSC-230 does not fulfill this requirement.

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
	Choose one track from the following:									
	<i>Management:</i>									
MB-331	International Industry Oper.: Record Companies					2				
MB-335	International Industry Oper.: Music Publishing						2			
	Approved Specified Electives***						2	2	6+	
	<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	6+	
	<i>Entrepreneurial:</i>									
MB-340	Business Startups					2				
MB-341	Creative Promotion through Media						2			
	Approved Specified Electives***						2	2	6+	

*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-P311, MB-345, MB-355 (only for MBUS majors who have taken MB-255), MB-375, MB-387, MB-P389, MB-391, MB-397, MB-405, MB-P425, MB-433, MB-P435, MB-P493 Entrepreneurial Practicum, MP-247, PM-340.

+Music business majors should complete 10 credits of Approved Specified Electives, 1 credit of which will be used to fulfill a portion of the general elective requirement in the degree program.

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 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	Tonal Harmony and Composition 1 & 2					2	2			
CP-211	Tonal Counterpoint 1					2				
CP-212	Tonal Two-Part Canon and Invention						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

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history			3		3				
History	Any two courses in history			3		3				
Mathematics/ Natural Science	Any course in mathematics/natural science (LMSC prefix)							3		
Social Science*	MB-225 International Economics and Finance*					3				
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

*MB-101 and LMSC-230 are recommended for MB/M majors. All students planning to enter this major must demonstrate mathematics proficiency prior to enrolling in MB-225, either by achieving a passing score on the Math Proficiency Assessment or in LMSC-230.

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	1				
ISWD-222	Clarinet Class				1						
ME-211	Elementary Class Methods				3						
ME-311	Secondary Class Methods						3				
ME-325 or ME-P327	Orff and Kodaly or Suzuki, Gordon, and Dalcroze: Approaches to Music Education						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	Vocal Methods & Materials								1		
ME-383	Survey of Vocal Music Literature									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		

*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	Tonal Counterpoint 1						2				
CP-212	Tonal Two-Part Canon and Invention							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

Ensemble/Lab: 5 Credits Required		2	2	2	2						
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*See First-semester Ensemble/Lab Enrollment section of the current Registration Manual

Liberal Arts: 33 Credits Required

English	LCOR-111 College Writing 1	3									
	LCOR-112 College Writing 2		3								
	LHUM-221 Prep. for MA Communication Skills Licensing Exam			3							
Art History	Any two courses in art history				3			3			
History	Any two courses in history				3			3			
Mathematics/ Natural Science*	Any course in mathematics/natural science (LMSC prefix)*							3			
Social Science	LSOC-211 General Psychology									3	
	LSOC-411 Child and Adolescent Psychology								3		
Philosophy	LHUM-475 Philosophy of Education										3

* LMSC-230 does not fulfill this requirement.

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, 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				2					
MP-214	Critical Listening Lab			1						
MP-215	Production Analysis Lab			1						
MP-225	MIDI Systems for Music Technology			2						
MP-212*	Principles of Audio Technology 2 (must be taken with MP-241)*					2				
MP-241	Mix Techniques Lab (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 (must be taken with MP-318)						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-322, MP-325, MP-351, MP-431, MP-456, MP-457, MP-458, MP-471, MP-475, MP-495, MTEC-222, MTEC-308, MTEC-321, MTEC-360, MTEC-383, MTEC-420, MTEC-455.

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	Tonal Harmony and Composition 1 & 2					2	2			
CP-211	Tonal Counterpoint 1					2				
CP-212	Tonal Two-Part Canon and Invention						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

English	LCOR-111 College Writing 1		3							
	LCOR-112 College Writing 2			3						
Art History	Any two courses in art history						3		3	
History	Any two courses in history				3			3		
Mathematics/Natural Science*	LMSC-208 or LMSC-209*		3							
Social Science	Any course in social science (LSOC prefix)							3		
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

*All students planning to enter this major must demonstrate mathematics proficiency prior to enrolling in LMSC-208 or LMSC-209, either by achieving a passing score on the Math Proficiency Assessment or by achieving a passing grade in LMSC-230 (or its equivalent).

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, or obtained from the Music Production and Engineering Department chair.

Music Synthesis

The music synthesis major provides immersive yet diverse experiences in creating music and audio using original electronic sound sources. The creation and manipulation of all sonic elements used in electronic music and sound design is the primary emphasis. Students learn and apply a wide variety of technical and musical concepts and techniques to a range of creative models that represent the career paths of music synthesis graduates. These career paths include audio design for video games/film/television, electronic music composition and production, interactive and mixed media, audio programming and software/hardware design, remixing, live performance, as well as education and graduate studies. Music synthesis graduates are prepared for rapid changes in the music industry and adaptable to new creative situations. Core curriculum is designed to immerse students in fundamental topics such as synthesizer functions and sound/patch design, mastery with MIDI and digital audio production tools, electronic studio recording and mixing, and electronic production aesthetics. A rich array of electives gives each student the opportunity to specialize in one or more areas of electronic production and design. Students complete their creative work in music synthesis facilities that include fully equipped labs/classrooms, multi-channel electronic mix studios, an ensemble rehearsal space, and a recital/presentation hall. World-class faculty members represent all styles and areas of the profession, and take an active approach to broadening students' technical and musical capabilities. A strong visiting artist program exposes students to industry professionals representing all areas of electronic production, while internships provide direct training opportunities. It should be noted that admission to the music synthesis major is competitive and 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 infor-

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

*Math proficiency required. MS-220, MS-223, and MS-225 must be taken after LMSC-208 or 209. See note under Liberal Arts.

**Approved Specified Electives (select from the following): CW-450, ENSB-317, ENSB-327, MS-210, MS-250, MS-P261, MS-330, MS-335, MS-337, MS-339, MS-340, MS-341, MS-351, MS-P353, MS-371, MS-373, MS-391, MS-413, MS-414, MS-426, MS-431, MS-461, MS-495, PW-365.

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	Tonal Harmony and Composition 1 & 2					2	2			
CP-211	Tonal Counterpoint 1					2				
CP-212	Tonal Two-Part Canon and Invention						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/3 Credits Required for Diploma

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3		3			
History	Any two courses in history			3			3			
Mathematics/ Natural Science*	LMSC-208 or LMSC-209*		3							
Social Science	Any course in social science (LSOC prefix)							3		
Liberal Arts Electives	Any two courses in liberal arts not already taken								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 LMSC-209. LMSC-208 or LMSC-209 must be taken prior to MS-220, MS-223, and MS-225. In lieu of a passing score on the Math Proficiency Assessment, a student must achieve a passing grade in LMSC-230.

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 or obtained from the Music Synthesis Department chair.

Music Therapy

The student majoring in music therapy will be prepared to practice as a professional music therapist. The student will develop strong foundations in music and clinical skills, e.g., principles of therapy, exceptionality, and the therapeutic relationship. Specific music therapy competencies include: client assessment, implementation of music therapy strategies, evaluation, documentation, termination, and interdisciplinary team work. After course work is completed, the student will engage in 1,040 hours of clinical internship at an approved site. 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 music therapy interventions for a wide variety of clients, as practiced in five field work assignments concurrent with course-work: in special education, elder care, research, psychiatry and medicine. The student will apply ethical principles and standards of practice in a quickly changing health care environment and mental health network. Students interested in music therapy must apply for admission to the Music Therapy Department before final approval of the declaration of major can be given. An application and instructions for the Music Therapy Interview and Audition may be obtained from the Music Therapy Department or online at berklee.edu/majors/music_therapy.html. 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)										2
	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	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	Tonal Harmony and Composition 1 & 2				2	2					
CP-211	Tonal Counterpoint 1				2						
CP-212	Tonal Two-Part Canon and Invention					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

English	LCOR-111 College Writing 1	3									
	LCOR-112 College Writing 2		3								
Art History	Any two courses in art history							3	3		
History	Any two courses in history							3	3		
Mathematics/ Natural Science	LMSC-424 Human Anatomy and Physiology									3	
Social Science*	LSOC-211 General Psychology*						3				
	Any additional course in social science (LSOC prefix)*							3			
Philosophy	Any additional psychology elective							3	3		

*LSOC-301 Behavioral Assessment and Observation and LSOC-421 Abnormal Psychology are part of the major requirements.

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 P5PC-425. Drum Set Performance majors must take P5PC-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	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 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	Tonal Harmony and Composition 1 & 2			2	2					
CP-211	Tonal Counterpoint 1			2						
CP-212	Tonal Two-Part Canon and Invention				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	1					
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*See First-semester Ensemble/Lab Enrollment section of the Registration Manual.

Liberal Arts: 30 Credits Required for Degree

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3			3		
History	Any two courses in history				3			3		
Mathematics/Natural Science*	Any course in mathematics/natural science (LMSC prefix)*							3		
Social Science	Any course in social science (LSOC prefix)								3	
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

* LMSC-230 does not fulfill this requirement.

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.

Approved Specified Electives*										
	Ensembles/Labs						2	2	2	
PM-375	Music Career Planning Seminar									2
PM-475	Final Project Seminar									2
PIXX	Private Instruction 5 & 6						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					
MTEC-111	Introduction to Music Technology	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				

*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	Tonal Harmony and Composition 1 & 2				2	2				
CP-211	Tonal Counterpoint 1				2					
CP-212	Tonal Two-Part Canon and Invention					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.

Liberal Arts: 30 Credits Required for Degree*

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3		3			
History	Any two courses in history				3		3			
Mathematics/ Natural Science*	Any course in mathematics/natural science (LMSC prefix)*				3					
Social Science	Any course in social science (LSOC prefix)							3		
Liberal Arts Electives	Any two courses in liberal arts not already taken								3	3

*LMSC-230 does not fulfill this requirement.

General Electives: 11 credits required for degree/31 credits required for diploma*

*Maximum number of ProArts credits is four for degree/diploma

**Maximum number of additional ensembles/labs credits are six for degree/diploma

***Maximum number of additional private instruction credits are four for degree/diploma

****Maximum number of additional liberal arts credits are 6 for degree/12 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.

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 or MTEC-112 or PW-P151	Technology Tools for the Writer or Applied Technology for Musicians or Introduction to Digital Audio Workstations				2					
SW-231	Arranging for Songwriters						2			
SW-361 or SW-362*	Song Demo Production Techniques or Advanced Song Production Seminar*						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**										

*With permission of the chair or course instructor.

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-112, MTEC-222, PIXX private instruction on guitar, voice, or piano as a secondary instrument, PST-351, PST-451, PST-471, PSVC-231, PW-P151, PW-161, ***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	Tonal Harmony and Composition 1 & 2				2	2				
CP-211	Tonal Counterpoint 1				2					
CP-212	Tonal Two-Part Canon and Invention					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

English	LCOR-111 College Writing 1	3								
	LCOR-112 College Writing 2		3							
Art History	Any two courses in art history				3		3			
History	Any two courses in history			3		3				
Mathematics/Natural Science*	Any course in mathematics/natural science (LMSC prefix)*	3								
Social Science	Any course in social science (LSOC prefix)						3			
Liberal Arts Electives	Any two courses in liberal arts not already taken							3	3	

*LMSC-230 does not fulfill this requirement.

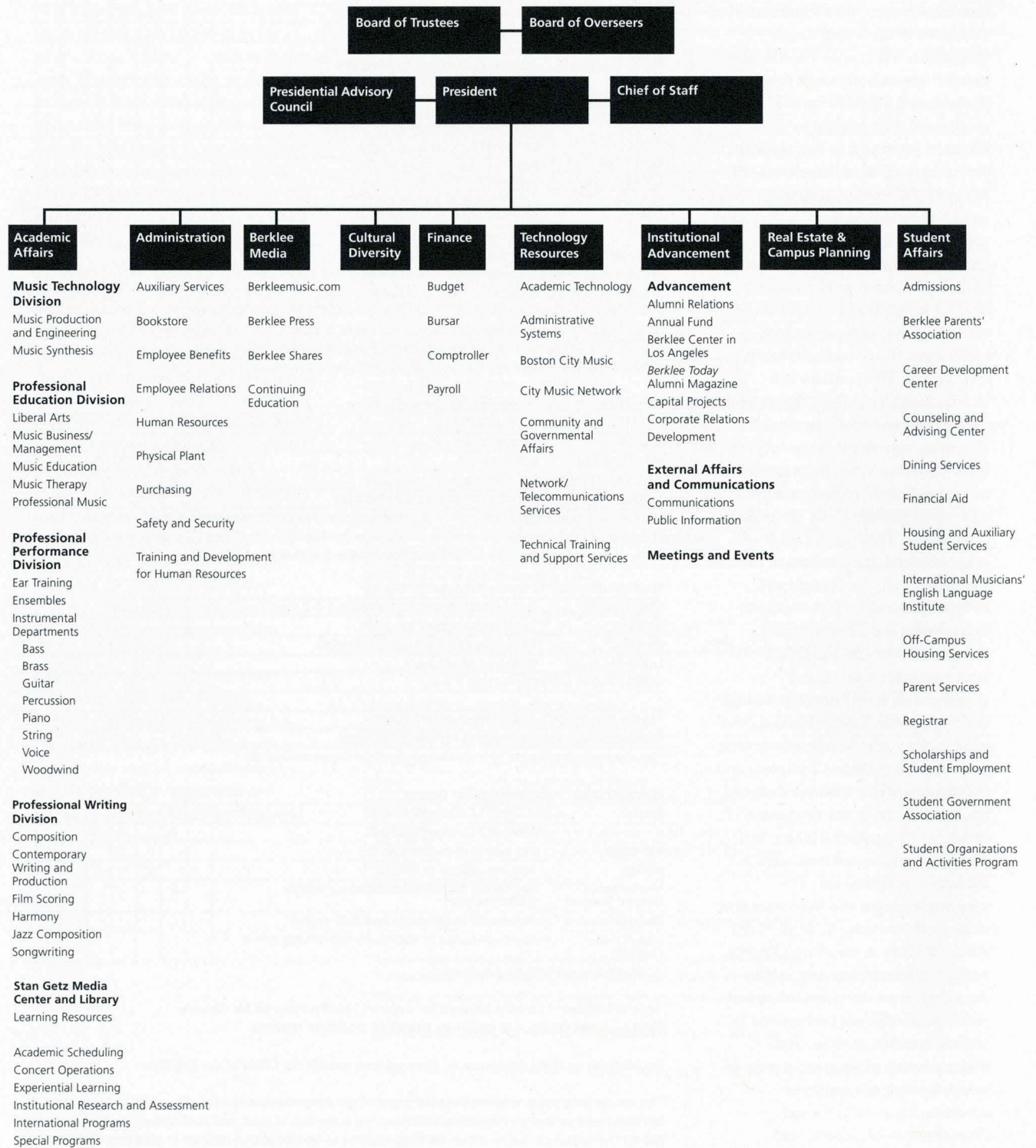
General Electives: 11 credits required for degree/31 credits required for diploma

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 or obtained from the Songwriting Department chair.

Administrative and Academic Structure and Governance



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Partner, The Tremont Group

Allan T. McLean

Chair Emeritus; Vice President, Lynch and Associates

Eli Newberger, M.D.

Physician

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Record Producer/Composer, Phil Ramone, Inc.

Alan D. Reese

Director and Head of Corporate Operations, Deutsche Bank Berkshire Mortgage

Carmichael S. Roberts Jr.

General Partner, North Bridge Venture Partners

Rhoda Sapers

Nursing Administrator (Retired)

Howard Shore

Composer

Paul Simon

Singer, Songwriter, and Composer

Janet Marie Smith

Senior Vice President of Planning and Development, Boston Red Sox

Bill Whelan

Composer, Riverdance

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Cofounder and CEO, Omni Schools Inc.

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Associate Vice President for Education Outreach/
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Dean of Continuing Education

Stephen Croes

Dean of Music Technology Division

Gary Haggerty

Dean of Learning Resources

Darla S. Hanley

Dean of Professional Education Division

Kari Juusela

Dean of Professional Writing Division

Matt Marvuglio

Dean of Professional Performance Division

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Assistant Vice President for Curriculum

Rob Hayes

Assistant Vice President for Public Information

Steven Lipman

Assistant Vice President for Student Affairs

Anthony Marvuglio

Assistant Vice President for Academic Technology

Marjorie O'Malley

Assistant Vice President for Institutional Advancement

Academic Department Chairs, Assistant Chairs, Administrative Department Directors, and Contract Services

Note: For the most current and complete faculty information, visit berklee.edu/faculty.

Academic Department Chairs

Bass

Rich Appleman, Chair
John Repucci, Assistant Chair

Brass

Tom Plsek, Chair

American Roots Music Program

Matt Glaser, Artistic Director

Composition

Gregory Fritze, Chair
James Russell Smith,
Assistant Chair

Contemporary Writing and Production

Matthew Nicholl, Chair
Andrea Pejrolo, Assistant Chair

Ear Training

Allan Chase, Chair
Roberta Radley, Assistant Chair

Ensemble

Ron Savage, Chair
Sean Skeete, Assistant Chair

Film Scoring

Daniel Carlin, Chair
Alison Plante, Assistant Chair

Global Jazz Institute

Danilo Perez, Artistic Director
Marcotullio Pignataro,
Managing Director

Guitar

Larry Baione, Chair
Rick Peckham, Assistant Chair

Harmony

Joe Mulholland, Chair
Thomas Hojnaeki, Assistant Chair

Jazz Composition

Ken Pullig, Chair

Liberal Arts

Camille Colatosti, Chair
Mike Mason, Assistant Chair

Music Business/Management

Don Gorder, Chair
John Kellogg, Assistant Chair

Music Education

Cecil Adderley, Chair

Music Production and Engineering

Rob Jaczko, Chair
Dan Thompson, Assistant Chair

Music Synthesis

Kurt Biederwolf, Chair

Music Therapy

Suzanne Hanser, Chair

Percussion

John Ramsay, Chair
Yoron Israel, Assistant Chair

Piano

Stephany Tiernan, Chair
Tony Germain, Assistant Chair

Professional Music

Kenn Brass, Chair

Songwriting

Jack Perricone, Chair

String

Melissa Howe, Chair

Voice

Jan Shapiro, Chair
Bob Stoloff, Assistant Chair

Woodwind

Bill Pierce, Chair

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Academic Services

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Accounting

Scott Langill

Administrative Systems

Sean Philpott, Senior Director

Alumni Relations

Karen Bell

Annual Fund

Stephen Rodriguez

Auxiliary Services

Chris Swezey

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Peter Gordon

Berklee Media, Chief Marketing Officer

Barry Kelly

Berklee Media, Chief Operating Officer

Robert Green

Berklee Media, Chief Technical Officer

John Mileham

Berklee Press, Chief Instructional Officer

Carin Nuernberg

Budgeting

Mark Wesley

Campus Capital Projects/Planning

Rena Wade

Career Development Center

Peter Spellman

City Music Boston

Krystal Banfield

College Hospitality and Special Events

Cynthia Bethune

Communications

Matt Skelly

Community and Governmental Affairs

James McCoy

Conptroller

Dana Ivy

Concert Operations

Cathy Horn, Senior Director

Corporate Relations

Beverly Tryon

Counseling Services

Suzanne Slattery

Employee Benefits

Jean Henkelmann

Employee Relations and Staffing

John Lew

Experiential Learning

Debra Gelinias

Faculty Development

Janet Chwalibog

Housing

William MacKay

Institutional Research and Assessment

Susan Coia Gailey

International Programs/Educational Operations

Jason Camelio

International Programs/Events Planning

Sharon Glennon

Learning Support Services

Pablo Vargas

Library Services

Paul Engle

Marketing and External Affairs

Janelle Browning

Media Relations

Allen Bush

Network and Telecommunication Services

Roy Galang

Operations and System Security - ISO

Joshua Singletary

Payroll

Lorraine Burns

Performance Technology

Sandra Scoccia

Physical Plant

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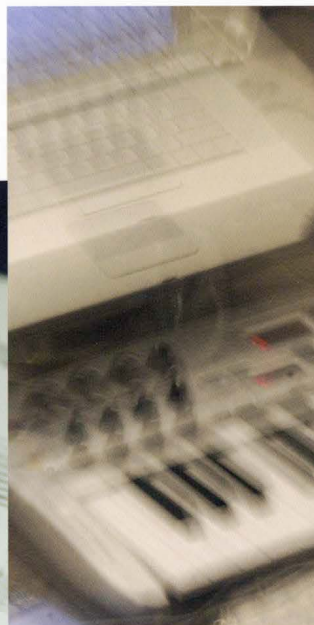
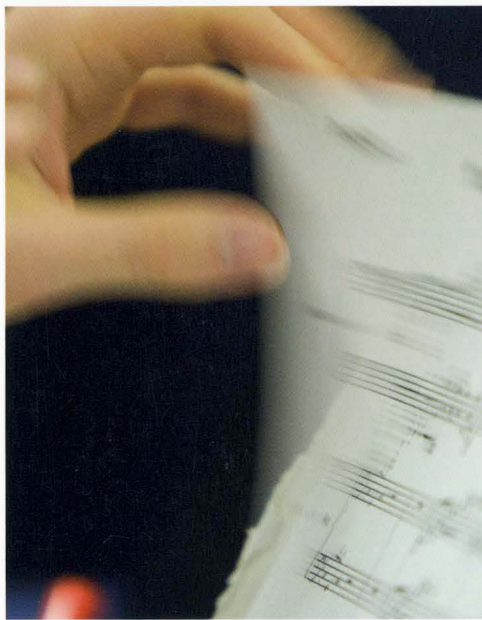
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