

The logo for the Cleveland Institute of Music, featuring the lowercase letters 'cim' in a blue, serif font.

CLEVELAND INSTITUTE OF MUSIC

Joel Smirnoff, President

CIM STUDENT HANDBOOK 2010-2011



**Conservatory Student Handbook
2010-2011
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Facilities

Buildings

Main Building

The lower floor of the main building contains practice rooms (lettered A-Z, AA- etc.; teaching studios; student lockers; the Technology Learning Center (computer lab); the Mailroom; practice organs (Rms. 8 and OO); the Orchestra Library; the CIM Music Store; the Piano Technician Workshop; the Maintenance Department; access to Mixon Hall backstage area.

On the main floor are the Security/Room Control desk, administrative offices, teaching studios, Recording Services, the entrance to Robinson Music Library, the Eurhythmics studio (Rm. 113), the Box Office (Room 102a), and the 539-seat Kulas Hall. New in 2007-08 and adjacent are the 235-seat Mixon Hall and the Robert & Jean Conrad Audio Control Room. Mixon Hall's Pogue Lobby includes a secondary security desk and switchboard receptionist.

The second floor has classrooms, teaching studios, administrative offices (Opera, Orchestra, Suzuki), entrances to the Kulas organ loft and Kulas Hall audio control room, and additional student lockers.

Fred A. Lennon Education Building

Located on the lower level are percussion studios and practice rooms, Distance Learning studios, an electronic music studio/classroom; and the studio/classrooms for the CIM Audio Recording Department. The first floor contains practice rooms including an ensemble rehearsal room; administrative offices for Admission, Marketing, Development, and Preparatory/Continuing Education; McAfee Conference Room; a lounge and terrace; and "Vendo-Alley."

Cutter House

CIM's residence hall houses approximately 100 Conservatory students. Also located in Cutter House are a classroom, the Career Resource Center, the Counseling Service Office, the offices of the Distance Learning Department, and the Composition Department's computer lab.

Hazel Drive Annex

Adjacent to the Lennon Building, Hazel houses several teaching studios and 15 practice rooms. Entrance is by card-access only.

CIM's main and Lennon buildings, Hazel, and the common areas in Cutter House may not be used for non-CIM activities, including religious activities.

Hours

Subject to change on concert evenings, during vacations, and when deemed necessary by the school administration, hours during the academic year are as follows:

Main Building

- Monday through Thursday, 7:15 am - 12:00 am
- Friday, 7:15 am - 11:00 pm
- Saturday, 7:45 am - 11:00 pm
- Sunday, 11:00 am - 11:00 pm

Hazel Drive Annex

- Monday through Friday, 8:15 am - 11:00 pm
- Saturday, 8:00 am - 10:00 pm
- Sunday, 11:15 am - 10:00 pm

Vacation building hours are published in advance of each vacation period, and daily building hours are included on the bi-weekly calendar which is posted on the bulletin boards.

Closing

During or after heavy snows, CIM may be forced to close. Students should consult local television/radio stations (WCLV, 104.9 FM) or CIM's website (www.cim.edu) or call the school to ascertain building access. On occasion, Preparatory teaching is cancelled, but the building remains open for Conservatory activities. Students should check the website closely to determine what applies to them. CIM makes every effort to accommodate the rescheduling of recitals cancelled during building closures.

Security

CIM strives to create and foster a safe and nurturing environment on its campus, and, in conjunction with CWRU and University Circle Incorporated, within the University Circle area. Students have a responsibility to assist in this process by exercising vigilance and common sense. Specifically, students should be certain to:

- Carry the CIM ID card at all times.
- In CIM buildings, be aware of suspicious situations and report any suspicious activity to Security or a member of the maintenance or administrative staff.
- Avoid the temptation to intervene.
- Keep instruments and other valuables secure, never leaving them unattended.
- Obtain commercial insurance protection for valuable property. Instrument insurance is essential.
- Use common sense when traveling after dark, both on and off campus, walking with someone and avoiding unlighted and unpopulated paths of travel.
- Refrain from carrying excessive amounts of cash or other valuables.
- Be aware of and avoid suspicious persons or situations.
- Learn the location of campus phone boxes along usual paths of travel; learn emergency phone numbers, etc.
- Take full advantage of security mechanisms such as the CWRU Auxiliary Patrol Escort Service (5:00-11:30 p.m., Monday through Friday, phone 368-3333 or campus extension).

Security Report

In compliance with the Federal Crime Awareness and Campus Security Act of 1990 (amended in 1992 and 1998 to include the Campus Sexual Assault Victims' Bill of Rights), CIM publishes annually a Campus Security and Safety Information Report and distributes it to every CIM student electronically.

Emergency

An emergency should be reported to Security; additional staff are notified to provide appropriate assistance. Cutter House residents should notify Case Police and the RD or RA on call for emergencies that occur in Cutter House.

The University Circle Police (791-1234) should be summoned; they can provide first aid and transportation to the Health Service or University Hospitals' Emergency Room. Campus Police may also be called (368-3333 or x3333); they can be on the scene within a few minutes (usually less than five).

Useful emergency information:

- First Aid (cuts, minor burns, etc.)—Ask at a Security Desk for use of the First Aid Kit.
- Health Service Dispensary—(2145 Adelbert Road) Open Monday through Friday 9:00 a.m. to 4:30 pm; 368-2450. (See Conservatory Catalog or University Health Service brochure for details.)
- Fire—Sound a fire signal by pulling down the handle of one of the fire alarm boxes in the hallways.
- City of Cleveland Fire Department: Dial 911 (emergency) or 621-1234 (non-emergency). A single touch to a button on Code Blue telephone posts on CWRU's campus results in a direct connection to the CWRU Police. The button also activates a strobe light that guides officers to the precise location. Generally a response takes less than one minute.
- A single touch to a button on Code Blue telephone post results in a direct connection to the University Circle Police Department. The button also activates a strobe light that guides officers to the precise location. Generally a response takes less than one minute.
- Off-campus, emergency assistance is available immediately by dialing 911 from any regular-access phone and providing details of the emergency situation.
- Ambulance, University Circle Police: 791-1234
- Cutter House Emergency Maintenance: Contact RD or RA, or call CIM Security during open hours or Campus Police at 368-3333 after CIM building hours.
- Mental Health Emergency, Counseling Service and Collegiate Behavioral Health: 368-5872
- Poison Control Center: 231-4455
- Cleveland Rape Crisis Center: 391-3912
- Suicide Prevention: Counseling Service & Collegiate Behavioral Health, 368-5872

Additional Facilities

Libraries

Robinson Music Library. CIM's library provides materials and services to support undergraduate and graduate conservatory curricula. The collection contains approximately 52,784 volumes of books and music, 27,909 audio-visual titles, including CDs and DVDs, and 110 current periodical subscriptions. One of the positive aspects of the Joint Music Program is that CIM's resources are supplemented by those of CWRU's Kulas Music Library, which is available to CIM Conservatory students and faculty. In addition, interlibrary loan service is provided, enabling faculty and students to borrow materials from libraries nationwide. See the library section of the CIM website for links to many electronic resources.

During the academic year, Robinson Music Library hours, with the exception of holidays, are as follows:

- Monday, Wednesday, and Friday: 8:00 a.m. - 5:00 p.m.
- Tuesday & Thursday: 8:00 a.m. - 9:00 p.m.
- Saturday: 10:00 a.m. - 4:00 p.m.
- Sunday: 4:00 p.m. - 8:00 p.m.

Summer Hours:

Monday - Friday: 10:00 a.m. to 3:00 p.m.

Saturday/Sunday: Closed

CIM Library books and scores are intended for the use of all students and faculty. Materials are provided for study, but library music is not a substitute for the purchase of important repertoire in the student's major field. A borrower should not write in or otherwise mark library material. Parts returned with markings are considered damaged and replacement fees charged accordingly.

CWRU Libraries: Of most interest to CIM students are the Kulas Music Library (Haydn Hall) and Kelvin Smith Library, where the humanities collection is housed. A CIM picture ID card with validation sticker is required for access. CIM students are responsible for compliance with all CWRU library regulations. During the academic year, Kulas Music Library hours, with the exception of holidays, are as follows:

- Monday and Wednesday: 8:30 a.m. - 9:00 p.m.
- Tuesday, Thursday, and Friday: 8:30 a.m. - 5:00 p.m.
- Saturday: 10:00 a.m. - 4:00 p.m.
- Sunday: 1:00 p.m. - 5:00 p.m.

Summer Hours:

Monday-Friday: 8:30 a.m.-5:00 p.m.

Saturday/Sunday: Closed

Kelvin Smith Library is open 24/7 during the academic year, with card access only after 6 pm.

Summer Hours (6/1-8/22):

Monday-Thursday: 9:00 a.m.-8:30 p.m.

Friday-Saturday: 9:00 a.m.-5:30 p.m.

Sunday: Closed

Orchestra Library: The Orchestra Library is located in Room 3 on the lower level of the main building and is open from 1:30-4:00 pm, Monday through Friday during the regular school year. Parts can be requested at orchlib@cim.edu.

Technology Learning Center (TLC)

Located in Room 20 of the main building, the Technology Learning Center (TLC) is a comprehensive music technology computer lab and classroom open to all CIM students, faculty, and staff for use in assimilating technology in the pursuit of academic and professional goals. You need to bring a valid CIM ID card in order to use the TLC.

The TLC is equipped with ten Dell computer stations, all with Finale and Sibelius, MacGamut, Microsoft Office suite, laser printing, headphones, MIDI keyboards and access to the Internet for research or email. The board inside the TLC is the most current place to go for up-to-date information and policies. There you will find current hours posted and policies. No food or drink are allowed in the TLC. Lab monitors will be on duty to assist you.

Through CIM's partnership with Case, CIM students may also access the Macintosh/MIDI lab located at the Case Music Department, and the computer lab located in Nord Hall on the Case campus. Case will have up-to-date information about their lab hours, policies and any fees, such as for printing.

Concert Halls

CIM's performance halls (Kulas Hall and Mixon Hall) are managed by the Concerts and Events Office and may be reserved by conservatory students for required degree recitals and other Professional Studies projects. (See page 27, Recitals and Professional Studies Projects, for scheduling procedures and deadlines.) Recording sessions (up to 6 hours per year) and recital dress-rehearsal time may also be scheduled in advance. In addition, any available time on a given day may be scheduled that day for CIM-related activities. Daily hall schedules are posted outside the Concerts and Events Office by 8:30 am Monday through Friday. Up to three hours may be claimed on a first-come, first-served basis. After office hours, please sign-up at the Main Security Desk. The following regulations apply:

Use of the performance halls is prohibited unless officially scheduled with the Concerts and Events Office. Unauthorized use of these facilities is grounds for disciplinary action.

Whenever possible, a student stage manager will be scheduled to assist users with activities scheduled in advance - e.g. dress rehearsals, classes, recitals, master classes. For activities that are not scheduled in advance, the hall is available "as is". This means that there will not be anyone scheduled who can change the settings of the acoustic draperies or sun shades in Mixon. In addition, users in both halls will be responsible for set-up and strike of chairs, stands, etc. needed for their activities. Following use of the hall, the stage must be left clear except for a piano.

Due care must be taken when using or moving concert grand pianos and harpsichords residing in the halls. When moving the keyboards, it is recommended to have two people. If moving them through doorways, please do so with the cover on.

Students should contact the Concerts and Events Office with any concerns or needs related to concert instruments or equipment (piano tuning, burned out lights, etc.)

The pre-programmed rehearsal lighting in both halls is sufficient for activities other than performances. For instruction on rehearsal lighting controls see Concerts & Events staff during business hours.

No food or drink is permitted in the performance halls; nor is it permitted on stage or in the backstage areas.

Large Rehearsal Rooms

The Concert and Events Office also manages three large rehearsal rooms - 113 and 217 in the main building, and the Lounge in the Hazel Annex. The same scheduling and usage procedures and policies apply.

Practice Facilities

Practice facilities are an essential component in the professional preparation of musicians. To ensure their safe and effective use by all students, the following regulations apply for CIM practice facilities:

- Only currently registered and enrolled CIM students may use practice rooms (see Hours, page 7).
- All practice rooms/studio doors must be unlocked when occupied. Eating and drinking are prohibited in these spaces.
- A practice room that is to be vacated for more than 15 minutes must have all personal belongings removed so that others may practice. (Instruments and belongings left unguarded cannot be considered safe.)
- Practice rooms are to be occupied only by practicing students; socializing should be done away from the practice area.
- Practice room windows are not to be covered.
- Practice rooms are not available to students for unauthorized teaching of private students. Such use of facilities presents an institutional liability issue and is grounds for disciplinary action.
- Permission is required for practice in teaching studios. Studio time must be reserved in advance with Security (see Keys).
- Some teaching studios designated primarily for use by a single department are available only to students of those respective departments.
- Students utilizing practice organs must wear organ shoes and must not touch organ pipes.
- Students may request the repair and/or tuning of pianos. A request for piano tuning and/or maintenance can be made by emailing CIM Piano Technician Jeff Krill at jxk66@case.edu, or by calling ext. 256.
- Cutter House residents are encouraged to practice in their rooms during posted hours.

Through an agreement with Cleveland Music School Settlement (CMSS), located at the north end of Hazel Drive, CIM students have access to additional facilities between the hours of 10 am and 2 pm, Monday through Friday. Access to CMSS rooms requires leaving a CIM ID at the front desk. CIM underwrites the cost of these practice facilities.

Lockers

Three types of lockers-regular, half-sized (for books, coats, small instruments), and over-sized (for larger instruments) are located on the lower and upper floors of the main building. Preference is given to non-easily transported instruments in the assignment of over-sized lockers. Lockers are equipped with combination locks and pre-assigned by the Registrar's Office; notification is placed in student mail folders prior to arrival. *There is no additional storage for large-instrument cases; cases too large for locker storage must be stored off site.*

Meal options

Students residing in Cutter House are required to participate in the CWRU board plan. Meal plan information can be found here: <http://www.cim.edu/assets/downloads/college/mealplan.pdf>. Off-campus residents may purchase meals separately at CWRU cafeterias and snack bars or participate in one of the University's board plans.

There are numerous coffee shops and restaurants located within three blocks of CIM (<http://www.case.edu/finadmin/security/auxiliary/locations.htm>). Many accept Case Cash, a system that permits use of the ID card as a debit card. Case Cash may be purchased as part of the board plan or separately through CWRU Campus Services.

The following link contains a list of many locations and businesses that accept CaseCash: www.caseonecard.com/BbOne/CWRUCard/Locations.htm. For more detailed information on Case Cash, please go to the following site: www.caseonecard.com.

Telephones

Main Building: Student telephone calls may not be made from studio/office phones. Student teachers calling out on official business place calls through the Receptionist. Students utilizing the school telephones for personal calls are subject to disciplinary action.

Cutter House: Each room has a private telephone line enabling residents to make local calls. Outgoing long-distance service is not available; rather, students use calling cards or their cell phones. Residents may not make long-distance phone calls on Cutter House phones unless they have registered for a CWRU phone, the call is collect, or a calling card is used.

Useful Telephone Numbers:

- CWRU Music Department (216-368-2400)
- Severance Hall Box Office (216-231-1111)
- Cleveland Museum of Art (216-421-7340)
- Cleveland Music School Settlement (216-421-5806)

Recreation Facilities on Campus (CWRU)

Upon presentation of ID card CIM students may access all recreation facilities. For more information on these facilities, please refer to the following site:

<http://studentaffairs.case.edu/athletics/facilities/veale.html>.

The One-to-One Fitness Center (<http://onetoone.case.edu>) is available to CIM students with the payment of a membership fee.

Thwing Center (CWRU) (<http://studentaffairs.case.edu/thwing>)

A student union providing a variety of programs, services, and facilities, the Center is named for Charles Franklin Thwing, who was president of Western Reserve College from 1890 until 1921. It houses meeting rooms, The Jolly Scholar, the Mather Gallery, the University Bookstore, a Post Office substation, an elegant ballroom, lounges for study and programs, a television lounge with a large-screen receiver, a graphics and craft center, cross-country ski rental, a recreation and game room, a ride board, an information and candy counter, a commuter lounge, and space for student organizations and publications.

Equipment, Instruments, and Furniture

Harpsichord/Celesta

CIM has harpsichords in each concert hall and in two teaching studios. These are not to be moved from one room to the other unless there are extenuating circumstances and advance approval is required from the Concerts & Events Office. Practice time in the studios can be arranged at the Security/Room Control Desk. There are celestas in Kulas Hall and stored by the Concerts and Events Office. These can be moved to the appropriate concert hall for performances if arrangements are made in advance. With the exception of use by harpsichord majors, the following apply to the use of CIM harpsichords and celestas:

Undergraduates may utilize harpsichord in either Junior or Senior recitals, but not both; Master's candidates, in one of the required recitals; Artist Certificate, and Artist Diploma, Professional Studies, and Doctoral candidates, in any two of the three required recitals.

Intent to use harpsichord or celesta in a student recital must be indicated on the Recital Reservation Form at the time of recital scheduling; failure to do so could mean that instrument is not available, tuned, etc.

Rehearsal with harpsichord or celesta must take place in locations where the instruments typically reside.

When recital rehearsals with harpsichord or celesta take place in Kulas or Mixon Hall, the time is considered part of the maximum allotted in the halls for recital rehearsal.

Touch-up tuning is scheduled prior to each recital (weekdays only) in which a harpsichord is utilized.

Please remember that harpsichords and celestas are delicate instruments and must be handled with care to preserve tuning and condition. It is recommended that two people move these instruments.

Instrument Loan

CIM owns various orchestral instruments available for student loan through a sign-out procedure in the Office of the Dean. The student is responsible for the care and maintenance of the instrument during the loan period, and instruments must be returned to CIM at the end of the agreed upon loan period. Instruments are loaned only to assist students in completing CIM-related activities; they may not be taken out of town or given to anyone else for use without the specific consent of the Dean. Even with such consent, the user of record remains responsible for the instrument until it is returned and checked in.

Keys

During certain times of the day, teaching studios may be available for student practice and rehearsal. A student must leave a currently valid CIM ID card at the Security/Room Control Desk to receive the studio key. After studio use, the key must be returned immediately to the Security/Room Control desk, where the ID card can be retrieved.

Studios and classrooms must be left in good order upon completion of use with chairs and stands returned to their original locations. Pianos are not to be moved, and food and beverages may not be brought into these spaces.

Some studios are either fully or partially restricted (see Appendix A for Room Usage Rules).

For some of the fully restricted studios, a student is allowed to obtain a key for use for the academic year; a \$75 key deposit is required, and a Key Deposit Contract must be signed for by the student. Keys must be returned in good condition at the end of the academic year.

The office of the CIM Conservatory Registrar is the sole determiner that a student is currently enrolled and in good financial and academic standing and therefore permitted the use of a designated studio.

Music Stands, Chairs, and Piano Benches

Each studio is equipped with a sufficient number of music stands, performance chairs, and piano benches for regularly scheduled activities. It is recommended that students carry wire stands, in case additional stands are needed for your rehearsal. Do not move stands from one room to another. The stands, chairs, and benches located in Kulas and Mixon Halls must not be removed under any circumstances.

CIM equipment may be borrowed for off-site CIM activities by completing an Equipment Agreement Form. Forms may be obtained from Marjorie Gold in the Concerts and Events Office. This form must be presented to Security before departure from the building. A replacement fee is charged for any equipment not returned by the specified date. Note: Unauthorized removal from CIM premises of CIM-owned equipment is considered an act of theft and treated accordingly. In addition to prosecution, students face serious internal disciplinary sanctions.

Policies and Procedures

Enrollment

Intent to Re-enroll and Tuition Deposit

To maintain balanced enrollments that enable CIM students to pursue ample pre-professional opportunities, it is essential that students confirm their intention to re-enroll for the following school year. (CIM does not guarantee either enrollment space or the availability of scholarship or other financial aid for those not confirmed.) A student confirms his/her intent to re-enroll by doing all of the following:

- Paying the tuition deposit (currently \$100.00 for students returning to the same program; \$250.00 for students returning to a new program of study) by the prescribed deadline (February 1st for returning students and April 15th for those returning in a new program).
- Submitting additional forms as required by the Financial Aid Office.
- Pre-scheduling for the Fall semester.

Summer Session

From early June to mid-July CIM offers a six-week Summer Session open to college-level students. Transient students from other schools are admitted for appropriate study, and credit for such work may be transferable. All college-level students must file as appropriate either a regular Application for Admission or a Transient Student Application and complete successfully the required placement examinations.

Any courses offered in music theory or eurhythmics comprise one semester's work. Depending upon the availability of faculty, private instruction is offered in some performance areas. Credits earned during the Summer Session may be applied toward CIM degree requirements. A full-time load in the Summer Session consists of six credit hours for undergraduate students and five credit hours for graduate students.

Tuition for course work is charged on a per-credit-hour basis, corresponding to the cost per credit during the preceding academic year. Fees for non-credit study vary according to instructors' individual rates. A Comprehensive Summer Usage Fee also is charged. (See Finances section of the CIM Catalog.)

Case Western Reserve University facilities, services, health program, and summer course offerings are available to CIM students. CWRU catalogs and summer course rosters are available from the Conservatory Registrar after April 15.

Master of Music Overlap Degree Option

Undergraduate students considering the CIM Master of Music Degree may wish to consider the five-year MM Overlap Degree option that permits students to take graduate course work during their fourth year of undergraduate study. Students are approved through the Office of the Dean. Any student accepting a place in the overlap program makes a commitment to attend CIM for a fifth year for completion of their Master's degree.

In order to apply, students must be on track to graduate with their Bachelor of Music in the expected four-year time frame and should consult with their principal instructor for assurance that such application is warranted. Application for the MM Overlap Degree must be completed by December 1st of the third year (BM3) of study through the Office of the Registrar.

Mid-semester Reports

The grades of students doing below-average work in their courses are reported at mid-semester to the Conservatory Registrar. Students and their major instructors and advisors are notified of such unsatisfactory progress. These grades are not recorded on official transcripts but function as an early warning and advice about the need for appropriate corrective action.

Advising and Registration

Academic advising, an integral part of the pre-registration process, is coordinated by the Conservatory Registrar and the Associate Dean for Student Affairs. Students are assigned an advisor and consult with him/her during the pre-registration period to receive guidance in fulfilling curricular requirements. During the pre-registration period prior to the final semester of study, graduating seniors are required to undertake a final course-of-study review with the Conservatory Registrar in order to ensure completion of degree requirements. It is a student's responsibility to schedule this review.

In November and April, currently enrolled, returning students pre-register for their next semester of study. Pre-registration dates are published in the Academic Calendar, and reminder notices are sent and posted. Registration is completed online through Self-Service accounts, and all registration for CWRU classes is coordinated through the Conservatory Registrar's Office.

Credit by examination

CIM awards Advanced Standing Credit by examination when appropriate and warranted. Regulations and testing procedures are determined by the various individual CIM and CWRU departments and/or divisions. Students interested in CIM/CWRU Advanced Standing Credit by Examination procedures should consult the Conservatory Registrar.

Financing a CIM Education

Financial Aid: Most financial-aid awards are "packaged," any many include scholarship and self-help funds, such as loans and work study. Students seeking financial aid for the following academic year must apply by February 1 using materials available from the Director of Financial Aid. All students are required to complete a CIM Intent to Re-Enroll Form. The Free Application for Federal Student Aid (FAFSA) must be filed each year if any federal aid is sought. If only renewing scholarship, the FAFSA is not required in subsequent years. Renewal aid offers are posted to each student's online NetPartner account in March/April. Students must login to formally accept and/or decline each line item of aid offered.

Tax laws require that a student receiving service scholarships or fellowships as a component of a financial-aid package have appropriate levels of deductions made before such work-related grant monies can be applied toward an individual tuition account. Only the amount of the award after taxes can be deducted from tuition; the exact amount varies among individual students. In addition, scholarship or grant money in excess of tuition and fees is subject to taxation as income. Even though taxes must be withheld initially, it is possible to file a return on both federal and state taxes for potential refund of a portion of the deducted amount. All students receiving these awards are required to complete new-hire tax forms, along with additional financial aid information prior to the first day of work.

Financial-aid awards are not renewed automatically, and students must re-apply annually—between January 1 and March 1—by filing the materials listed above, plus any supporting documents; materials are available from the Financial Aid Office before the close of the fall semester. A tuition deposit is due by February 1st in order to receive a financial aid offer and to secure a place in the class for the following school year. The deposit is refundable only before May 1st and by petitioning the Conservatory in writing.

In addition to regular financial aid resources, the following special funds made possible through the loyalty and generosity of two important CIM support groups are available to assist students:

- The CIM Alumni Association Student Assistance Fund: Provides one-time assistance to CIM students for travel costs associated with professional auditions. Each award is limited to \$250.
- The CIM Women's Committee's first priority with its Student Assistance Fund is to help full-time students or Young Artists with the expense of attending competitions.
- Travel assistance to festivals and workshops is available only to full-time students having completed their junior year who have applied by March 31st. Upon completion of travel, official documentation of attendance is required, and failure to comply results in a requirement to return the awarded amount.

For details, or to request an application, please inquire in the Development Office.

Loans: Various types of loans are available to assist students with the costs of education. Funds administered by CIM (Federal Direct Stafford, and Federal Direct PLUS Loans) are awarded as part of an annual financial-aid package per eligibility from that year's Free Application for Federal Student Aid (FAFSA). For details, consult the Conservatory Catalog.

Maintaining Good Standing

Students must maintain good standing at CIM including achieving and sustaining a minimum grade-point average (see Conservatory Catalog), making satisfactory progress toward completion of their program(s) of study on the way to timely graduation within the time stipulated in the statute(s) of limitations, developing artistically in a manner consistent with earning a B- or better in private study, and ensuring prompt payment of all monies owed the school. Failure to maintain good standing academically, artistically, or financially leads to probation, possible loss of financial aid, and, ultimately, to separation from the Cleveland Institute of Music.

Leave of absence

Students who find it necessary to interrupt their program of study for medical, financial, or personal reasons, and who plan to be absent from school for not more than two consecutive semesters, must consult with the Conservatory Registrar and obtain and submit a Request for Leave of Absence. The form contains all regulations governing Leaves of absence. An official Leave of Absence must be granted by the Dean for the student to resume study without having to re-apply and re-audition for admission. Students on a Leave of Absence must pay fees for use of CIM facilities.

Students on Leave of Absence for medical/psychological reasons may be required by University Counseling Services and Collegiate Behavioral Health to complete an assessment prior to their return to studies. This requirement is coordinated by the Associate Dean of Student Affairs.

A student permitted to be on leave for more than one semester also may be subject to re-evaluation and placement testing to ensure retention of material learned previously. A student on leave for more than two consecutive semesters is subject to all admission requirements pertaining to new applicants, including audition and admission examinations, and to any new curricular requirements then in effect.

Students taking a Leave of Absence who have received Federal Direct Stafford loans are required to begin repayment of their loans after six months absence from CIM. Students with Federal Perkins loan funds are responsible for repayment of this loan after an absence of nine months. PLUS loans do not have a grace period.

Students who unofficially withdraw from school and subsequently desire to re-enroll must meet all admission requirements, including application, audition, and admission examinations. Such students are governed by regulations contained in the current Conservatory Catalog.

Withdrawal from Courses or School

Registration in a course can be achieved only by following prescribed registration procedures. Similarly, after registration, withdrawal can be accomplished only by completing the official withdrawal process. *Note: Cessation of attendance does not constitute official withdrawal, and the student who "disappears" from a course in this manner receives a failing grade for the course. Informing the instructor of withdrawal does not constitute official withdrawal. Withdrawal*

can be accomplished only through the Conservatory Registrar. Late withdrawals (after the deadline) are not possible.

Official withdrawal from school is accomplished only upon submission of written notification to the Conservatory Registrar, indicating the reasons for and effective date of withdrawal. The official withdrawal date for billing calculation and other legal purposes is the date appearing on the aforementioned letter of notification.

Students who withdraw completely before the semester is over must meet with the Director of Financial Aid to ascertain the effect of their departure on financial aid they may be receiving. CIM follows the Federal Guidelines for Return of Title IV Aid.

Probation

Probations are of three types, academic, artistic, and disciplinary and are assigned to students who fail to maintain good standing and/or violate a provision of the Code of Conduct or carry a financial-account balance. Academic and artistic probations become part of students' permanent records; students can move off these types of probation if they return to good standing within a semester. A second semester on academic probation results in loss of scholarship. (See also the Conservatory Catalog for complete details.)

Separation

A student failing to return to good standing during a second semester on probation or committing additional infractions of the Code of Conduct faces separation from CIM. CIM reserves the right to separate a student immediately should serious academic, artistic, disciplinary, or financial circumstances warrant such action.

Part-time Enrollment

New students are admitted for full-time study only, and current students must remain full-time. In unusual circumstances, students may be enrolled part-time only in their final semester of study, and then only if residency requirements have been fulfilled. Part-time students are billed by the credit hour at the current per-credit rate for all study. An undergraduate student carrying fewer than 12 credits is considered part time. A graduate student carrying fewer than 9 credits is considered part-time. All petitions for part-time study must be approved by the Dean.

Part-time students are not eligible for institutional financial assistance or scholarship awards. Because a change from full-time to part-time study can affect deferment of education-loan repayment, students receiving financial aid who are considering a change of status (full-time to part-time) should consult the Financial Aid Director. The Dean and the Conservatory Registrar also must be consulted regarding any prospective change of status.

Cross-registration at Area Colleges

CIM cooperates with other northeast Ohio institutions in a cross-registration process enabling full-time undergraduate students to take course work (one course per semester/quarter) at another school. Participating colleges are:

Baldwin-Wallace College	John Carroll University
Cleveland College of Jewish Studies	Kent State University
Cleveland Institute of Art	Lake Erie College
Cleveland State University	Lakeland Community College
Cuyahoga Community College	Notre Dame College, Ohio
David Myers College	University of Akron
Hiram College	Ursuline College

Commencement

Commencement Policy

Commencement ceremonies are held in May. Students are required to confer with the Conservatory Registrar during the pre-registration period for the semester just prior to the expected date of graduation to ensure that curricular and credit requirements have been and/or will be met by the end of the final semester of study. All spring-semester graduating students are expected to attend the May Commencement ceremony.

Students who have fewer than four (4) credit hours remaining for degree-program completion may petition the Dean of the Conservatory to be permitted to participate in Commencement exercises. These students' names appear in the Commencement Program, but no diploma is awarded until all degree requirements are fulfilled.

Caps and gowns are provided (rented) by CIM; diplomas are printed in the spring of each year. Students who complete programs in time for July or January degree conferral participate in May Commencement and receive diplomas at that time; for them, the official, final transcript, in lieu of the diploma, constitutes proof of program completion. Those who do not participate in the May Commencement ceremony may request that their diplomas be mailed to them.

Exit Surveys

Graduating students are requested to complete a survey of their educational experience at CIM. Students who have received federal or institutional loans while attending CIM also must meet with the Director of Financial Aid for a Loan Exit Interview.

Honor Group

Bachelor of Music students completing the equivalent of at least two years at CIM and achieving an average of 3.70 or higher throughout their course of study at the Institute are elected upon graduation to the Honor Group. The words “with Academic Honors” are added to diplomas and final transcripts of elected students.

Honors, Awards, and Prizes

The recipients of honors and prizes are announced at CIM’s Annual Honors Convocation and Commencement Exercises. Prizes are awarded only if, in the opinion of the faculty, there are students deserving of the prestigious awards. A full list of the prizes may be found on the Conservatory page of cim.edu.

Academic Program

Attendance

Students are expected to attend classes, lessons, rehearsals, and performances as dictated by their schedules, and absence considered excessive is reported by the instructor to the Office of the Dean for appropriate action. Such absence may result in a grade of “F.”

Full-time students must participate in any assigned ensemble rehearsals and performances, even if minimum ensemble requirements have been satisfied. Unauthorized absence from rehearsals or performances constitutes grounds for probation or separation. Conflict of employment with classes or lessons is not permitted and constitutes grounds for disciplinary action.

CIM does provide learning opportunities that may conflict with regularly scheduled classes, lessons, or rehearsals. It is students’ responsibility to manage their time so that maximum educational benefit can be derived from such events without unduly impacting other studies. Students must be familiar with the different attendance policies of each class and department and make arrangements with professors should an absence for musical reasons be anticipated. In such cases, students may request that the absence be excused on condition that any work missed is made up in a timely manner as dictated by the teacher/conductor. Excusing an absence is at the discretion of the faculty member teaching the class. Necessary absence from a performance must be handled according to ensemble policies and may require that a substitute be provided who has adequate preparation time to ensure an artistic result.

On rare occasions, CIM has a public performance scheduled during a time that requires students’ absence from one or more classes. In such instances, faculty are notified by CIM administration and requested to excuse participating students from class.

Students wishing to undertake non-CIM performance engagements that might impact CIM attendance must obtain prior approval from faculty or the Dean. An ongoing off-campus commitment requires registration in MUGN 350, *Off-Campus Internship*. International students on an F-1 visa are reminded that off-campus employment requires official authorization from the U.S. Department of Homeland Security (DHS) or by Alice Tellers, International Student Advisor, on behalf of DHS. (See Conduct and Discipline: Non-CIM Performance Engagements, page 32). Paid musical performances off-campus (i.e. “gigs”) are considered employment and cannot be undertaken by international students without appropriate authorization.

The form, ‘Absence from Classes,’ available from the Conservatory Registrar or on Self-Service, must be completed prior to time away from CIM for professional obligations, auditions, or family emergencies. Completion of this form does not provide an excuse from class work missed but is an acknowledgment of the student’s awareness of the responsibility to make up work missed during the absence.

Performance Study

Performance majors receive 30 one-hour lessons during the regular school year. Weekly participation in studio or departmental performance classes and ensembles is required in most areas. Wind and brass majors are expected to gain appropriate experience on utility instruments during their course of study, as recommended or required by the major instructor or conducting staff.

Students studying with CIM performance faculty may not undertake simultaneous study with instructors outside of the school during the academic year. Requests for exception to this prohibition must begin with the CIM performance-faculty member. Also, students are advised to consult their studio teachers before undertaking summer study with non-CIM faculty.

Change of Major Teacher

CIM places great importance on both making appropriate studio assignments for entering students and the known benefit accruing from continued study with the same principal teacher. Occasionally, however, either a student or a teacher may believe that a different assignment is warranted and possibly feasible (i.e., in a multi-studio department). In either case, the process leading to a possible change of assignment begins with a conversation between the current teacher and the student. No other teacher may be approached until later in the process. (If a student feels unable to discuss the matter with the teacher, the department head or Dean should be consulted.)

Once the initial conversation has occurred, the student initiating a change of teacher completes the relevant section of the “Change of Major Instructor” form, available from the Registrar, and acquires the necessary signatures—current teacher, department head, proposed teacher, and Dean, each signature indicating full consultation and approval. Throughout this process, it is imperative that communications be sequenced correctly, in a manner that is forthcoming, sensitive, and appropriate. Prior to advocating any teacher change, the Dean must be convinced that this process has been followed, that steps toward mediation have been taken,

and that the change is in the best interest of all concerned. It should be noted that if a studio change is initiated by a student, space availability in another faculty member's studio is not guaranteed; if a change is initiated by the teacher, CIM is bound to make an alternative provision.

Chamber Music/Ensembles

String/Piano Chamber Music: Student ensembles enrolled in String/Piano Chamber Music receive a minimum of ten coaching sessions. One performance in a CIM approved venue, one performance in the Chamber Music Showcase, and one outreach concert are required in order to earn ensemble credit for the semester. In addition to the general chamber music course, Intensive Quartet Seminar is offered by the Cavani Quartet and the Director of String Chamber Music. Work on specific sonatas in a collaborative pairing of string and piano students is available through participation in Sonata Duo Class.

String and string/piano chamber music assignments are made by the Chamber Music Steering Committee and coordinated by the Director of String Chamber Music. The Committee consults with the string and piano faculty to determine the appropriate groupings of students, and groups are subject to reorganization each semester. Groupings are based on the Committee's assessment of personnel and repertoire that serve the technical and musical needs of students. Assignments and coaching schedules are posted on the Chamber Music Bulletin Board.

Piano majors are assigned by the Piano Department to participate as appropriate in chamber music and collaborative piano settings.

Brass and Woodwind Chamber Music: Assignments are made during the first weeks of each semester. A minimum of ten coaching sessions and at least one recital performance are required to earn ensemble credit. Woodwind ensemble assignments and coaching schedules are posted on the Conservatory Registrar's Bulletin Board.

Guitar, Harp, and Percussion: Guitarists, harpists and percussionists are assigned automatically and respectively to Guitar Ensemble, Harp Ensemble, and Percussion Ensemble.

Choral Opportunities: Students interested in or advised to engage in choral music performance should note the availability of opportunities at Case Western Reserve University. These include the CWRU Concert Choir, the University Singers, and the CWRU Collegium Musicum, devoted to historically informed performance of early music. Additionally students at CIM may earn credit by singing with the auditioned Cleveland Orchestra Chorus.

Collaborative Piano and Accompanying Services

Staff Accompanists, Collaborative Piano majors, and other keyboard students provide collaborative services for program-required student performances (excludes non-degree recitals) during the regular fall/spring semesters. All students, excepting majors in piano,

collaborative piano, double bass, guitar, harp, percussion, and organ, are assessed a fee for these services.

In consultation with their major instructors, students must make early decisions about recital and/or jury repertoire and communicate their accompanying needs well in advance of the scheduled performance using the Request-for-Collaborative-Pianist Form available outside Room 209. Similarly, students not planning recitals or jury examinations but requiring a collaborative pianist for such activities as lessons, class recitals, CIM Concerto Competition, master classes, etc., must submit the same form at least four weeks in advance of the performance. CIM cannot guarantee a collaborative pianist if less than four weeks' notice is provided. Organ and harpsichord collaboration also can be requested through the head of the Collaborative Piano Department.

Performance Opportunities and Community Service

Community service is an important part of the learning experience at CIM; with the privilege of being a musician comes the responsibility of sharing musical gifts with the community. CIM students are strongly encouraged to volunteer their services in several programs.

Performing in the Community: Each semester, CIM receives requests for students to perform in senior care centers, medical facilities, community events, fund raisers, etc. Most of these settings are informal and do not require any specific repertoire. Few locations have pianos, but virtually any other instrument or vocal combination is acceptable. These opportunities presume performers' ability and willingness to engage interactively with an audience.

Notable Events: Each year, the Institute has special events which include student performances. Some examples are Holiday Circlefest and Women's Committee and Friends of CIM luncheons and dinners. In addition, from time to time, we create programs which feature different styles of music. We are always interested in knowing if you have talents beyond what you're studying at CIM (jazz, folk, fiddling, Klezmer, traditional music from other countries, etc.) or non-music performance experience like dance or theater. Those interested in participating in activities of this sort should contact Lori Wright (lxw21@case.edu) in the Concerts and Events Office.

Performing opportunities are sent in regular emails by the Director of Performance and Outreach. Students may review the opportunities and indicate their interest by contacting Chris Haff-Paluck at cxh36@case.edu. Please note that CIM work-study students may be compensated for their time at a rate of up to \$15/hour.

Music Education: There often are opportunities to present information sessions, teach private lessons, or teach other music classes at local K-12 schools or through Distance Learning. Students with experience or special interest should contact the Community Education Programs Manager in the Office of Preparatory and Continuing Education.

America Reads: CIM students may participate in the University Circle Literacy Corps, which provides reading tutors to selected K-4 schools. CWRU provides training and transportation for tutors. The literacy program, OHIOREADS, is also available through CIM and its network of community service partners.

Performance Examinations (juries, hearings, recitals)

Juries: Annual jury examinations in the principal area are mandatory for all undergraduate performance majors. Normally, these occur at the close of the first three levels of study (freshman, sophomore, junior). Satisfactory jury examinations are necessary for advancement from one academic level to the next. Only under unusual circumstances, and when approved by the principal instructor, may jury examinations be postponed beyond the normal two-semester period. (See Appendix B for details of jury examination requirements.) Jury examination scheduling information is posted on the Registrar's bulletin board at least one month prior to the end of each semester. Students must obtain the appropriate form, complete it, and submit it to the faculty at the time of the exam.

Additional information about juries:

- Unless expressly permitted by the department or division, material performed on the junior recital may not be presented on the junior jury examination.
- Jury examinations in secondary piano are part of the proficiency requirements for completion of MUAP 212 and/or MUAP 314.
- Violin, viola, cello, double bass, woodwind and brass instrument majors are provided with jury grade results and juror comments.
- Graduate students do not perform jury examinations in the principal area. The required recitals constitute examination and are passed by the departmental or divisional faculty present at the recital.

Performance Hearings: Performance hearings are required as follows:

- The Piano Department requires an examination of all piano majors (undergraduate and graduate) at the end of Fall semester.
- The Brass Division requires an examination of all undergraduate students at the conclusion of the MUAP 101 and MUAP 201 levels and of all graduate students new to CIM at the conclusion of the first semester of study.

Recitals and Professional Studies Projects: The scheduling of degree recitals and Professional Studies projects requires the completion and submission of two forms to the Concerts and Events Office, the Recital Reservation Form and the Recital Confirmation Form. Strict deadlines apply and hall time is in demand, so students are advised to complete the scheduling process during the designated scheduling periods. Detailed policies and procedures are found in the Student Recital Handbook, which is on the CIM website, and are also available from the Concerts and Events Office. Further:

Non-degree performances may not take place at CIM or in Harkness Chapel. The Concerts and Events Office maintains a list of alternative venues and scheduling procedures. Students wishing to perform a non-degree recital are responsible for making all arrangements and for any fees involved.

At the junior and senior levels, students present public recitals that must receive passing grades. A student whose senior or graduate recital is judged unsatisfactory by the faculty may perform once more, with new material, during the following semester.

Every M.M. recital must include a minimum of one substantial work performed from memory.

Upon recommendation of the principal instructor and the approval of the appropriate department, a student may perform one or more works with score in any required recital.

D.M.A., Artist Diploma, and Professional Studies candidates presenting single-composer programs must perform music of other periods, Baroque through 20th Century, in their other required recitals.

D.M.A. candidates may present a major chamber work on one (but no more than one) of the three required recitals.

The three recitals presented for the Artist Diploma in areas other than collaborative piano must consist entirely of solo repertoire.

Departmental guidelines for Professional Studies Projects may be found by visiting www.cim.edu.

Students recitals (Degree, Artist Diploma and Professional Studies) are not to exceed 90 minutes including intermission, stage changes, etc.

Assisting Artists - Quantity Limit for Students Recitals - Chamber music and orchestra accompaniment on solo recitals is limited in the number of personnel that can be utilized. The maximum total number of musicians (apart from the soloist) allowed in any CIM recital is 14.

The only exception is for Composition and Conducting majors.

Secondary Performance Study

Detailed information on Secondary Performance Study can be found here:

http://www.cim.edu/assets/downloads/college/secondary_piano.pdf.

Classes

Syllabi/Studio Policies: Students should receive from each instructor a syllabus, studio guide, or ensemble-requirement summary that specifies expectations for achievement and establishes attendance and grading policies. If such a document is not forthcoming, students may ask the instructor to distribute one as early as possible during the semester. Academic freedom allows faculty members and departments to establish differing criteria for student learning and conduct, which are upheld by the Conservatory Registrar and Dean, as long as these criteria are made known to students in writing.

Tutoring

Tutoring is available in a number of subject areas and is recommended and arranged by an individual instructor after a conferral with the student in need of assistance. Tutoring in classes for which a student is enrolled is provided by CIM; in other instances, payment is made by private arrangement between the student and the tutor. Students may contact the Conservatory Registrar for additional information.

Free tutoring for improvement of writing and/or reading skills is available from the CWRU Writing Center (Room 100, Bellflower House [368-3978]) to CIM undergraduate students. Graduate students can access tutoring on a payment basis at the Writing Center. The Center provides assistance with general skill improvement and with specific assignments such as research papers and theses. In addition, students may utilize the Educational Support Services at CWRU. Located in Kelvin Smith Library (368-5230), this office provides tutoring, diagnostic testing, counseling, and computer-assisted instruction. Educational Support Services for CIM students are coordinated by the Associate Dean for Student Affairs.

Writing Center

The Writing Resource Center (WRC) at Case Western Reserve University provides supplemental, discipline-specific writing instruction to students of all levels. Writing consultants work on-on-one with students on a wide variety of projects and encourage visits from students at every stage of the writing process, from brainstorming and drafting, to revising and organizing, to sharpening expression. Although support is provided in grammar, mechanics, and style, *proofreading* is not a function of the Writing Center. Rather, the goal is to provide writing instruction that ultimately empowers students to become better writers on their own.

Writing Center Hours

WC hours are 9 a.m. to 4 p.m., Monday through Friday. During the first week of classes, students may begin scheduling appointments at any location through the WC Online scheduling system (<http://rich37.com/case/>).

Locations: The Writing Center is located in Room 104, Bellflower Hall. (Building 5A on the Campus Map). Satellite locations include the 4th floor of Nord Hall, the 1st floor of Kelvin Smith Library, and the SAGES Café. Additional information is available at <http://www.case.edu/artsci/engl/writing/writingcenter.html>.

Grades

Dean's List: Students who achieve a minimum of 3.85 for the semester are elected to the Dean's List.

Grade Reports: Students have access to on-line grade reports at the conclusion of each semester. Grade reports are withheld if all financial and library obligations to CIM and other University Circle institutions have not been met.

Incomplete Grades: Incomplete grades must be removed by the end of the 10th week of the regular semester immediately following their receipt. This institution-wide, maximum-time allotment does not supersede an earlier deadline that may be set by an individual CIM or CWRU instructor as a pre-condition for initial awarding of the Incomplete. Grades of Incomplete ("I") are converted to failing grades ("F") if the requirements are not completed by established deadlines.

Unsatisfactory Grades: At both the midpoint and the end of each semester, students are warned when scholastic performance has been unsatisfactory, and, in an effort to assist with academic advisement and personal counseling, information about mid-semester progress is forwarded to the student's major instructor and academic advisor. Failure to maintain suitable grades and/or grade point average result in the student being placed on academic and/or artistic probation and may jeopardize financial-aid eligibility. In certain circumstances, a student may be separated without a probationary period (See Conservatory *Catalog*, Academic Standing).

Academic Honesty

Academic honesty and integrity are at the core of education at CIM. All students are expected to be honest in their academic and practical work in CIM and in all work through the Joint Program at CWRU. Any work submitted by a student must represent his or her own efforts. Any student suspected of cheating, plagiarism or any other acts of academic dishonesty is subject to disciplinary action.

A faculty member who suspects a CIM student of academic dishonesty consults with the Dean of the Conservatory about the basis for suspicion and appropriate disciplinary action. If the infraction is a first offense, the Dean and faculty member may agree to leave the action to the faculty member or place the student on disciplinary probation only. Financial aid may be reduced or eliminated. A confidential record of the event and action is placed in the student's file. A student may need to appear before a Student Affairs Tribunal, so that CIM might determine an appropriate outcome. A serious infraction or a second offense typically results in separation, and the transcript then reflects such separation, with all penalties detailed in the Conservatory Catalog.

If in any doubt about plagiarism, students should consult with individual faculty members for advice and guidance on this issue. Instructors can explain their expectations for ethical academic conduct. CIM has a reference section concerning this issue at the following web address: <http://libguides.cim.edu/avoidingplagiarism>.

Student Records and FERPA

The Family Educational Rights and Privacy Act of 1974 contains provisions of importance to students. Information is presented in compliance with the requirement that CIM notify students annually of the rights accorded to them, and the institution's policies and procedures in this regard. This information can be found in Appendix F.

Grievances

Academic Grievance Process: A student wishing to register a complaint about course instruction or evaluation should first discuss the matter with the course instructor. If the results of that conversation are unsatisfactory, the student may address the complaint to the head of the department or chairperson of the division. If neither step resolves the complaint, the student may take the matter to the Dean of the Conservatory for final review and decision. At his/her discretion, the Dean may refer the matter to the Faculty Senate for deliberation. Once a decision has been communicated to a student, it may be appealed in writing to the President.

Non-Academic Grievance Process: A student wishing to register a complaint about a non-academic matter prepares a written statement including a) the nature of the problem(s), (b) the name of the individual(s) involved, and c) the result of any previous effort made to resolve the matter informally. The written statement is sent to the Dean of the Conservatory who contacts the person(s) named in the statement and attempts to resolve the matter informally. If informal discussion fails to resolve the problem, the Dean requests a written statement from the individual(s) accused and, if appropriate, convenes a meeting of the Student Affairs Tribunal [See below] or Executive Staff or other administrative or faculty body as appropriate. The student initiating the procedure is notified by the Dean about the issue's resolution.

Student complaints of a less serious nature can be addressed directly to other appropriate administrative officers or faculty.

The Student Affairs Tribunal (SAT) is charged by the Dean of the Conservatory with deliberating upon student behavioral issues, deciding appropriate courses of action, and forwarding such decisions to The Office of the Dean for implementation. The SAT affords due process to students brought before it.

The Tribunal is convened by the Dean of the Conservatory and consists of three persons:

Two Conservatory faculty

One Student

The Dean will have the discretionary power to refer any behavioral issue to the SAT, and will determine if the seriousness of the alleged behavior warrants a Tribunal. Tribunal members are appointed by the Dean, and shall be chosen for their impartiality to the issues at hand.

Further details concerning the SAT are housed at <http://www.cim.edu/conservatory/>.

Conduct and Discipline

Code of Conduct

The CIM Code of Conduct (see *Conservatory Catalog*) applies to everyone and is designed to ensure a suitable and positive environment for teaching and learning. Infractions are cause for disciplinary probation or, if warranted, separation from the Cleveland Institute of Music.

Acceptable Use of Technology

All CIM facilities are for the use of students, faculty, and staff. Other authorized constituencies (e.g., prospective students, alumni) are expected to abide by policies associated with these facilities and their use. Please access the following link for the complete policy:

https://www.cim.edu/assets/downloads/its/acceptable_use.pdf.

Non-CIM Performance Engagements

A student wishing to engage in ongoing musical employment during the academic year must first seek the approval of the major studio teacher. Upon receiving approval, the student applies by completing and submitting the Off-Campus-Internship-Request Form. The Dean confers with the major teacher and, if satisfied that the major teacher believes the employment to be in the student's best interest, confers with the Conservatory Registrar and other relevant personnel about the student's academic performance, the potential impact upon CIM's programs, and any other areas of concern. Permission is granted by the Dean once there is consensus that both the student and CIM are well served by this activity. The student is then enrolled in MUGN 350, Off-Campus Internship.

All full-time CIM students are expected to participate in any assigned ensemble rehearsals and performances, even if minimum ensemble requirements of the student's curriculum have been satisfied. Unauthorized absence from rehearsals or performances constitutes grounds for probation, separation, or reduction of CIM scholarship support. Outside employment does not relieve the student of CIM performance and academic responsibilities, and students not meeting their CIM responsibilities may have their permission to engage in off-campus musical employment revoked.

Conflict of employment with classes or lessons is not permitted. Interference by such activities with attendance at CIM functions constitutes grounds for disciplinary action. The Dean may impose certain conditions upon this agreement, if warranted. Students taking any other off-campus employment must secure the approval of the major teacher.

International students may not engage in off-campus employment without 1) having been in F-1 status for at least nine months, 2) having a U.S. social security number, and 3) having been authorized to engage in off-campus employment by the CIM International Student Advisor.

International students on an F-1 visa are reminded that without an application to, and official employment authorization from the US Immigration and Naturalization Service, they may not engage in off-campus employment of any kind. All students are reminded that any income derived from off-campus employment, whether paid in cash or check, must be treated and regarded as taxable income, and reported as such when filing taxes annually.

Dress and Deportment

Members of the CIM community dress and conduct themselves at events in an appropriate and professional manner. Appropriate attire is expected at all times, and wearing attire that is not consistent with the standards of professionalism may be cause for exclusion from events. Concert and reception deportment must be in accordance with generally accepted notions of "good manners." CIM-sponsored events and receptions provide an atmosphere in which students may learn to converse with professionals and donors or patrons in ways that help them prosper as sophisticated members of a complex and competitive society.

Performance dress is in accordance with mandates set (e.g., *Orchestra Handbook*) or standards common professionally. The dress of soloists must permit free movement without worry of "wardrobe malfunction" and invite attentive listening to the music. The dress of pianist collaborators and page turners also must be appropriate and professional. The principal teacher may be in the best position to provide guidance about performance dress.

Smoking

The Cleveland Institute of Music is dedicated to providing a healthy, comfortable, and productive work environment for its employees and students and to abiding by Ohio law with respect to permissible locations for smoking. The following conditions apply at CIM:

- Smoking is prohibited inside and within 30 feet of any outside doorway or open window in any CIM facility.
- Smoking is prohibited within 30 feet of any posted no-smoking sign.
- Smoking is prohibited in Cutter House.
- Smoking is prohibited on the terrace.
- Smoking on the CWRU campus is restricted to designated areas. Failure to abide by University restrictions can result in a ticket and fine.
- Failure to comply with smoking regulations results in disciplinary action by the Associate Dean for Student Affairs or the Dean, and may result in a ticket and fine from campus police.
- CIM has three designated smoking areas that are compliant with Ohio law:
 - Beyond the retainer wall between CIM and Cutter House
 - Outside the front entrance to the school beside the bench
 - At the end of the walkway to the CIM parking lot
- If you choose to smoke, you may only use these areas. Place extinguished cigarettes into the assigned containers.

Alcohol

The Cleveland Institute of Music is committed to pursuing any official means necessary to prevent alcohol use from being a detrimental influence on the well being of its students. A firm alcohol policy is in place to support this commitment. Students are in violation of CIM's Alcohol Policy if they:

- Possess, distribute, or consume alcohol anywhere on CIM property or at any off-campus CIM event;
- Provide alcohol to any CIM student under 21 years of age, either on or off-campus;
- Violate federal, state, or municipal laws with regard to alcohol;
- Violate CIM's Code of Conduct while under the influence of alcohol.

Residents of Cutter House are also bound by the alcohol policy cited in the Cutter House Handbook. Specifically, any Cutter House resident found to have possessed, distributed or consumed alcohol in Cutter House faces serious disciplinary sanction, including possible suspension.

CIM Sanctions: Resulting disciplinary sanctions are determined by the nature of the infraction. The sanction for a first offense ranges from a fine to Disciplinary Probation. A second alcohol-related offense results in Disciplinary Probation or Suspension, depending upon the severity of the offense. (While on Disciplinary Probation, students may be ineligible for CIM scholarship aid.) Students committing a third offense are brought before the Student Affairs Tribunal and face severe sanctions that may include separation from CIM. Furthermore, CIM cooperates actively with local law-enforcement agencies in the prosecution of students alleged to have acted illegally.

State and Federal Sanctions: Ohio law requires a person to be 21 years of age in order to purchase or consume liquor, beer, wine, wine coolers, or liquor. State law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle. Ohio statutes detail criminal provisions regarding the possession, use, and distribution of drugs, intoxicating liquors, and beer. The ordinances of the City of Cleveland and the City of Cleveland Heights include comparable provisions.

Ohio law stipulates that a person under 21 years of age who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or who furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor not lawfully purchased, and a court may order that any place unlawfully selling beer or liquor not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.

(See also Appendix D: Health Risks.)

Drugs

The Cleveland Institute of Music has a firm policy for illegal drugs and other chemical substances. Any CIM student found to have possessed, distributed, or consumed illegal drugs is in violation of CIM's Drug Policy. Medications prescribed by a physician are not in violation of the CIM Drug Policy when they are used for their intended purpose by the individual to whom the medication was prescribed. Severe sanctions are mandated and imposed by the Dean, including Disciplinary Probation or Separation.

Drug Testing: CIM reserves the right to mandate the testing of students for evidence of drug use if there is reasonable ground to suspect a violation of CIM's drug policy. Refusal to submit to a test may be grounds for dismissal. If the test is found to be negative, CIM pays the cost of the test; if positive, the student is billed. Students found to be in violation of the drug policy of CIM receive appropriate sanctions, up to and including Separation.

CIM Sanctions: Any student found to have distributed illegal drugs, whether or not for payment, is brought before the Student Affairs Tribunal and incurs serious disciplinary action, including possible separation from CIM. Furthermore, CIM assists local law-enforcement agencies in the prosecution of any student found to have possessed, consumed, or distributed, either on or off CIM property, any illegal controlled substance.

State and Federal Sanctions: Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana; knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat, or deception with the intent to cause serious harm or if serious harm results. These offenses are felonies. The law also prohibits knowingly obtaining, possessing or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment plus fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to \$1,000.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to a prison term of up to one year and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to 20 years and a fine of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions.

In addition to the above sanctions, if an offense is punishable by more than one year in prison, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession; forfeiture of any conveyance used to transport

or conceal a controlled substance; denial of federal benefits such as student loans for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$100,000.

(See also Appendix D: Health Risks.)

Sexual Harassment

It is the policy of The Cleveland Institute of Music to provide for students, faculty, and staff an environment that is free of sexual harassment. Sexual harassment is illegal. It is a violation of Title VII of the Civil Rights Act and other laws and criminal statutes. The Cleveland Institute of Music does not tolerate sexual harassment of its employees or students by fellow employees, students, or outside associates of CIM.

Sexual harassment includes unwelcome sexual advances or requests for sexual favors, sexually oriented comments, inappropriate touching, or other similar conduct that unreasonably interferes with study/performance/work or creates a hostile or offensive environment. Sexually explicit jokes, photographs, posters, pictures, or graffiti are not tolerated. No employee may threaten, explicitly or implicitly, any employee or student to submit to sexual advances, and rejection of such advances can have no influence on academic or employment decisions, evaluation, or career development.

Sexually oriented conduct from any CIM employee or student should be reported to the Dean or the Director of Human Resources. Every effort will be made to investigate thoroughly all complaints and to assure preservation of the reputation and integrity of the involved individuals. If a formal complaint is found to be valid, disciplinary action (including separation) may be instituted in a manner consistent with the degree of seriousness of the offense.

Sexual Assault

(Please see Appendix E.)

Violence

CIM prohibits any acts or threats of violence by any student against any other student, contractor, employee, or visitor, on or off the premises while at CIM. In the interest of maintaining an environment that is safe and free of violence for its students, employees, and visitors, CIM also prohibits the wearing, transporting, storage, presence, or use of dangerous weapons on Institute property, regardless of whether or not the person is licensed to carry the weapon. Further, Ohio law prohibits all persons from selling, discharging, igniting, or exploding any type of fireworks. Any student who violates this policy is subject to disciplinary action, including referral to the Student Affairs Tribunal, interim separation, or and/or separation. In any case, legal action may be taken as appropriate.

The following definitions apply:

- “Institute property” covered by this policy includes all CIM-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots, and driveways under CIM’s ownership or control. Furthermore, this policy applies to all CIM-owned or leased vehicles and all vehicles that come onto Institute property.
- “Dangerous weapons” include but are not limited to, handguns, firearms, explosives, knives, and other weapons further defined by state statute and/or local ordinance.

CIM reserves the right at any time and at its discretion to search all Institute-owned or leased vehicles and all vehicles, packages, containers, briefcases, lockers, desks, and persons entering its property, to determine whether any dangerous weapon has been brought into its property or premises in violation of this policy. Any student who refuses prompt permission of such a search is subject to discipline up to and including separation.

Also, all CIM students have the responsibility to inform Security or UCI or CWRU police of any suspicious workplace situations or threats of violence of which they are aware.

Student Affairs Tribunal

The Office of the Dean responds to student behavioral issues and alleged infractions of the CIM Code of Conduct. In the majority of cases and after thorough investigation, the Dean renders a decision with regard for fairness, impartiality, and due process. If the alleged misconduct warrants, the Dean may convene the Student Affairs Tribunal at his or her discretion, and defer to that body the task of resolution. All decisions resulting in disciplinary sanction, both by the Dean and by the Student Affairs Tribunal, may be appealed to the President, whose decision is final.

During deliberation, the SAT will determine an appropriate course of action to affect those students whose behavior has been called to question. This may include disciplinary measures such as probation, loss of scholarship, suspension, or separation from The Institute. SAT decisions of a disciplinary nature shall be reflected in the student’s permanent academic record.

The investigative and decision-making process for student behavioral issues will be as follows:

1. The Office of the Dean shall investigate circumstances surrounding any alleged breach of its behavioral code, including the interviewing of, and the obtaining of, statements from all relevant parties.
2. The student will be notified, in writing, of the alleged behavioral issues, and the date and time of the Tribunal hearing. In this notice, the student will be invited to rebut the evidence, question any witnesses presented by The Institute, and present his/her own testimony and witnesses. The student shall respond to the Office of the Dean, prior to the date of the hearing, with a list of witnesses he/she plans to invite.

3. At the outset of the hearing, the Tribunal begins by reading all statements relevant to the issue, prior to the student being presented. The student then is invited in to hear the issues being defined to the SAT by the Dean or his representative. The Institute then will present its evidence supporting the allegations. Members of the Tribunal may question any witnesses, the student, or CIM's representative at any time. The student will have the opportunity to question any witnesses presented by the Institute. The student then will have opportunity to present his/her own testimony, witnesses, and any other documentary advice.
4. Notes of the proceeding shall be kept by a secretary.
5. Other persons, such as technical or medical experts, may attend the hearing as seemed appropriate by the Dean.
6. Witnesses will be permitted to remain in the hearing room only during their own testimony.
7. At the conclusion of the evidence and statements by witnesses, the SAT will caucus to discuss the matter at hand and decide appropriate action. Such decision will be communicated to the Dean, who then will inform the student, in writing.
8. The student may appeal the decision, in writing, within 48 hours of receipt, to the Office of the President. The President shall review the minutes of the hearing and any other evidence presented during that hearing, and issue a decision within seven (7) days. That decision will be final.

Resources and Operations

Communication

Electronic Mail and Online Functions

Nearly all official CIM communication with students by faculty, staff, and administration is provided via official Case e-mail accounts only. Therefore, students are responsible for activating and utilizing their Case email account frequently. The Case help desk [<http://help.case.edu>] can assist with activating, accessibility issues, or requests for support pertaining to Case IDs and email addresses. It is only by having an active Case email account that students access Self-Service, through which functions such as registering for classes and accessing grades are performed. An active Case email address is also necessary to obtain essential forms, policies, etc., and for use of the internal pages of CIM's website (the Intranet).

Mailing Addresses

The administration maintains current addresses and phone numbers for students' Cleveland residences and those of parents/guardians or other emergency contact persons. Changes in *any* address must be reported to the Conservatory Registrar.

Bulletin Boards

Although electronic communication is used almost exclusively, CIM's bulletin boards relay important information to students from faculty and staff. Students should locate and check regularly those boards that are likely to display relevant information, such as deadlines for class registration and recital scheduling, orchestra and opera rehearsal schedules, chamber music assignments, work study opportunities, student organization activities, competition and festival notices, etc. Postings near the Mailroom should be scanned daily for *urgent* notices from staff and faculty about class changes, approaching deadlines, changes in building hours, etc.

Guidelines for Use:

- Students are prohibited from posting flyers or posters advertising their recitals on any wall or glass surface at CIM. Posters may be posted only on in the designated area of the general-use bulletin board on the lower level of the front stairway (main building).
- All materials posted by students or outside organizations must be date-stamped and approved by Security.
- All items are removed after two weeks. Any items not dated are removed immediately.

CWRU Music Department

CIM and the CWRU Music Department work very closely under a formal arrangement called the Joint Music Program. This distinctive partnership between a private conservatory and a major university makes available the strengths of each institution to the other. The Music Department offers undergraduate and graduate programs in music education, music history and literature, and early music performance. The Department also offers a certificate in early music performance to CIM performance majors.

CIM-CWRU double degree programs are available to CIM students. A student interested in a double-degree program such as a B.M. in performance (CIM) and a B.S. in music education (CWRU) should seek the advice of the Conservatory Registrar and an appropriate CWRU Music Department Advisor as early in his/her tenure as possible.

The CWRU Music Department is located in Haydn Hall on Bellflower Road. All music history courses for CIM students are taught by CWRU Music Department faculty in Haydn Hall or adjacent Harkness Chapel. Haydn Hall also houses the CWRU Music Library containing an extensive collection of music, books, and recordings that are available to CIM students. Practice facilities at the CWRU Music Department are *not* open to CIM students.

Distance Learning

Distance learning transcends time and distance to create a personal bond between an instructor/performer in one location and students or audiences in another. With current technologies of interactive video conferencing and Internet connectivity, geography no longer is a barrier to education, collaboration and performance.

CIM uses video conference technologies to connect with other conservatories and music schools literally around the world. The New World Symphony in Miami Beach, Florida and the Royal College of Music, London were frequent guests this past year. Master classes, performances, private lessons and “observations” of distant events are the most frequent conservatory sessions. CIM also delivers hundreds of classes to pre-kindergarten through high school students all over the United States and Canada. Classes include music and interdisciplinary instruction in which music amplifies and illustrates concepts in many other topics. Presentations to retirement facilities and community service activities comprise a growing segment of the distance learning department’s efforts.

Conservatory students are encouraged to participate as performers, teachers, technicians, office assistants, or observers. Students working regularly with the Distance Learning Department generally have received a work-study, financial-aid grant. Students interested in such participation should contact the Director of Distance Learning, Greg Howe at 216.368.1052 or gxh36@case.edu. Students may visit the distance-learning studios in the basement of the Lennon Education Building or look for signs pointing to the Kulas Foundation Center for International Music Education.

Health Services

CIM commits to helping students maintain optimum health and provides, along with CWRU and community agencies, both information and services in support of this effort. A description of those services follows.

Counseling: Educational and Personal

The Conservatory Office of the Associate Dean for Student Affairs coordinates a wide array of counseling resources available to students for academic or personal matters and refers students to other sources of help as appropriate. Drs. Mary Hildenbrand, and Maryann McGlenn, the CIM counselors, plus other CWRU psychologists are available for counseling on a walk-in and referral basis. Drs. Hildenbrand and McGlenn have an office in Cutter House, Room 102 as well as at University Counseling Service, located in Sears building (201) on the CWRU campus. Educational counseling is available from the Psychological Research Service of CWRU ESS [Educational Services for Students], whose trained staff uses up-to-date scientific techniques for educational and vocational testing (aptitudes and interests) and personality evaluation.

Professional counseling, consultation, and mental health services, the costs of which are covered by the annual Health Service Fee, is provided by University Counseling Service and Collegiate Behavioral Health (UCS/CBH) at 368-5872. The UCS/CBH staff provides free counseling and mental-health services to all CIM students in two locations on the CWRU campus. Licensed psychologists, social workers, substance-abuse-prevention specialists, and a consulting psychiatrist provide individual, group, and couples counseling on a short-term basis (usually 12 or fewer sessions) to help CIM students adjust to changes in their personal, social, and professional lives. UCS/CBH maintains strict confidentiality, and the staff cannot disclose information to any other person, e.g., faculty, parents, or employers, without a student's written consent. Release of information without such written consent can occur only in cases of imminent danger.

Each semester UCS/CBH also offers free workshops, seminars, and groups on topics such as performance anxiety, time management, drug/alcohol education, and eating disorders. UCS/CBH alcohol-, drug-, and substance-abuse-prevention services are designed to educate students, faculty, and staff on the relative effects of alcohol and other drugs on health, academic achievement, and personal relationships. Information about campus and community AA, Al-Anon and other 12-step programs is available by calling 368-5872.

The UCS/CBH is open to all students regardless of race, religion, age, disability, sexual orientation, or national or ethnic origin. It is located on the second floor of the Sears Building (368-5872). The Mental Health Division is on the second floor of University Health Service, 2450 Adelbert Road (368-2510).

Health Risks

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, a Substance Abuse Prevention section has been included in the Student Handbook (Appendix D). Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse and the availability of treatment for drug or alcohol problems through the Student Health Service and CIM and CWRU Counseling Services.

The United States Department of Education has provided information concerning health risks associated with the consumption of alcohol. This information is also found in Appendix D.

Dental Clinic

The CWRU School of Dentistry maintains a clinic offering complete dental services to students. Dental students perform the work under the supervision of faculty members. The cost usually is significantly lower than services provided elsewhere but is not covered by the Student Health Fee. The Clinic is open Monday through Friday, 10 a.m. to 5:00 p.m. Appointments and information are available at 368-3200.

Massage

Student wellness may be enhanced through therapeutic massage, available at a nearby off-campus location. Sessions are by appointment only, and rates are \$65.00 per hour. CIM subsidizes \$10.00 of that fee for a student's initial visit. Appointments and information are available from Anne Lockard, Licensed Massage therapist, at CIM extension 215 or 795-3115.

Health Emergency: After Care Consultation/Evaluation

If concerned about a student's physical or mental health, the Office of the Dean may seek a medical and/or mental health consultation. This consultation occurs normally after a medical or mental health emergency, i.e. hospitalization. Following a recommendation made to the Dean or Associate Dean for Student Affairs based on the following criteria, a student may be required to meet with a physician, psychiatrist or psychologist to determine:

- Existing health-care needs and whether these needs can be met within the university health-care system.
- Whether the student poses a substantial danger or risk to his/her own health.
- Whether the student poses a substantial danger or risk to the health or well being of another person.

Occasionally it is not feasible for the student to resume a full or even partial return to CIM. The Dean then discusses with the student any recommendations made by the doctor and assists the student in making plans for the best possible care.

Support Services

Auditions for Festivals and Professional Orchestral Opportunities

CIM is privileged to host numerous auditions for many festivals [NY String Seminar, Tanglewood, Aspen, Music Academy of the West...] as well as auditions for the New World Symphony and many professional regional orchestras.

Career Services Center

Career planning and advice are available through the Office of Student Affairs. In addition, substantial on-line resources are available on the CIM website to help with developing résumés, cover letters, and portfolios.

CIM Media – Radio & Online

Fine arts radio station WCLV FM (104.9) is an invaluable source of continuous concert music and news about the world of professional music making. “CIM Live,” produced 11+ times during the academic year, features live broadcasts of performances from Kulas and Mixon Halls at CIM. MUGN325, Broadcast Procedures, is taught in conjunction with “CIM Live.”

CIM produces its own radio-program, *Offbeat*, hosted by cellist and faculty member Merry Peckham. The program is a behind-the-scenes look at classical music and musicians and is broadcast on Saturday mornings on WCLV. Shows generally begin in October and continue through March. Additional details can be found at cim.edu.

Case Western Reserve University maintains its own radio station, WRUW (91.1 FM), on which CIM students have the opportunity to participate. Regional public radio stations include Cleveland’s own NPR affiliate WCPN IdeaStream® (90.3 FM) and Kent State University’s WKSU FM (89.7 FM).

CIM uses numerous social networking and media resources online, including:

Instant Encore: Listen, view and download CIM performances at www.instantencore.com/cim

Vimeo: View CIM videos at www.vimeo.com/cimvideos

Youtube: View CIM videos at www.youtube.com/cim

Facebook: Become a fan of CIM at www.facebook.com/ClevelandInstituteofMusic

Twitter: Follow CIM at www.twitter.com/cim_edu

Cleveland Orchestra

Students may be employed as ushers at Severance Hall. While there is no monetary compensation, such service does permit weekly access to Cleveland Orchestra concerts.

Application is made early in September, and interested students should contact Severance Hall (216-231-7300) during the first week of school for specific information.

Approximately 40 free tickets are made available weekly for Saturday evening subscription concerts through grants from local foundations and individuals. During “concert weeks,” sign-up sheets are available each Monday at 7:15 a.m. at the Security/Room Control Desk. Students must sign up, if they wish to be eligible for the available tickets.

Tickets are allotted in two ways: Half are awarded on a first-come, first-served basis; the remaining tickets are awarded via a lottery system administered by the Associate Dean for Student Affairs. Students must both print their names and provide a signature. Any student failing to provide both a printed name and a signature is ineligible for tickets. Note: No student may sign up on behalf of another student; an attempt to do so results in loss of privileges for both. The sign-up sheet is available until 1:00 pm on Mondays, and a student receiving a ticket must retrieve it from the Mailroom by noon on Friday. Any tickets not picked up are available in the Mailroom on a first-come, first-served basis beginning at 1:00pm on Friday. Students must bring a photo ID to receive the ticket and are asked to acknowledge receipt with a signature.

Additional student-priced tickets may be purchased by showing a CIM ID card at the Severance Hall Box Office. Students also may take advantage of the specially priced Campus Club Program available through the Orchestra.

Cleveland Orchestra Rehearsals

CIM students have the privilege of attending all Thursday-morning rehearsals (10:00am - 12:30pm). Students must be seated in the hall no later than 9:45am. Students must refrain from making noise or causing any form of distraction during the rehearsal. Students not adhering to the Orchestra’s policies are asked to leave and may lose this privilege.

Concerts and Events Office

Scheduling of Recital Halls and Large Rehearsal Rooms: Use Kulas Hall, Mixon Hall, Room 217, Room 113 and the Hazel Annex Lounge is managed by the Concerts & Events Office. See page 11, Concert Halls, for more information about scheduling these spaces.

Box Office: The CIM Box Office is located in room 102A and is open Monday - Friday from 10:00 a.m. to 3:00 p.m. Tickets may also be purchased on-line. Most CIM concerts are free, although some require free seating passes. Please check listings on the CIM website or in the Concert Guide for ticket and seating pass information.

Seating Pass Events: Free seating passes can be reserved in person or by phone during box office hours beginning one week prior to the concert date. Reserved passes are to be picked up on the evening of the performance, beginning one hour before concert start time. If a concert is “sold out”, reserved passes are held until 15 minutes prior to the performance at which time they will be distributed to individuals on the waiting list.

Ticked Events: Opera performances, Mixon Master Series concerts, benefit and some special concerts charge an admission fee. A designated number of free or discounted student tickets are available for these performances, but the policies and procedures for obtaining tickets vary. Students will receive information about each of these events by email.

CIM Severance Concerts: Each year, the CIM orchestra performs at Severance Hall. The concerts are free, but require tickets. These are general admission and can be obtained by calling the Severance Hall Box Office 216/231-1111.

Concert Hall Production Needs: All rehearsal and performance production requirements should be communicated to Marjorie Gold, Concert Production Coordinator, in the Concerts & Events Office when scheduling your rehearsal, if not before. This will allow her to make arrangements and schedule the appropriate staff. Some examples are: piano preference, acoustic setting, cello podium, piano lid removal, lighting or audio/visual support. A description of the Mixon Hall acoustic drapery settings is available in the Concerts & Events Office. It is also posted backstage. Production support for all Concert Series events and Conservatory Student Recitals will be executed by student stage managers or the orchestra set-up crew managed by the Concert Production Coordinator.

Notable Events: Each year, the Institute has events which include student performances. See page 26, "Performance Opportunities and Community Service" for more information.

Employment (Work study)

Student employees can be paid by the hour to work in the Robinson Music Library, Technology Learning Center, administrative offices, and elsewhere in CIM. Most student employment is funded through Work Study, a form of federal or CIM financial assistance administered by the Financial Aid Office. Students with questions about any work study may address them to the Director of Financial Aid. To be eligible for some programs, a student must have *documented* financial need.

Food Stores

Food stores in the area that may be of most use to students include:

Marc's Coventry (w/Pharmacy)

1833 Coventry Road
Cleveland Hts, OH 44118
Phone: 216-320-1000
Hours: M-SA 9-9, SU 9-7
Pharmacy Hours: M-F 9:30-6:30, SA 9:30-1:30, SU Closed

Dave's Supermarket

12438 Cedar Rd.
Cleveland Hts, OH 44106
Phone: 216-229-2620
Hours: M-SA 7-10, SU 7-9

Dave's Supermarket

3628 Mayfield Rd.
Cleveland Hts, OH 44118
Phone: 216-291-2300
Pharmacy: 216-291-8881
Pharmacy Fax: 216-291-6104
Hours: M-SA 7-10, SU 7-9

Food Co-Op

11702 Euclid Avenue
Cleveland OH 44106-4302
Phone: (216) 791-3890
Hours: M- SA 9-8, SU 10-6

Whole Foods

13998 Cedar Rd
University Heights, OH 44118
Phone: 216.932.3918
Hours: SU-TH 8-9, F-SA 8-10

Giant Eagle

South Euclid Giant Eagle
4401 Mayfield Road
South Euclid, OH 44121
Phone: 216-382-6500
Pharmacy: 216-297-2001
Pharmacy Fax: 216-297-2003
Hours: 24 Hours

Campus Housing

Residence in Cutter House, CIM's residence hall, is mandatory for all first and second -year undergraduate students. Newly accepted first and second-year students who officially confirm their intent to enroll at CIM are required to submit an online roommate-preference form that provides options for indicating preferences about room size and board plan. Returning students participate in a room-selection process and complete a room-and-board agreement in the spring semester. Cutter House cannot always accommodate all incoming transfer students with sophomore standing. For those students, CIM makes every effort to assist in securing appropriate housing. Residents of Cutter House are required to participate in CWRU's board plan, and residents are subject to all CIM published regulations as outlined in the handbook provided to all residents.

Off Campus: Students should be aware that securing an apartment usually requires advance payment of a security deposit as well as deposits for activating utilities such as phone and gas.

Additional off-campus housing resources can be found by going to the following site:

http://www.cim.edu/students/incoming/offcampus_housing.php.

Information about Cleveland neighborhoods can be found at this site:
<http://studentaffairs.case.edu/handbook/cleveland/neighborhoods.html>.

Identification Cards

All new CIM students must obtain a laminated CIM photo-ID card. New students should report to the CWRU ID Center, located at the Access Services Office in Crawford Hall, Room 18 (basement), to have a photo taken and obtain their ID card. Regular hours are Monday, Thursday, Friday, 8:30-5:00 p.m., and Tuesday, Wednesday, 8:30-6:00 p.m.

First-year students can obtain their ID letter during Orientation. All returning students may use the same ID card each semester but must obtain a new validation sticker from the CIM Business Office. Only laminated ID cards are honored at the CIM and University libraries. New students should take their ID card to the Robinson Music Library circulation desk to have their bar code entered into the on-line system, validating the card for all libraries. ID cards are revalidated each semester with a new sticker at the Business Office when the semester payment is made.

CIM ID cards permit card access to various campus locations, including Cutter House and Hazel Drive Annex. The ID card also is retained as a key "deposit" at the Security/Room Control Desk each time a student reserves a teaching studio for rehearsal or practice. Studio keys are not issued without the CIM ID card. Replacement cost for a lost card is \$25.

Information Technology

CIM maintains connection of the entire facility to Case Western Reserve's innovative technology learning environment. This includes connection to a campus-wide, high-speed, fiber-optic network that links classrooms, residence hall, libraries, and faculty and administrative offices. Wireless networking is available in common areas such as Robinson Music Library, the lounge, lobbies, and Cutter House. CIM is part of the same wireless network broadcast throughout Case and University Circle. It is possible to access the Internet from CIM and other wireless areas around campus and the University Circle area. For students living in Cutter House, the acquisition of a personal computer permits full use of the resources available on the network; both Mac and Windows platforms are supported. Students must provide their own Ethernet cable to connect a personal computer to the wired network in Cutter House. There are also computer labs available to students (see Technology Learning Center). By using the network and technology systems made available to you by CIM, students agree to the Technology Acceptable Use Policy (https://www.cim.edu/assets/downloads/its/acceptable_use.pdf).

As part of the CIM/Case Joint Music Program, CIM students receive a Case account and e-mail address; this e-mail address is used for all CIM communication to students. Additionally, CIM students, faculty, and staff can leverage the power of the network and purchase pre-configured computers and laptops at special prices. To ensure you purchase the right computer for the network, please follow the guidelines recommended by Case ITS at http://www.case.edu/its/estore/documents/comp_specs.pdf. For the best value on pre-

configured premier systems built for high performance, reliability, and ease of connectivity at CIM and Case; purchase your system through the Case ITS e-store at <http://www.case.edu/its/estore>. These computers are equipped with the software and hardware necessary for the optimal computing experience while at school, at no extra cost. Students have access to the Case Software Center to download a variety of software packages, generally at no charge at <http://softwarecenter.case.edu>. There is also a cost effective, efficient means for personal computer backup and retrieval available to CIM students through Carbonite at www.carbonite.com/case. An active Case ID and email is required to purchase from the Case ITS e-store, access the Case Software Center or utilize other Case online services. CIM IT provides technical assistance during orientation to students residing in Cutter House. Additional support services to students are provided via help desk services at Case. There is unlimited, free 24/7 by 365 call-in support to 216-368-HELP, campus walk-in centers, and assistance online at <http://help.case.edu>.

Legal Services

The CWRU University Legal Center provides legal representation for those eligible by virtue of income level. Students must call 368-2766 for a consultation; walk-in service is not available. The Center is located in Gund and is staffed by CWRU law students under the supervision of attorneys. If you have issues for which you believe you need legal assistance, please speak with the Associate Dean of Student Affairs.

Lost and Found

Any item found and believed to be the property of another person should be given to the officer on duty at the Security/Room Control Desk. In the absence of an officer, the article(s) can be given to the Receptionist. Items that have been unclaimed for an excess of 30 days become the sole property of CIM for final disposition. On the CWRU campus, lost items are kept by the Thwing Center Activities Office, the Office of University Communication in Crawford Hall, the Student Affairs Office in Yost Hall, and the Security Office in Quail Building, as well as offices located in other buildings. Students can post notices concerning lost/found items on the general-use bulletin board and other bulletin boards around campus. Students also can advertise in the classified section of the *Observer*, CWRU's student newspaper.

Mailroom

The Mailroom (located in the lower level of the main building) is available to students from 12:00 Noon until 4:00 p.m., Monday through Friday only. Services include metering mail requiring more than one first-class stamp, express services (i.e. USPS, FedEx, and DHL), package shipments (UPS), certified mail, stamp sales (books of stamps only), and envelope sales.

Student Mail: Students are assigned mail folders for messages and mail. A cabinet containing student mail folders is located at the entrance to the Mailroom on the lower level of the main building. Since some faculty and staff may leave messages in student mail folders, it is necessary to check them at least twice each day. A package pick-up slip is left in the student's

folder if the student receives a package or mail that the Mailroom deems to be of value (checks, credit cards, magazines, etc.). These items are locked away and can be retrieved during specified Mailroom hours. Students must bring a photo ID to receive these items and are asked to acknowledge receipt with a signature. Due to limitations in space, packages unclaimed for two weeks accrue charges of \$1.00 per day. Outgoing stamped mail can be placed in designated trays in the mailroom.

Cutter House residents should have their mail delivered to CIM with “Cutter House” and a room number included in the address. Students living off campus are reminded that they must have mail delivered to their residences, but packages may be delivered to CIM.

Students who leave for the summer or who take a Leave of Absence (even if returning home) should complete a temporary change-of-address form in the Mailroom and leave it with the Mailroom staff; otherwise, mail cannot be forwarded.

Faculty Mail: Faculty and staff mailboxes/folders are located by the Registrar’s Office. Students may leave messages for faculty/staff in these boxes or by voice or electronic mail.

For additional information, please refer to the CIM Mailroom Website:
<https://www.cim.edu/inside/mailroom.php>

Marketing and Promotion

Upon arrival, students are required to submit to the Marketing Department a current biography and photo (5 X 7 or 8 X 10) to be used in the promotion of concerts, for the CIM newsletter, on the website, in display cases, and to report news and awards. Photos may be submitted electronically but must be at a high resolution, at least 300 dpi. They can be e-mailed to Katie Gorton at klq41@case.edu and should include the student’s name, instrument, teacher, and year. The name of the student’s hometown newspaper and any other publications, such as a former school paper, should also be provided, so that CIM can report accomplishments.

Students should become familiar with the process to create program bios and other materials to promote their work, and the Marketing Department can assist and provide the names of local photographers. All students should keep the Marketing Office apprised of awards, accomplishments, competition participation, professional appointments, and any other achievements, both while attending CIM and upon graduation as alumni.

Music Store

CIM operates its own Music Store, located on the lower level of the main building. Inventory includes sheet music, scores, books for CIM courses and related reading, music accessories, and other supplies. Special orders may be placed there as well. The CIM Music Store hours are: Monday-Friday, 12:00 p.m.-5:00 p.m. and Saturdays, 9:00 a.m.-3:00 p.m.

Textbooks for most CWRU courses and general student supplies are available at the University Book Store located in the Student Union Building (Thwing Center) on Euclid Avenue, just east of Severance Hall.

Notary Public

Documents such as financial-aid applications and certain non-CIM-related documents can be notarized by Kristie Gripp, Notary Public, in the Financial Aid Office.

Parking

Four-hour parking meters are located on the streets around CIM (East Boulevard, Hazel Drive). The fee is \$.50 per hour, Monday through Friday, from 9:30 a.m. to 4:30 p.m. Lot #43 on Hazel Drive is the closest UCI lot to CIM, and parking meters, with a fee of \$.75 per hour, are located there as well.

Parking permits are available to students for Lot # 43 and for Lot #46 at CWRU. Students interested in purchasing a permit should contact the Office for Student Affairs.

Parking violators will be ticketed by both University Circle and City of Cleveland Police, and the cars of persons with unpaid tickets are either "booted" or towed. Payment of parking fines and towing charges is enforced strictly through all University Circle institutions.

Recording Services

CIM Recording Services provides professional audio and video recordings of recitals, recording sessions and other performances. Policies and procedures governing these services, as well as available equipment usage, costs and other information, are available in their office (Room 114) and online.

On a space-available basis, students wishing to reserve a concert hall for recording may do so through the Concerts and Events office any time except November through the end of fall term and April through the end of spring term. Students may use the following methods to record audio and video:

1. Use Recording Services to record and post-produce a recording session.
2. Record themselves by reserving portable recorders through Recording Services or CWRU.
3. Record themselves by using their own personal portable equipment.

Students are welcome to view the recommended portable equipment list outside Room 114 if they choose to purchase their own equipment. Recording Services has two portable audio recorders and two portable video recorders that students may reserve, at no cost, for 24 hours at a time. Likewise, the Freedman Center in the Kelvin Smith Library has portable recorders that any student may check out for free. If students need to transfer material recorded themselves onto DVD or CD, they may do so at the Freedman Center. Recording Services does not transfer material.

In order to assist students in meeting December deadlines, blocks of time in October and November have been reserved for students requiring recording sessions. These pre-arranged times are the ONLY ones available between November 1 and the end of the fall semester. Students needing a recording session during this time should come directly to the Recording Services Office to reserve a spot. Sessions are available on a first-come, first-served basis (with a limit of one session per student). We suggest a recording session occur at least two weeks in advance of a deadline, as DVDs take seven business days to complete and cannot be rushed. These sessions are 90-minute blocks of time. The Concerts & Events office may not allow students to schedule the halls for personal recordings after November 1.

Students may not utilize/hire other students or outside contractors for recording in Mixon or Kulas Halls without prior permission from Recording Services. If the use of non-CIM personnel is approved and employed, or personal equipment is used by the performer, it may not interfere in any way with CIM equipment and functionality.

Social Security Office

The Social Security Office (11601 Shaker Blvd, Cleveland, OH 44120) accepts applications for replacement SS cards and name changes/corrections. Proof of identity may be required. The toll-free number is 800.772.1213. Office hours are 9 a.m.-4 p.m. Monday-Friday, except on federal holidays.

Transportation

CIM student fees provide Regional Transit Authority (RTA) U-PASS access. New full-time enrolled Conservatory students may get a U-PASS ID when they get their CIM ID at the CWRU ID Center that permits them to ride RTA busses and trains at any time. Passes must be renewed each semester; returning CIM full-time and part-time students may renew at the Security/Room Control Desk.

For more information on transportation options, please refer to the following site:
<http://studentaffairs.case.edu/handbook/cleveland/transportation.html>.

Voter Registration

The Student Government sponsors a voter registration event each year. The Registrar's Office is responsible for the registration of voters on campus and has registration cards available. Students also may register at most public libraries or at the Cuyahoga County Board of Elections, 2400 Payne Avenue, Cleveland, Ohio 44114 (443-3298). Voter registration in Cuyahoga County is open at all times except during the 30 days preceding an election. To register, a person must be:

- A full-time, permanent resident of Cuyahoga County.

- Willing to renounce other registration (in another county or state). A person who renounces other registration must make sure that his or her driver's license, car registration, etc., are transferred to Ohio/Cuyahoga County.

Ohio voter registration and absentee ballot information is available online at <http://www.sos.state.oh.us/sos/voter.aspx>.

APPENDIX A: Room Usage Policy

Students reserve a room using the Student Studio Reservation Sheet. A full (first and last) name is required, printed in a legible manner. *Note: Only CIM-enrolled students may use or be instructed in CIM facilities.*

Main building partially restricted room usage:

- Any room marked with an *R* on the Student Studio Reservation Sheet is a restricted studio.
- During morning and early afternoon hours, rooms marked with an *R* are set aside for teaching or use by designated faculty or students.
- Any room marked with an *R* allows certain students the privilege of “first shot” for signing up on the Student Studio Reservation Sheet for that room usage.
- Student must be a member of that teacher’s studio (if room restricted by instructor)
- **OR**
- Student must major in the instrument the room is dedicated for (if room is restricted by instrument)
- Before 4:00 pm that day, only the above students who meet the restricted criteria are eligible to sign up for any (morning, afternoon, or evening) practice time on the Student Studio Reservation Sheet.
- After 4:00 pm that day, if an *R* studio still has any late afternoon or evening blocks of time that have not been signed up for on the Student Studio Reservation Sheet, **ANY** student may then sign up for those free blocks of time.

Partially restricted rooms include:

Room	18	for	Bassoon
▪	108		Preucil
▪	109		Salaff (chamber group rehearsal)
▪	111		Cello
▪	112		Piano
▪	206		Voice
▪	207		Cello
▪	212		Piano
▪	213		Viola
▪	214		Voice
▪	219		Flute
▪	221		Clarinet
▪	222		Piano
▪	223		Piano
▪	224		Updegraff
▪	225		Viola

- Main building fully restricted room usage:
- A fully restricted room may be used by only the faculty and students assigned to it. (Minimal scheduling of other faculty members may be necessary as determined by the Room Controller or Conservatory Registrar.)
- For some fully-restricted rooms, a key may be issued for the academic year to full-time CIM students who remain in good standing.
- Except when enrolled in summer classes or paying a summer-usage fee, students must return keys at the close of the academic year.
- The issuance of a key presumes that any key issued previously has been returned. Unreturned keys preclude receiving a current ID confirmation sticker and use of any studio.

Fully restricted rooms include

Room 5A	for	Trombone
▪ 6		Horn
▪ 7		Trumpet
▪ 8		Organ
▪ 10		Harp
▪ 25		Tuba
▪ 110		Double Bass
▪ 115		Composition
▪ 205		Mr. Kantor
▪ 209		Collaborative Piano
▪ 220		Oboe

Main building sign-out restrictions:

- Monday through Friday: A total of 3 hours daily may be reserved by an individual student.
- Saturday and Sunday: A total of 6 hours daily may be reserved by an individual student.

Lennon Building Practice Rooms:

- Sign-up sheets are divided into ½ hour blocks.
- Students may sign up for a total of three (3) hours each day for individual use. (Students must legibly print their first initial and last name in each block they have signed out.)
- Room N120 is the chamber group room.
- Only chamber (string, string and piano, woodwind, brass) groups may reserve Room N120.
- Security has been provided with a list of official CIM chamber groups and the students in each group as a reference.
- Any individual may come to the Main Security Desk (MSD) and ask to use room N120 if it is free but may not actually sign up any time in room N120 and must immediately vacate room N120 if a chamber group subsequently wants to use room N120.

- Students who reserve and use room N120 as part of a chamber group may reserve other North practice rooms for three (3) additional hours that day for individual practice.
- Students who use time in the Lennon Building practice rooms may schedule additional time in studios.
- Additional practice facilities are available at the Music School Settlement between the hours of 10 am and 2 pm, Monday through Friday.

APPENDIX B: Jury Examination Requirements

Brass Division

Trumpet, Horn, Trombone, Bass Trombone, and Tuba

MUAP 150

- Major scales; major, diminished, augmented, and dominant arpeggios.
- One etude.
- An accompanied solo — a single movement from a sonata or concerto.
- Orchestral excerpts reflecting current work.

MUAP 250

- Major and minor scales; major, minor, diminished, augmented, and dominant arpeggios.
- One etude.
- An accompanied solo — a single movement from a sonata or concerto.
- Orchestral excerpts reflecting current work.

MUAP 350

- Scales and arpeggios as for MUAP 250, but with increased and evident facility.
- One etude.
- An accompanied solo — a single movement from a sonata or concerto.
- Orchestral excerpts reflecting current work.

Keyboard Division

Harpsichord

MUAP 150

- Bach: Prelude and Fugue from Well-Tempered Clavier, or two Three-part Inventions.
- One work representing the 17th- or 18th- Century French School.
- Two pieces by Purcell.
- Two Scarlatti sonatas.

MUAP 250

- Bach: complete suite, partita, or solo concerto.
- Two sonatas by Soler.
- Suite by Francois Couperin.
- Group of pieces representing the English Virginal School.

MUAP 350

- Frescobaldi toccata or set of variations.
- Major work of J.S. Bach.

- Major work of the French School other than Rameau.
- Major work of Rameau.
- Sonata by C.P.E. Bach or Haydn.

A contemporary solo or chamber music work may be substituted for any of the above.

Organ

MUAP 150

- Review of fundamentals of organ technique.
- Works by J.S. Bach (Orgelbüchlein and simpler preludes and fugues).
- Easier compositions by old French and German masters.
- An introduction to the Romantic period through the works of Brahms, Reger, Franck, and Mendelssohn.
- Introduction to works by 20th-Century composers.

MUAP 250

- Deepening awareness of style, registration and general proficiency at the instrument.
- A Trio Sonata of J.S. Bach, as well as other music for the 17th and 18th centuries.
- Further works from the 19th and 20th centuries.
- Organ Practicum

MUAP 350

- One or more major works of J.S. Bach: preludes and fugues, chorale preludes.
- One of the Three Chorales of Franck; symphonically conceived works of Liszt, Reubke, Reger, etc.
- Substantial works by 20th-Century composers.
- Organ Practicum

Piano

All piano juries are 15 minutes in length.

MUAP 150

- An étude.
- A Bach prelude and fugue or three Scarlatti sonatas. The student may substitute Scarlatti for Bach on one of the required juries.
- A complete Classical sonata (including Schubert). During the four years of study, the student is expected to perform Classical sonatas by different composers.
- Choice of 19th-Century and/or 20th-/21st-Century composition.

MUAP 250

- Two études requiring virtuosity.
- A work of Bach or three Scarlatti sonatas.
- A complete Classical sonata.
- Choice of 19th-Century and/or 20th-/21st-Century composition.

MUAP 350—Defense of Junior Recital

The junior jury consists of a 20-minute selection from the Junior Recital, which must include the following:

- A work of Bach.
- One Chopin étude.
- Complete Classical sonata.
- Choice of 19th-Century and/or 20th-/21st -Century composition.

String Division

Violin, viola, cello, and double bass majors must memorize the following when they are performed on jury examinations: unaccompanied Bach or equivalent unaccompanied works; all concerto movements or concert pieces; all scale and arpeggio materials; or any approved substitutions of concert repertoire. All students are responsible for obtaining copies of the current standard scale/ arpeggio routines from their instructors.

Violin and Viola

MUAP 150

- All major and minor scales in three octaves. All arpeggios (Flesch System) in three octaves. All major and minor scales in thirds (two octaves).
- One etude.
- One movement from a standard concerto or a concert piece.

MUAP 250

- Same as 150 plus
- One etude or orchestral excerpts.
- One movement from a standard concerto or a concert piece.
- One movement from a solo sonata or suite of Bach (repeats not to be taken) or an equivalent solo work.

MUAP 350

- Two movements from a solo sonata or suite of Bach (repeats not to be taken) or an equivalent solo work.
- One movement from a standard concerto or concert piece.
- Scales, arpeggios, and scales in thirds may be requested, time permitting.

Cello

MUAP 150

- All major and minor scales in three octaves. All arpeggios (Flesch System) in three octaves.
- One etude of Popper, Francomme, Piatti, or the equivalent.
- One movement from a standard concerto or a concert piece.

MUAP 250

Same as 150 plus

- One movement from a solo suite of Bach (repeats not to be taken) or an equivalent solo work.

MUAP 350

- Two movements from a solo suite of Bach (repeats not to be taken) or an equivalent solo work.
- One movement from a standard concerto or a concert piece.
- Scales and arpeggios may be requested, time permitting.

Double Bass

MUAP 150

- All major and minor scales and arpeggios in two octaves.
- One study or orchestral literature excerpts.
- One movement from a concerto or a concert piece.

MUAP 250

Same as 150 plus

- A movement from a sonata of Galliard, Eccles, Loeillet, Vivaldi, or the equivalent.

MUAP 350

- Two movements from a sonata of Galliard, Eccles, Vivaldi, Hindemith or the equivalent.
- One movement from a standard concerto or a concert piece.
- Orchestral excerpts.
- Scales and arpeggios may be requested.

Harp

MUAP 150

- Slow scales, one octave and a half, hands alone.
- Two selected studies from Lawrence-Salzedo Method for Harp.
- One of the Preludes Intimes by Salzedo.
- One Romantic or Contemporary piece.

MUAP 250

- Scales.
- Two Classical compositions.
- Two Modern compositions.
- Two selections from Short Stories in Music by Salzedo.

MUAP 350

- Scales.
- Selected study from Modern Study of the Harp by Salzedo.
- Two Classical compositions.

- Two Contemporary compositions.
- One movement of standard harp concerto.
- At least one harp cadenza from the orchestral literature.

Classical Guitar

MUAP 150

- All major and minor scales in two and three octaves (two left-hand fingerings).
- Two etudes.
- Two selections from Dowland or R. de Visée.
- J.S. Bach, Prelude in d minor and Bourée in e minor, or Villa-Lobos Prelude #1 and #4.
- Sightreading.

MUAP 250

- Scales, harmonics, chromatic octaves and variations in right-hand fingerings.
- Etudes: Sor #19, Villa-Lobos #1 and #3, or equivalent studies.
- J.S. Bach, two movements from any lute suite.
- Villa-Lobos, Prelude #2 or #5.
- Sightreading.

MUAP 350

- Technique in sound effects and tremolo, scales in thirds.
- Two etudes from Sor #12, #17, #18 and #20, Villa-Lobos #2, #7, #10; and a tremolo study.
- J.S. Bach, four movements from a suite; or a fugue.
- Any major sonata by Sor, Tedesco, or Ponce.
- Granados, Spanish Dances; composition by I. Albeniz, Leyenda, or any other piece in the Spanish idiom.
- Sightreading.

Voice Division

MUAP 150

- Two early Italian songs.
- Two songs in English.
- One song prepared without aid of teacher.
- Sightreading.

MUAP 250

- Two Italian songs.
- Two German or French songs.
- Two English songs.
- One song prepared without aid of teacher.
- Sightreading.

MUAP 350

- Two Italian songs.
- Two German songs.
- Two French songs.
- One English or American song.
- One aria from an opera or an oratorio.
- One song prepared without aid of teacher.
- Sightreading.

Woodwind Division

Flute

MUAP 150

- All major, harmonic and melodic minor scales and arpeggios.
- Selected study from Anderson, Op. 33; Berbiguier, Hugues, or Boehm.
- Movement from Bach or Handel sonata.
- Two or more selected solo passages of extended length from symphonic works by Mozart, Haydn, or Beethoven.
- Sightreading: Classical orchestral literature.

MUAP 250

- All major, harmonic and melodic minor scales and arpeggios; articulations.
- Selected study from Anderson, Op. 33 or 15; Hugues, Boehm, or Altes.
- Selected solo piece.
- Two or more selected solo passages of extended length from orchestral works by Schumann, Schubert, Mendelssohn, or Brahms.
- Sightreading from early Romantic orchestral literature.

MUAP 350

- All major, harmonic and melodic minor scales; articulations; scales in broken thirds.
- Selected study from Anderson, Op. 15; Altes, Karg-Elert, or Jean-Jean.
- Selected solo piece.
- Two or more selected solo passages of extended length from symphonic works by Wagner, Tchaikovsky, or Debussy.
- Sightreading from Romantic and Contemporary orchestral literature.

Oboe

MUAP 150

- All major, harmonic and melodic minor scales.
- Selected study from Barret.
- Two or more selected solo passages of extended length from Classical orchestral works up to and including Beethoven.
- Sightreading from Classical orchestral literature.

MUAP 250

- All major, harmonic and melodic minor scales.
- Selected study from Barret or Ferling.
- Selected solo piece.
- Two or more selected passages of extended length from orchestral works by Weber, Schubert, Mendelssohn, or Brahms.
- Sightreading from early Romantic orchestral literature.

MUAP 350

- All major, harmonic and melodic minor scales as usual and in broken thirds.
- Advanced study from Barret, Ferling, or Brod.
- One or two movements of a concerto or sonata by Mozart, Hindemith, or the equivalent.
- Two or more solo passages of extended length from orchestral or operatic works by standard French, Russian, or German composers.
- Sightreading from orchestral/operatic literature.

Clarinet

MUAP 150

- All major and minor scales and arpeggios (Baermann or Klosé, at discretion of instructor).
- Slow phrasing study from Rose, 40 Etudes. Articulation study from Rose, 40 Etudes.
- Selected solo from Paris Conservatory Concours Repertoire (Marty, Lefebvre, etc.).
- Orchestral excerpts.
- Sightreading.

MUAP 250

- All major and minor scales and arpeggios, scales in thirds.
- Slow phrasing study from Rose, 32 Etudes.
- Articulation study from Rose, 32 Etudes and/ or Rose, 20 Grandes Etudes After Rode.
- Selected solo from Paris Conservatory Concours Repertoire or Weber, Concertino.
- Orchestral excerpts.
- Sightreading.

MUAP 350

- All major and minor scales and arpeggios, scales in thirds.
- Selected study from Baermann, IV.
- Selected study from Cavallini, Caprices.
- Selected study from Mossager, Gaubert, etc. and/or Brahms sonatas.
- Orchestral excerpts.
- Sightreading.

Bassoon

MUAP 150

- Major and minor scales; tonic and dominant arpeggios.
- Selected etude by Weissenborn; Milde, Vol. 1; or other etudes.
- Selected solo.
- Prepared solos from orchestral literature.

MUAP 250

- Major and minor scales; tonic, dominant, diminished-seventh arpeggios; major scales in thirds.
- Selected etude from Milde, Vol. I or II.
- Selected solo.
- Prepared solos from orchestral literature.

MUAP 350

- All major and minor scales as above, and in thirds and fourths; all arpeggios.
- Selected etude from Milde, Vol. II; Orefici, or Bozza.
- Selected solo from concerto list.
- Prepared Contemporary orchestral excerpts.

Additional

Timpani and Percussion

MUAP 150

- All scales and arpeggios (if performing a percussion jury).
- At least one etude for each instrument studied during the current academic year.
- Orchestral excerpts reflecting current work.
- One solo work for each instrument studied during the current academic year.

MUAP 250

- All scales and arpeggios (if performing a percussion jury).
- At least one etude for each instrument studied during the current academic year.
- Orchestral excerpts reflecting current work.
- One solo work for each instrument studied during the current academic year.

MUAP 350

- All scales and arpeggios (if performing a percussion jury).
- At least one etude for each instrument studied during the current academic year.
- Orchestral excerpts reflecting current work.
- One solo work for each instrument studied during the current academic year.

APPENDIX C: Performance and Composition Media Rights Policy (Students)

By attending the Cleveland Institute of Music (CIM), each student hereby agrees to be bound by this intellectual-property policy pertaining to performances and compositions. All performances (excluding underlying compositions) by a student while enrolled at CIM are the exclusive property of CIM. These include, but are not limited to, student performances incorporated in sound recordings, audio-video recordings, and student performances that are broadcast or transmitted in any medium now known or hereafter devised. CIM owns worldwide rights to student performances, including associated copyrights and subsidiary rights in audio and/or audio-video recordings in which students' performances are embodied. CIM, at its discretion may register such rights with the Copyright Office or any other agency. CIM has the right to use a student's name, image, and likeness in connection with such performances. CIM may, at its sole discretion, use a student's performances for commercial, promotional, recruiting, or educational purposes in any medium now known or hereafter devised in perpetuity, including on CIM's website and/or on any of its affiliates' or broadcast partners' websites. CIM will be responsible for obtaining any licenses related to the use of any compositions embodied in such performances, if necessary.

Students in good standing with CIM have the right to use degree-recital audio or audio-video recordings for non-commercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use excerpt(s) of degree-recital audio or audio-video recordings to apply for summer festivals or other educational institutions at any time. Upon written request to CIM, students may acquire the right to use recordings in which their performances are embodied for any other purposes (such as Concert Series performances). At its discretion, CIM may grant or deny such requests. Students are responsible for obtaining any licenses necessary for the use of musical compositions embodied in those performances.

All student compositions created in fulfillment of degree requirements remain the property of the student, except that if CIM makes, or causes to be made, any sound recordings or audio-video recordings containing student compositions while the student attends CIM, then CIM will have the right to use those recordings for commercial, promotional, recruiting, or educational purposes as set forth above. Accordingly, by pursuing a degree at CIM, each student grants to CIM all licenses, including, but not limited to, all mechanical, public performance, and synchronization licenses, necessary for CIM to use the student's compositions in sound recordings or audio-video recordings produced in any medium now known or hereafter devised in perpetuity while the student is an active CIM student.

Students in good standing with CIM have the right to use CIM-produced audio or audio-video recordings containing their compositions for non-commercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use at any time excerpt(s) of degree-recital audio or audio-video recordings that contain student compositions to apply for summer festivals or other educational institutions. Upon written request to CIM, students may

acquire the right to use CIM-produced recordings in which their compositions are embodied for any other purposes, including commercial purposes. At its discretion, CIM may grant or deny such requests. If CIM desires to produce, or cause to be produced, a recording containing a former CIM student's composition(s) after the student graduates from CIM, then CIM will be required to seek and obtain the appropriate licenses from the student.

APPENDIX D: Health Risks

Substance-abuse Prevention

Along with its commitment to prohibit use of illegal substances, CIM fosters the physical and mental wellness of its students. A multi-faceted approach toward educating students about the impact of substance abuse is in place, as well as support and assistance for those who face challenges to their wellbeing related to substance abuse.

CIM makes readily available to students complete information about the use and effects of all drugs, plus sources of counseling to those who are using or have used drugs. Faculty and all others who are in a position to advise students, are made aware of the availability and desirability of counseling by health care professionals through CWRU's Counseling Services.

In addition to the CIM Dean's Office, drug and alcohol counseling and referral services are available through University Counseling Services and the University Health Service or from the office of the Greater Cleveland University Consortium on Substance Abuse, housed on the campus of CWRU. Any student desiring information, referral services or counseling in a confidential setting should call 368-5872 or 368-2450. In addition, the CIM counselor is available for counseling in Cutter House.

Health Risks of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will provide the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

APPENDIX E: Sexual Assault

The Cleveland Institute of Music is a community dependent upon trust and respect for its constituent members—students, faculty, and staff. Sexual assault is a violation of that trust and respect, and is not tolerated. Sexual assault also is a serious crime. Any non-consensual physical contact of a sexual nature is a sexual assault. Rape, statutory rape, incest, sodomy, sexual assault with an object, and fondling are examples of sexual assault.

Lack of consent is a crucial factor in any sexual assault. Persons forced to engage in sexual contact by force, threat of force, or coercion have not consented to contact. Persons acting under the influence of alcohol or other substances may be incapable of consent. Age or mental capacity also may render consent impossible.

CIM strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community.

Reporting Sexual Assault

CIM recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or an internal judicial proceeding. However, CIM strongly encourages those who have been sexually assaulted to pursue internal disciplinary and/or criminal process. Once a report of sexual assault is made, CIM may be obligated to alert the campus community of the report. CIM is obligated to alert the campus of crimes that it determines represent a threat to members of the campus community. In making such determinations, CIM considers the safety of students, faculty and staff, as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by CIM, the names of any person involved will not appear on Security Alerts. While CIM urges anyone who has been sexually assaulted to report the incident at any time, prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response.

Medical and Psychological Assistance

Emergency Room Examination: Any person who has been sexually assaulted may go directly to the University Hospital Emergency Room or any local hospital for medical attention. *Note: the preservation of physical evidence is critical in the event of criminal prosecution and may be useful if disciplinary action is pursued.*

University Health Services: Students can seek further treatment at the University Health Services for any medical concerns, including sexually transmitted diseases and pregnancy testing.

Counseling: Counseling may be pursued following a sexual assault, no matter how much time has elapsed since the incident. Counseling services are confidential except when disclosure is necessary to prevent imminent harm to self or others. Available options, on and off-campus include:

- University Counseling Services: 368-5872 -- Weekdays. 844-8892 -- After 5:00 p.m. weekends and holidays
- Cleveland Rape Crisis Center 391-3912 -- 24 hours
- Witness-Victim Center 443-7345

Institutional Sanctions /Criminal Prosecution

Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and CIM disciplinary processes. Regardless of whether criminal charges are filed, all members of the CIM community accused of sexual assault may be subject to judicial actions or sanctions, up to and including expulsion or termination from employment. In the case of student judicial proceedings, both the accused and the accuser are entitled to due process (see Student Affairs Tribunal).

Accommodations

In the aftermath of a sexual assault, CIM will accommodate requests for alternative living, working, and academic arrangements as available and appropriate. Due to the sensitive and traumatic nature of sexual assault, specially trained CWRU staff members are available on a 24-hour basis. A member of the Sexual Assault Response Team is available during work hours at 368-5872, after hours or on weekends at 844-8892. Please tell the operator that this is an emergency or that a sexual assault has occurred. The staff member is trained to guide the student through medical, psychological, and legal options while protecting confidentiality.

Resource Numbers for Reporting Sexual Assaults

- CIM Security 795-3124 (X224)
- University Circle Police 791-1234 or 911
- Cleveland Police Sex Crime 623-5630 or 911
- Cleveland Heights Police 321-1234 or 911
- CIM Deans's Office 791-5000 (X204)
- CIM Human Resources 791-5000 (X219)

APPENDIX F: Student records/FERPA

Privacy of Student Records: The Family Educational Rights and Privacy Act of 1974 contains provisions of importance to students. The following information is presented in compliance with the requirement that CIM notify students annually of the rights accorded to them, and the institution's policies and procedures in this regard.

Records Maintained:

Academic: The following records are maintained to facilitate and document the work of each student. Access to these records is limited to the academic and administrative officers of CIM who have official and appropriate reasons for access:

- directory information
- post-enrollment letters of recommendation
- transcripts of current academic work
- copies of correspondence with administrative officers
- reports on academic progress, including grade reports
- for students named to fellowships, copies of letters of appointment and related payroll information
- letters presenting medical reasons for CIM absence
- materials related to academic or disciplinary probation, if applicable
- photograph of student, if furnished.

Financial: The following records are maintained to administer programs of financial assistance. Access to these files is limited to authorized office personnel, to other academic and administrative officers of CIM having legitimate and appropriate reasons for access, and to other individuals who must review these records to process a student's application for externally-funded financial assistance. Note that an item marked with an asterisk is not among those to which the student may have access under the provision of the Act:

- Free Application for Federal Student Aid (FAFSA)
- CIM application for financial assistance
- Parents' federal income tax return (IRS for 1040)*
- Student's federal income tax return (IRS form 1040)
- statement of assistance from other sources*
- copy of student's financial aid award letter
- copies of all correspondence and interview notes relating to requests for financial assistance

Medical: Other than special dietary and other advisory information regarding some students, the permanent medical record is housed at the CWRU Health Service and typically contains information only on those students who have been treated there. (See Student Access to Files.)

Student Access to Files: Students may request of the Dean, in writing, an opportunity to review the contents of their files. Note that certain materials are excluded from review, as specified in the Act. Among these are:

- records created by, and the sole possession of, faculty, staff, and other personnel; not accessible to any other person except a designated substitute;
- records created and maintained by law-enforcement units solely for law-enforcement purposes, and not made available to persons other than law-enforcement officials of the same jurisdiction;
- records created and maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in that capacity in connection with the provision of treatment to a student. Note that such records can be reviewed personally by a physician or other appropriate professional of the student's choice;
- financial records of a student's parents, or any information contained therein;
- confidential letters and statements of recommendation placed in the file before January 1, 1975;
- records for which the student previously waived his or her right of access.

The Office of the Dean arranges an appointment within a reasonable period of time (not to exceed 45 days) for the student to review the file in the presence of a member of the Dean's staff. If, during the course of this review, the student questions the accuracy of a record contained in the file, the staff member attempts to resolve the problem informally. Should this informal attempt at resolution prove unsuccessful, a formal hearing is to be arranged, and a decision rendered by a CIM official or other party chosen by CIM who does not have a direct interest in the outcome of the hearing. At this hearing, the student is afforded a full and fair opportunity to present evidence relevant to the issue under consideration, and the decision is rendered in writing within a reasonable period of time after the conclusion of the hearing.

The purpose of this provision of the Act is to "ensure that records are not inaccurate, misleading, or otherwise in violation of the privacy of other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or other inappropriate data contained therein, and to insert into such records a written explanation... respecting the content of such records." In the words of the Secretary of Education, this provision was not intended, "to overturn established standards and procedures or for the challenge of substantive decisions made by the institution, nor to permit a parent or student to contest the grade given the student's performance in a course." The student may request copies of those records accessible under the terms of the Act. The cost of furnishing these copies is charged to the student.

Release of Personally Identifiable Records: CIM does not release personally identifiable student record information to a third party unless the information has been requested specifically in writing, and the student has consented, also in writing, to its release. At the student's request and expense, CIM furnishes a copy of the information approved for release by the student. Copies of all requests for such information as well as copies of letters of consent from students, are retained for one year.

The Act provides for certain exceptions to the requirement of prior student consent for the release of student record information. These include the release of information:

- to CIM or CWRU school officials who are determined by CIM to have educational interests; These officials are those associated with the CIM Dean's Office, the

- CWRU Music Department, and appropriate CWRU officials concerned with admission, housing and financial aid;
- to officials of other schools in which the student seeks or intends to enroll, providing that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity to challenge the content of the record;
 - subject to certain limitation, to authorized representatives of the Comptroller General of the United States, of the US Secretary of Education, the Secretary of Health and Human Services, the Director of the National Institute of Education, State educational authorities, or to State or local officials to whom information is specifically required to be disclosed by virtue of State statues adopted prior to November 19, 1974;
 - subject to certain limitations, in connection with financial aid for which a student has applied, or which a student has received;
 - to organizations conducting studies for educational agencies or institutions, providing that these studies are conducted in a manner which will not permit the personal identification of students and their parents by persons other than representatives of these organizations;
 - to accrediting organizations in order to carry out their accrediting functions;
 - to the parents of a dependent student, as defined in the Internal Revenue Code of 1954;
 - in compliance with judicial order or subpoena, provided that the student is notified in advance of compliance;
 - to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
 - as specified under Directory Information below.

Directory Information: For the convenience of faculty and fellow students, and in order to announce properly to the public such matters as awards, graduation, or participation in CIM activities, the Act provides for a category known as "directory information," which may be released without requesting the student's specific prior consent. Rather, the Act requires that students be notified annually of the types of information included and be given an appropriate period in which to express, in writing, any preference that such information not be released about themselves. For this purpose directory information is defined to include:

- name (including both family name and married name, where applicable).
- address
- telephone listing
- date and place of birth
- major teacher
- participation in recognized CIM activities
- dates of attendance
- degrees and awards received
- other educational institutions attended

Any student who would prefer that CIM not release directory information must make the appropriate response on the CIM Student Directory Form, which is completed prior to the beginning of each school year. Students who have not previously indicated so, may request by

notifying the Conservatory Registrar at any time during the school year that such information not by released.

The complete regulations applicable to the Act are available for review at the following website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Complaints regarding alleged violation of rights accorded to students under the Act may be addressed to the Department of Education.