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## **GENERAL INFORMATION**

### **ADDRESSES AND PHONE NUMBERS**

It is most important that the administration maintains current addresses and phone numbers for both the student's Cleveland residence and that of his/her parents/guardians or other emergency contact persons. Should the student or parents/guardians/emergency contact move at any time, please see that updated information is given to the Registrar.

### **CASE MUSIC DEPARTMENT**

CIM and the Case Music Department work very closely under a formal arrangement called the Joint Music Program. This unique 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. CIM/Case 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 (Case) should seek the advice of the CIM Registrar and an appropriate Case Music Department Advisor as early in his/her tenure as possible.

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

### **DEAN'S LIST AND HONOR GROUP**

The top 10% of full-time undergraduate degree students who achieve a minimum of 3.70 for the semester, are elected to the Dean's List.

Bachelor of Music students who complete the equivalent of at least two years at CIM, and who achieve an average of 3.70 or higher throughout their course of study, are elected to the Honor Group upon graduation. The words "*with Academic Honors*" are added to diplomas and final transcripts of students placed in the Honor Group.

### **EMPLOYMENT**

Student employees, paid by the hour, are utilized in the Library, the Technology Learning Center, administrative offices, and elsewhere in CIM. Most student employment is funded through the Work Study program, which is a form of financial aid administered by the Financial Aid Office. Students in need of financial assistance may address inquiries about the Work Study programs to the Director of Financial Aid. To be eligible for some programs, a student must have documented financial need.

### **INTERNATIONAL STUDENTS**

CIM is prepared to provide complete services to students who have come from abroad to study in the U.S. During the admission process, the Director of Admission and the Director of Financial Aid deal with most matters related to entry into the U.S. Upon enrolling for study, responsibility for international academic student advisement shifts to the Office of the Dean. Processing of all student visa maintenance documents after admission is managed primarily by the Assistant to the President with the assistance of the Director of Financial Aid. These officers will make referrals when necessary in assisting with the resolution of problems or when seeking the answers to international students' questions.

New international students will be required to provide the Assistant to the President with copies of travel documents, namely, passport, I-94 Arrival/Departure Record, and I-20 ID copy (yellow card) upon arrival

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on campus. All international students are required by the U.S. Internal Revenue Service to file an income tax return, usually Form 1040 NR. Students are supplied with more information in this regard in January.

International students are reminded that a signed I-20 form is required for reentry into the U.S. after absence during holiday or summer recesses and when continuing at CIM but enrolling in a new program of study. I-20's should be signed by an authorized school official prior to departure.

International students who will be working (Work/Study, Access to the Arts, etc.) must obtain a U.S. social security number. Off-campus employment may not be undertaken without official authorization to do so; the Assistant to the President can provide advice in this regard.

### LOANS

Various types of loans are available to assist students with their cost of education. Loan funds administered by CIM (Federal Perkins and Federal Direct ) are awarded as part of an annual financial aid package only when demonstrated financial need has been substantiated through the Free Application for Federal Student Aid (FAFSA). For details see the CIM Catalog or the Director of Financial Aid.

### RADIO STATION

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 concerts from Kulas Hall at CIM. A Broadcast Techniques course is taught in conjunction with "CIM Live."

### RELIGIOUS ACTIVITIES

The CIM building, Hazel House, and the common areas in Cutter House may not be used for non-CIM activities, including religious activities.

### RELIGIOUS INSTITUTIONS

There are many religious groups represented in the area; consult the phone book for the institution of your choice. In addition, there are a number of religious organizations on campus sponsored by Case, and CIM students are welcome to participate, including: Hallinan Center (Newman Catholic ministry) 11303 Euclid Avenue (368-2473); Hillel Foundation 11291 Euclid Avenue (368-2477), providing the central Jewish presence on campus, offers a Kosher Co-op meal plan. University Christian Movement (Protestant inter-denominational campus ministry) c/o Church of the Covenant, 11205 Euclid Avenue (791-8213).

### SOCIAL SECURITY NUMBER

A U.S. social security number is a primary means of student identification on campus. All students, including international students, must obtain a U.S. social security number, preferably before coming to school. Students should locate the nearest Social Security Administration office and apply for one. International students who arrive in the United States just before school begins may visit the Social Security Office in University Circle, located at 1940 East 117th Street (1-800-772-1213) to make application for a social security number. The student may be issued a temporary CIM/Case-generated ID number, but this temporary number must be replaced with a U.S. social security number as soon as one is obtained. A newly obtained social security number must be reported to the CIM Registrar and the CIM Business Office. International students should note that the obtaining of a U.S. social security number does not, in and of itself, constitute authorization to accept employment .

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### STUDENT GOVERNMENT

The CIM Student Government is considered to be a vital and integral component of CIM's governance infrastructure. It functions as a primary channel of communication between students and the faculty and administration. Students may utilize several methods to communicate their concerns to the Student Government, either in person or anonymously. The Student Government's weekly meetings are open to all and the student body is welcome to bring any concerns to discuss. Additionally, an open "town hall" meeting will be held each semester to invite and encourage group discussion and brainstorming. Also, many ideas are brought to the group via the Student Suggestion Box (located across from the student mail folders on the lower level) as well as the "Student Needs Questionnaire" which is distributed at least once a semester. The Student Government members take all concerns seriously and, with input from the Office of the Dean, will prioritize issues and address them as resources allow. Progress reports on these items will appear on the Student Government bulletin board (outside the lounge on the lower level) or as articles in their newsletter.

Membership in the Student Government is intended to be an enriching experience and to provide a vehicle for change. There are opportunities to gain leadership experience --or just to take part in creative projects other than music, such as writing for the newsletter, updating the bulletin board with interesting articles for your peers or decorating for the three dance parties during the year! All students who are interested in making CIM the best it can be are warmly encouraged to join the group at any time during the year. The formal membership process is currently being updated, but please bring your ideas to any meeting. There will always be on-going projects to help with and new issues continually arise which benefit from the perspective of a broad variety of student constituents.

### VOTER REGISTRATION

Voter registration in Cuyahoga County is open at all times except the 30 days preceding an election. To register, a person must be:

1. A full-time, permanent resident of Cuyahoga County.
2. 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 over the Internet at:

<http://www.state.oh.us/sos/votepg.html>.

Web addresses for voter information in ALL states can be found at [www.newvoter.com](http://www.newvoter.com) on the left side bar, click "Register to Vote" or "Request an absentee ballot."

If you have questions, you may call Ohio Voter Registration Information at (614) 728-5639 or send e-mail to [election@sos.state.oh.us](mailto:election@sos.state.oh.us).

The Registrar's Office is responsible for the registration of voters on campus and has registration cards available. Students may also register at most public libraries, or at the Cuyahoga County Board of Elections, 2400 Payne Avenue, Cleveland, Ohio 44114 (443-3298).

The Student Government sponsors a voter registration event each year.

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## POLICIES AND REGULATIONS

### ACADEMIC HONESTY & PLAGIARISM

Academic honesty is 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 Case. 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 would be subject to disciplinary action.

If a faculty member suspects that a CIM student is guilty of academic dishonesty they will consult with the Dean of the Conservatory about the basis for those suspicions 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. A confidential record of the event and action shall be put in the students' file. If the infraction is deemed to be more serious or a second offence, the student may be placed on Academic Probation with all penalties detailed in the CIM catalogue. Any infractions of sufficient seriousness or that demonstrate a pattern of academic dishonesty may result in separation from CIM

When in doubt about plagiarism, students should consult with individual faculty members. Instructors will gladly explain their expectations for ethical academic conduct. CIM has a reference section dealing with plagiarism and how to avoid it on our library web pages at [www.cim.edu](http://www.cim.edu).

### ALCOHOL POLICY(See also Drug Policy, and Substance Abuse Prevention)

The Cleveland Institute of Music is deeply committed to safeguarding against the detrimental influence alcohol can exert upon the physical and mental well-being of its student body, and supports this stance with an aggressive alcohol policy. Specifically, students are in violation of CIM's Alcohol Policy if they:

1. Possess, distribute or consume alcohol anywhere on CIM property;
2. Possess, distribute, or consume alcohol at any CIM event;
3. Provide alcohol to any CIM student under 21 years of age, either on or off-campus;
4. Violate Federal, State, or Municipal laws with regards to alcohol;
5. Violate CIM's Code of Conduct while under the influence of alcohol.

Note that residents of Cutter House also are bound by the alcohol policy as found in the Cutter House Handbook. Specifically, any Cutter House resident found to have possessed, distributed or consumed alcohol in Cutter House shall face serious disciplinary sanction, including possible suspension.

For all students, the resulting disciplinary sanction will be determined by the nature of the infraction. The sanction for a first offense shall range from a fine to Disciplinary Probation. Any student who commits a second alcohol-related offense shall be placed on Disciplinary Probation or suspended, depending upon the severity of the offense. Note well that, while on Disciplinary Probation, students are ineligible for CIM scholarship aid. Students found to have committed a third offense shall be brought before the Student Affairs Tribunal and shall face severe sanctions which may include separation from CIM. Furthermore, CIM will cooperate actively with local law enforcement agencies in the prosecution of any students alleged to have broken the law.

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Under state law one must be 21 years of age in order to purchase or consume liquor, beer, wine, wine coolers or liqueur. Ohio state law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle.

### Federal and State Penalties

Ohio statutes include detailed 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.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor, or furnishes false information in order to effect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1000 to \$5000.

## ATTENDANCE

The CIM environment provides learning opportunities that may from time to time conflict with regularly scheduled classes. It is the student's responsibility to manage his or her own time so that maximum educational benefit can be derived from such events without unduly impacting other studies. The student is required to be familiar with the attendance policies of each class and department and to make arrangements with professors should an absence for musical reasons be anticipated.

Excessive absence will be reported by the instructor to the Office of the Dean for appropriate action. Such absence may result in a student being withdrawn from the course with a grade of "F."

In the unusual circumstance that a student must miss an ensemble rehearsal or performance, all necessary arrangements for a substitute must be made by the student with the approval of the ensemble director and with adequate preparation time for the substitute.

Students who wish to undertake non-CIM performance engagements must in all cases obtain prior approval from the instructor or ensemble director when attendance might be impacted.

An Absence from Classes Information form, available from the Registrar's Office, must be completed when a student has to be away from CIM for professional obligations, auditions, or family emergencies. Completion of this form does NOT provide an excuse from class work missed, but an acknowledgement of the student's awareness of the responsibility to make up work missed during his/her absence.

## CHAMBER MUSIC/ENSEMBLES

### String/Piano Chamber Music

Ensembles enrolled in String/Piano Chamber Music will 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 Peter Salaff. Work on specific sonatas in a collaborative pairing of string and piano students is available through participation in Sonata Class. String and string/piano chamber music assignments are made by the Chamber Music Steering Committee and are coordinated by the Director of String Chamber Music. The committee consults with the string and piano faculty to determine the appropriate groupings of students. Groups are subject to reorganization each semester. Groupings

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are based on the committee's assessment of the kind of personnel and repertoire configurations, which best serve the technical and musical needs of the student. Assignments and coaching schedules are posted on the Chamber Music Bulletin Board.

Piano majors interested in participating in string or wind chamber music (other than duos) should consult with the Director of String Chamber Music Studies or the Coordinators of Woodwind and Brass Chamber Music as appropriate, during the first weeks of classes each semester. Piano majors interested in Sonata Duo class should be in contact with Virginia Weckstrom. Pianists may also earn ensemble credit by engaging in Two Piano/Piano Duet class.

### Brass and Woodwind

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 in order to earn ensemble credit. Woodwind ensemble assignments and coaching schedules are posted on the Registrar's Bulletin Board.

### Guitar, Harp and Percussion

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

### Choral Opportunities

Students interested in choral music should note the availability of opportunities at Case Western Reserve University. These include the Case Concert Choir, the University Singers, and the Case Collegium Musicum which is devoted to historically informed performance of early music. Additionally students at CIM may earn credit by singing with the Cleveland Orchestra Chorus which is available by audition.

CODE OF CONDUCT (See CIM Catalog)

### CREDIT-BY-EXAMINATION POLICY

CIM awards Advanced Standing Credit by Examination when appropriate and warranted. Such credit by examination is generally limited to a maximum of 24 credit hours for undergraduate programs. Regulations and testing are determined by the various individual CIM and Case Departments and/or Divisions. Students interested in CIM/Case Advanced Standing Credit By Examination procedures should consult the CIM Registrar.

### CURRICULUM REQUIREMENTS

All curricular requirements are in accordance with those printed in the CIM Catalog effective for the initial year of the student's matriculation at CIM. Students may choose to satisfy the requirements of a later catalog only by petition. Any change of major is subject to the requirements included in the CIM Catalog in effect at the time of change. Students are expected to be familiar with the requirements of their respective program(s) and must meet all requirements prior to the expected date of graduation. Guidance in completing curricular requirements as well as degree-requirement audits are coordinated by the Registrar's Office.

### DELINQUENCIES

Students are expected to: (1) pay all tuition and room and board bills promptly; (2) return all library materials when due and/or to pay any fines for loss or overdue materials; (3) pay all fines incurred for traffic violations, including parking and towing fines; (4) empty and clear lockers before leaving school each Spring; (5) pay all

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Audio Service charges for taping; (6) comply with all residence hall regulations; (7) comply with all regulations as specified in the CIM Catalog; (8) comply with directives of faculty and administrative officers; and (9) in general, to be fiscally, ethically, and morally responsible for conduct both on- and off-campus. When students are delinquent in any of the above or similar matters, normal student services may be automatically suspended and disciplinary action taken by the Office of the Dean. When a student is delinquent at either CIM or Case, semester grades are withheld, no transcripts are forwarded, registration for any subsequent semester (preregistration) is not processed, and when warranted, the student may be automatically withdrawn from classes and lessons until all obligations are met. (See Conservatory Regulations in the CIM Catalog, and GRIEVANCE PROCEDURE below)

### DMA HANDBOOK

Regulations and procedures governing the D.M.A. program are provided under separate cover (See D.M.A. Handbook, available in the Registrar's Office).

### DRESS AND DEPORTMENT

It is expected that members of the CIM community dress and conduct themselves in an appropriate and professional manner at all events. Appropriate attire is encouraged at all times, and wearing attire that is not consistent with the standards of professionalism may be cause for exclusion from some events. Concert and reception deportment should be in accordance with generally accepted notions of "good manners." The purpose of post-concert receptions is, in part, to provide an atmosphere wherein students may learn to network with professionals and donor/patrons in ways that will enable them to prosper as sophisticated members of a complex and competitive society.

### DRUG POLICY (See Alcohol Policy and Substance Abuse Prevention)

The Cleveland Institute of Music aggressively enforces a zero-tolerance policy for illegal drugs and other chemical substances.

Any CIM student found to have possessed, distributed, or consumed illegal drugs, other than those prescribed by a physician, shall be in violation of CIM's Drug Policy. Severe sanctions shall be imposed by the Dean, including a mandatory period of Disciplinary Probation or suspension.

Any student found to have distributed illegal drugs, whether for payment or not, shall be brought before the Student Affairs Tribunal and shall incur serious disciplinary action, including possible separation from CIM.

Furthermore, CIM will aggressively assist 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.

### **Federal and State Penalties**

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.

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A felony conviction may lead to imprisonment or both imprisonment and 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 \$1000.

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 up to one year in prison and fined between \$1000 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, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; 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.

### DRUG TESTING

CIM reserves the right to involuntarily test 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 will pay the cost of the test; if positive, the student will be billed. Students found to be in violation of the drug policy of CIM will receive appropriate sanctions, up to and including dismissal.

DUE PROCESS (See Grievance Procedure)

### EQUAL OPPORTUNITY POLICY

In the administration of its educational and admission policies, scholarship, loan, and other school-administered programs, the Cleveland Institute of Music is committed to nondiscrimination and equal opportunity. CIM admits students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school regardless of race, color, national or ethnic origin, citizenship, religion, age, sex, sexual preference, or disability.

### EXIT INTERVIEW

The Exit Interview is required by CIM of its graduating students. It is an opportunity for students to give an evaluation of their education from their perspective, and to make suggestions for ways to improve the program. The interview time is approximately a half hour or less.

Students who have borrowed money while attending CIM must also meet with the Director of Financial Aid for a Loan Exit Interview.

FINANCIAL REGULATIONS (See CIM Catalog)

### GRADE REPORTS

Students are notified of grades 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. Grades are forwarded to

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the student's local or permanent address only at the request of the student, as indicated on the Directory Information Form completed each year.

### GRADING SYSTEM (See CIM Catalog)

### GRIEVANCE PROCEDURE

#### **Academic Grievance Process:**

If the student wishes to register a complaint about course instruction or evaluation, the matter should first be brought to the direct attention of the instructor involved. If the matter cannot be satisfactorily resolved at that level the student may address the complaint to the head of the department or chairperson of the division in question for department-level review. If neither step resolves the complaint, the student may take the matter to the Dean of the Conservatory for final review and decision. The Dean may, at his/her discretion, 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:**

For complaints of a non-academic nature, CIM has established the following procedure whereby students may express grievances against the actions of other students or members of the faculty and staff:

1. The student(s) initiating the grievance process prepares a written statement which includes: (a) The nature of the problem(s), (b) The name of the individual(s); (c) The result of any previous effort made to resolve the matter informally.
2. The written statement is sent to the Dean of the Conservatory who then contacts the person(s) named in the statement and attempts to resolve the matter informally;
3. Should informal discussion fail to resolve the problem, the Dean will request a written statement from the individual(s) accused and, if appropriate, convene a meeting of the Student Affairs Tribunal or Executive Staff, or some other administrative or faculty body, as appropriate;
4. The student initiating the procedure will be notified by the Dean upon resolution of the issue.

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

### INCOMPLETE GRADES

Incomplete grades must be removed by the last day of the regular semester immediately following their receipt. This institution-wide maximum time allotment does not supersede an earlier deadline which may be set by an individual CIM or Case instructor as a pre-condition for initial awarding of the Incomplete. Case has a different and earlier Incomplete deadline policy and deadline dates are indicated on the current CIM Comprehensive Academic Calendar. Grades of Incomplete ("I") are converted to failing ("F") grades if the requirements are not completed by established deadlines.

### INTENT TO RE-ENROLL AND TUITION DEPOSIT

In order to maintain the kind of balanced enrollments that ensure CIM students the advantage of working in an environment with ample pre-professional opportunities, it is essential that during Spring semester students officially confirm their intention to re-enroll for the following school year. CIM cannot guarantee either enrollment space or the availability of scholarship or other financial aid for those not so confirmed. A student is considered to have confirmed his/her intent to re-enroll by doing all of the following:

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1. 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 (currently March 1<sup>st</sup> for returning students and April 15<sup>th</sup> for those returning in a new program).
2. Submitting a signed Financial Aid Award Letter, if applying for assistance, or a signed CIM Financial Aid Application indicating that no assistance is being requested;
3. Pre-scheduling for the Fall semester.

The tuition deposit is refundable until May 1, should the student decide not to return to CIM. It is non-refundable after May 1. The tuition deposit will be applied toward the student's Fall tuition account. The student is not billed for the tuition deposit. Unless all three of the above-mentioned steps have been taken, it will be assumed that the student does not plan to return to school. Accordingly, he/she will be deleted from pre-scheduled courses; no financial aid will be allocated; and space in the class of major instructor will be made available for a new student.

### JURY EXAMINATIONS

Annual jury examinations in the principal area are mandatory for all undergraduate performance majors. 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. Under unusual circumstances, when approved by the principal instructor, jury examinations may be postponed beyond the normal two-semester period. (See *Courses of Instruction* in the catalog for details of jury examination requirements.)

Material performed on the Junior Recital may not be presented on the Junior Jury Examination, unless expressly permitted by the department or division.

A student whose Senior Recital is judged unsatisfactory by the faculty may perform once more, with new material, during the following semester.

Performance hearings are also required as follows: the Piano Department requires an examination of all piano majors at the end of each semester of study; the Brass Division requires an examination of all students at the conclusion of the MUAP 101 and MUAP 201 levels.

Jury examinations in Secondary Piano are part of the proficiency requirements for completion of MUAP 212 and/or MUAP314.

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, however, are required as follows: the Piano Department requires an examination of all piano majors at the end of each semester of study; the Brass Division requires an examination of all first-time CIM graduate students at the conclusion of the first semester of study.

Jury examination scheduling information is posted on the Registrar's bulletin board at least one month prior to the end of each semester. Students are expected to obtain a Jury Examination, complete it, and submit it to the Examination Committee at the time of the exam.

Violin, viola, cello, double bass, woodwind and brass instrument majors are provided with jury grade results and juror comments. Particulars relating to the repertoire of jury examinations for the various departments and division are contained in the CIM Catalog.

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In the Brass Division, the jury examination grade is averaged with the final grade given by the major instructor for the semester in which the jury is taken. In averaging the grades for the purpose of deriving the final semester grade, the Brass Division jury grade will influence the computation of the final grade in the following manner: Freshman Jury grade = 25% of the final semester grade. Sophomore Jury grade = 33% of the final semester grade. Junior Jury grade = 40% of the final semester.

The grade given by the major instructor will reflect satisfactory or unsatisfactory progress. The jury grade will reflect accomplishment as evidenced in the exam. Students who receive an average grade below a "B-" will be placed on Artistic Probation, in accordance with published regulations.

The CIM Catalog contains regulations governing satisfactory artistic progress. Students placed on Artistic Probation have one semester in which to restore good standing or they shall be separated from their program. Students placed on Artistic Probation with a grade lower than a "C" are not eligible for institutional financial aid.

### LEARNING DIFFICULTIES

Any student with learning difficulties who will require special dispensation for class work or examinations must ensure that there is an official doctor's letter on file in the Office of Student Affairs. It is the responsibility of the individual student to negotiate special dispensation at the **beginning** of the semester for **each** class, it cannot be done in arrears at the end of the semester

### 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 file a Request for Leave of Absence form with the Dean. An official Leave of Absence must be granted in order to make it possible for the student to resume study without having to re-apply for admission to school. Students on a Leave of Absence may not use CIM facilities without paying fees.

Students taking a LOA who have received Federal Direct loans will be required to begin repayment of their loans after 6 months absence from CIM. Students with Federal Perkins loan funds will be responsible for repayment of this loan after an absence of 9 months.

The Request for Leave of Absence form contains all regulations governing leaves of absence.

### MASTER OF MUSIC OVERLAP DEGREE PROGRAM

Students who are considering the Master of Music Degree from the Cleveland Institute of Music may wish to consider the five year MM Overlap Degree Program.

The MM Overlap Degree program allows students to take Master of Music coursework during their fourth year of study. Students accepted into the Overlap Degree Program will then have one year as full Master of Music student upon their obtaining their Bachelor of Music degree.

Students must be on track to graduate with their Bachelor of Music in the expected four year time frame. Students should consult with their principal instructor if they should apply for the Overlap Degree Program. Application for the MM Overlap Degree must be completed by December 1<sup>st</sup> of the third year (BM3) study. Applications received after this date will only be considered for the two year Master of Music degree program.

Please see the Registrar for details on this program.

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### MID-SEMESTER REPORTS

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

### NON-CIM INSTRUCTION

Students studying with Institute major performance faculty shall not undertake simultaneous study with instructors outside of the school while enrolled at CIM, unless so directed and approved by their major instructor.

### NON-CIM PERFORMANCE ENGAGEMENTS

All students wishing to engage in ongoing musical employment during the academic year, such as with a regional orchestra, choir, etc., must first seek the approval of their major studio teacher. After having obtained such approval, the student should apply, in writing, to the Office of the Dean. The Dean will confer with the major teacher and, if satisfied that the major teacher feels it is in the student's best interest to engage in such employment, will then confer with the Registrar, and any other relevant parties concerning the student's academic performance to date, the impact upon CIM's programs, and any other areas of concern. Permission will be granted by the Dean once there is consensus by all involved parties that the student and CIM both are well served by this activity. The student will then be enrolled in MUGN 350 *Off-Campus Internship*.

All full-time students are expected to participate in any required 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, or separation. Outside employment does not relieve the student of any CIM performance and academic responsibilities. Students not meeting their CIM responsibilities may have their permission to engage in any or all musical off-campus employment revoked.

Conflict of employment with classes or lessons is not permitted. Interference by such activities with attendance at Institute functions will constitute 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; 3) having been authorized to engage in off-campus employment by the CIM International Student Advisor, Frank Caputo.

International students on an F-1 visa are reminded that without official employment authorization for which application must be made to and permission granted by the U.S. Immigration and Naturalization Service, they may not engage in off-campus employment of any kind.

Students or student ensembles wishing to play jobs, may leave their name with the Marketing and Communications Office for referral.

### PART-TIME STUDY

New students are not admitted for part-time study. Current students typically are not permitted to study part-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

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are billed by the credit hour at the current per-credit rate for all study. An undergraduate student carrying less than 12 credits is considered part-time. A graduate student carrying less 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. A change from full-time to part-time study can affect deferment of education loan repayment, and students who have financial aid must consult the Financial Aid Director when a change of status from either full-time to part-time or part-time to full-time is contemplated. The Dean and the Registrar must be consulted regarding any prospective change of status.

**PASS/FAIL OPTION**(See CIM Catalog)

**PROBATION AND SEPARATION**(See CIM Catalog)

### RECITALS AND PROFESSIONAL STUDIES PROJECTS

The scheduling of recitals and Professional Studies projects includes the completion and submission of two forms. These forms also include requests for audio recording. Strict deadlines apply and hall time is in demand. Therefore, students are advised to begin the scheduling process early in each semester. For detailed policies and procedures, please pick up a Recital Handbook in the Concerts and Events Office.

In order to give priority to and conserve hall time for required activities, the Faculty Senate has approved a policy whereby non-degree performances may not take place at CIM or in Harkness Chapel. To aid in student's searches for alternate performance locations, the Concerts and Events Office maintains a list of outside venues and procedures for scheduling them.

**REGISTRATION**(See also Intent to Re-Enroll and Tuition Deposit)

In November and in April, returning students who are currently enrolled pre-register for their next semester of study. Dates for pre-registration are published in the Academic Calendar and reminder notices are posted on the Registrar's bulletin board. Packets of registration materials along with instructions are made available at the Registrar's Office.

All registration involving course work taken at Case is coordinated through the CIM Registrar's Office.

Academic advisement, an integral part of the pre-registration process, is coordinated by the Associate Dean of Student Affairs and the Registrar. Students will be assigned an advisor and should 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 Registrar in order to ensure completion of degree requirements. It is the student's responsibility to schedule this review.

### RESIDENCE HALL

Residence in Cutter House, CIM's residence hall, is mandatory for all students with freshman and sophomore standing.

The Associate Dean of Student Affairs automatically forwards a room and board contract to each accepted freshman and sophomore student who officially confirms intent to enroll at CIM.

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Incoming transfer students with sophomore standing may not have available to them a room in Cutter House. In such instances, every effort will be made by CIM to assist in securing appropriate housing. Residents of Cutter House are required to participate in Case's board plan. Contracts for residence in Cutter House are for a school year's duration.

Students residing in the CIM residence hall are subject to all CIM published regulations as outlined in the residence hall handbook provided all residents.

### SCHEDULES: CLASS, STUDENT, EXAMINATIONS

Upon payment of tuition and fees to the Business Office, students will receive their CIM ID sticker. Presentation of the ID card with current semester's sticker to the Registrar will permit a student to obtain a class schedule.

### SCHOLARSHIP REGULATIONS (See Financial Aid Regulations in CIM Catalog)

### 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 will not be tolerated.

Sexual assault 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 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 will consider 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 the Security Alerts. CIM urges anyone who has been sexually assaulted to report the incident at any time. However, 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. Please note: the preservation of physical evidence is critical in the event of criminal prosecution and may be useful

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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 are listed below:

- 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 Case staff members are available on a 24-hour basis. To contact a member of the Sexual Assault Response Team during work hours call 368-5872. After hours or on weekends, call 844-8892. Please tell the operator that this is an emergency or that a sexual assault has occurred. The staff member will help 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)

## **SEXUAL HARASSMENT POLICY**

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 possibly other laws, including criminal statutes. The Cleveland Institute of Music will not tolerate sexual harassment of its employees and students by fellow employees, students or outside associates of CIM.

Sexual harassment includes not only unwelcome sexual advances or requests for sexual favors, but also sexually-oriented comments, inappropriate touching or other similar conduct which unreasonably interferes with study/performance/work or creates a hostile or offensive environment. Sexually explicit jokes, photographs, posters, pictures, or graffiti will not be tolerated.

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No employee shall threaten, explicitly or implicitly, that any employee's or student's submission to or rejection of sexual advances will in any way influence an academic or employment decision, evaluation or career development.

If you encounter offensive sexually oriented conduct from any CIM employee or student, you should report it to the Dean. or the Director of Human Resources. Every effort will be made 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 for the offender consistent with the degree of seriousness of the offense.

### SMOKING POLICY

The Cleveland Institute of Music is dedicated to providing a healthy, comfortable, and productive work environment for its employees and students. Research has shown that many health problems are caused by the use of tobacco. Many allergic individuals and even the majority of healthy nonsmokers experience discomfort when exposed to second-hand smoke.

As a result, CIM is a **NO SMOKING** facility, and smoking is prohibited throughout the main building, Cutter House, and the Hazel Drive Practice Annex.

### STATUTES OF LIMITATION

All programs are required to be completed within a specific time as prescribed in the CIM Catalog's Statutes of Limitation for particular programs. It is the student's responsibility to be thoroughly familiar with the statute governing his/her program, and to plan his/her studies so as to be in compliance with the statute. Students failing to complete their program in the allotted time typically are separated from CIM.

### STUDENT AFFAIRS TRIBUNAL

The Student Affairs Tribunal (SAT) is a formal judicial body that is charged by the Dean 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 and 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.

During deliberation, the SAT will determine an appropriate course of action to affect those students whose behavior is at issue. This may include institutional and/or community service, probation, loss of scholarship, suspension, or separation from CIM. 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 an alleged breach of its behavioral code, including the interviewing of relevant parties, and the obtaining of written statements.

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2. The student will be notified , in writing of the alleged behavioral issue, and the date and time of the Tribunal hearing.
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/her representative. CIM 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 CIM. The student then will have the opportunity to present his/her own testimony, witnesses, and any other documentary evidence.
4. This an internal hearing, and students may not be represented by counsel, nor have an advocate present.
5. Notes of the proceedings shall be kept by a secretary; no transcript will be made available.
6. Other persons, such as technical or medical experts, may attend the hearing as deemed appropriate by the Dean.
7. Witnesses will be permitted to remain in the hearing room only during their own testimony.
8. At the conclusion of the evidence and statements by witnesses, the SAT will caucus to discuss the matter at hand and recommend appropriate action. Such decision will be communicated to the Dean, who then will inform the student, in writing.
9. The student may appeal the decision, in writing, within 48 hours of receipt, to the Office of the President. The President shall review the matter, and issue a decision within seven (7) days. That decision will be final.

### STUDENT NOTIFICATION

Students are expected to comply with all notices from any faculty member or administrative staff. Failure to respond to any instructions from these sources shall be sufficient cause for disciplinary action.

### STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 contains provisions which are important to students. The following information is presented in compliance with the provision of the Act which requires CIM to notify students annually of the rights accorded to them, and the institution's policies and procedures in this regard.

#### RECORDS MAINTAINED:

**Academic Records:** The following academic records are generally maintained for each student in order to facilitate and document the student's academic work. Access to these records is normally limited to the academic and administrative officers of CIM who are judged to have legitimate and appropriate reasons for access:

- directory information, as defined later in this section;
- application materials;
- pre-admission and other test scores;
- letters of recommendation;
- transcripts of current and past academic work;
- copies of correspondence between the student and administrative officers;
- application review record, including audition reports;
- reports on student's academic progress, including grade reports;

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- copies of letters of appointment and related payroll information for students named to fellowships;
- letters presenting medical reasons for student's absence;
- materials related to academic or disciplinary probation, if applicable. (Notation of certain forms of disciplinary action is not retained in the student's permanent record);
- photograph of student, if furnished.

**Financial Aid Records:** The following records are maintained for students in order to administer programs of financial assistance. Access to these files is normally limited to authorized office personnel, to other academic and administrative officers of CIM judged to have legitimate and appropriate reasons for access, and to other individuals who must necessarily review these records as a result of the student's application for externally-funded financial assistance. Note that the 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.

**Placement Records:** A student may, at his own initiative, establish at CIM a reference file for placement purposes. This file is maintained by the staff of the Dean's office and the contents of the file is available to prospective employers under conditions agreed to by the student. Such a file would typically contain:

- placement profile (résumé) submitted by the student;
- letters of recommendation solicited by the student (note that these letters, if dated after January 1, 1975, cannot be considered confidential unless the student waives any right to inspect such letters);
- CIM transcript;
- correspondence to or from prospective employers in relation to placement;
- photographs, if furnished.

**Health Service:** Other than special dietary and other advisory information regarding some students, the permanent file of the Case

Health Service typically contains information on only those students who have been treated there. (See Student Access to Files).

### **Student Access to Files:**

Students may request to 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 which are created by, and which are the sole possession of, faculty, staff, and other personnel, and which are not accessible to any other person except a substitute;
- records created and maintained by law enforcement units solely for law enforcement purposes, and which are 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 para-professional acting in that capacity in connection with the provision of treatment to a student. Note that such records can, of course, be reviewed personally by a physician or other appropriate professional of the student's choice;
- financial records of student's parents, or any information contained therein;

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- 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 to which the request is made will then arrange 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 will attempt to resolve the problem informally. Should this informal attempt at resolution prove unsuccessful, a formal hearing will 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 will be afforded a full and fair opportunity to present evidence relevant to the issue under consideration, and the decision will be 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." This provision was not intended, in the words of the Secretary of Education "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 which are accessible under the terms of the Act. The cost of furnishing these copies will be charged to the student.

### **Release of Personally Identifiable Records:**

In general, CIM will not release personally identifiable student record information to a third party unless the information has been specifically requested in writing and the student has consented to its release, also in writing. At the student's request and expense, CIM will furnish a copy of the information for which release consent is being sought. Copies of all requests for such information as well as copies of letters of consent from students, will be 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 Case school officials who are determined by CIM to have educational interests. These officials are those associated with the CIM Dean's Office, the Case Music Department, and appropriate Case 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 U.S. 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 statutes 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.

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- 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 properly announce 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 maiden name and married name, where applicable).
- address, telephone listing
- date and place of birth
- major teacher in this category
- 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 should indicate such by making 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 at any time during the school year that such information not be released by notifying the Registrar.

The complete regulations applicable to the Act are available for review in the Office of the Dean. Complaints regarding alleged violation of rights accorded to students under the Act may be addressed to the Department of Education. Details of the complaint procedure may be obtained from the Dean's Office.

### **SUBSTANCE ABUSE PREVENTION**

In tandem with its pursuance of an aggressive alcohol and drug policy aimed at eradicating use of illegal substances, The Cleveland Institute of Music is committed to fostering the physical and mental wellness of its student body. Accordingly, it takes a multi-faceted approach towards educating its students about the impact of substance abuse, and renders assistance for those students who face challenges to their well-being in this regard.

CIM is committed to educating the members of its community about alcohol use and abuse. To this end, CIM will provide a wide variety of ongoing alcohol education activities, information resources, and support services for students. CIM expects responsible behavior of legal age students who choose to drink alcoholic beverages and requires an environment free of coercion of those who choose to abstain. Therefore, students must adhere to the CIM Alcohol Policy for responsible and legal consumption of alcoholic beverages.

CIM makes readily available to students full information about the use and effects of all drugs, and makes available 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 made available by the health care professionals through Case's University Counseling Services.

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

### **HEALTH RISKS**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this Substance Abuse Prevention section has been included in the Student Handbook. 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 Case Counseling Services.

### **Health Risks of Alcohol**

The United States Department of Education has provided the following information concerning 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 higher 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.

### **TECHNOLOGY ETHICS POLICY**

The Cleveland Institute of Music provides various computer hardware, software and systems for the use of faculty, staff and students. These resources are provided to further The Institute's academic and institutional goals. Use of computing technology places a responsibility on each authorized person to conduct computing business in an ethical manner. The provisions of this document apply not only to systems at The Institute, but to all computing resources made available to CIM personnel. In addition to its own systems, The Institute provides networking access and Internet access via the Case Western Reserve University high speed fiber-optic network, 802.11b wireless networking in the main building and 802.11g wireless networking in Cutter House. Users of the network are subject to this policy and the CASE Information Services Ethics Policy, which can be found on the CASE web site at:<http://help.cwru.edu/connect/policy/overview/view>. The Institute will take appropriate disciplinary action against any employee or student who violates this policy. Conduct in violation of the principles set forth in this policy, with respect to the use of all information services and facilities available through The Institute may also be subject to criminal or civil legal action.

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**Note Well:** Title 29 of The Ohio Revised Code states that: No person shall knowingly gain access to, attempt to gain access to, or cause access to be gained to any computer, computer system computer network, telecommunications service, or information service without the consent of, or beyond the scope of the express or implied consent of, the owner of the computer, computer system, computer network, telecommunications device, telecommunications service or information service or other person authorized to give consent by the owner. Whoever violates division (B) of this section is guilty of unauthorized use of computer or telecommunication property, a felony of the fifth degree.

### **Property Rights**

- It is expected that users will cooperate with each other and respect privacy of information even though it may be in electronic form rather than printed form. Though some of these are intangible, these computers, network facilities, information services and resources are the property of The Institute, or of the providing organization. Rules prohibiting theft or vandalism apply to unauthorized account access, authorization codes, long distance telephone services, television signals, digital audio and service information as well as to physical equipment. Conduct which violates The Institute's property rights or those of other organizations or individuals with respect to computers, network facilities, information services and resources is subject to disciplinary action. This conduct includes, but is not limited to:
- using Institute computers, network facilities, information services and resources for purposes other than those intended by the body granting access to those resources (including such use for personal financial gain or allowing access by unauthorized persons even if they are members of the University community);
- using any portion of Institute computers, network facilities, information services and resources for the purpose of copying Institute-owned or licensed information to another computer system for personal or external use without prior written approval;
- attempting to install unauthorized software or modify Institute-owned or licensed information (including software and data) without prior approval;
- attempting to damage or disrupt the operation of computer equipment, communications equipment, or communications lines;
- knowingly accepting or using Institute-owned or licensed information (including software and data) which has been obtained by illegal means;
- using another individual's computer without their permission while on CIM premises.

### **Copyright**

Much of the information on the network and Internet is copyrighted material. The presence of material on the Internet is not indicative of its copyright status, and one should not assume that because it is available on the Internet it is eligible for duplication. Each individual bears the responsibility for determining the copyright status of a document before duplicating it.

### **Confidentiality**

The Institute seeks to protect the civil, personal, and property rights of those actually using its computers and systems, and seeks to protect the confidentiality of records stored on its computer systems. Conduct which violates another's confidentiality rights includes, but is not limited to:

- invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to information;
- copying another user's information without the permission of the owner, even if it is readily accessible by electronic means;
- knowingly accepting or using information which has been obtained by illegal means;
- abusing or harassing another user of the Institute computers, network facilities, information services and resources.

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#### Accessibility/Use

Some of the Institute computers, network facilities, information services and resources require that each user have a unique identity (i.e. CIM ID, CASE ID, telephone long distance authorization code, etc.). The identity is used to represent a user and provide access to various Institute computers, network facilities, information services and resources. Misuse of this identification constitutes forgery or misrepresentation. Conduct which involves inappropriate access or misuse includes, but is not limited to:

- allowing another individual to use one's unique identity;
- using another individual's identity, even if the individual has neglected to safeguard it;
- using the Institute computers, network facilities, information services or resources, or using another individual's computer on CIM property, in the commission of a crime;
- gaining access to non-public computers, network facilities, information services and resources.

For questions or clarification on the Technology Ethics Policy, please contact Aimee Barton, Director of Information Technology at x362 or via e-mail at [Aimee.Barton@case.edu](mailto:Aimee.Barton@case.edu).

#### TRANSFER CREDITS

CIM accepts transfer credit from member institutions of the National Association of Schools of Music and from other regionally accredited schools. Each transfer applicant is evaluated on an individual basis and according to CIM's policies, standards, and curricular requirements.

Transfer student status is determined by audition and by admission examinations in sight-singing, ear-training, keyboard harmony, rhythmic comprehension, music history and literature, and piano proficiency. Students who have completed course work in form and analysis and counterpoint are also examined in these areas. These required examinations are given on the day of the major audition, except for piano proficiency, which is evaluated during the first week of classes.

Transfer credits for additional non-elective course work are based upon evaluation of a student's transcript and CIM examinations, which must be completed during the first semester of study at CIM. Such testing will be coordinated by the Registrar in a manner approved by the Head of the Department in question. In all cases, the student must have received a grade of "C" or better in order to receive credit. Grades for courses taken at other institutions will not be entered on the student's record nor will they be computed in the student's grade-point average.

Transfer credits are granted in the amount that would normally accumulate under CIM curricula up to the level of placement. When the amount of previously earned credit is insufficient to cover that awarded under CIM curricula, advanced-standing credit is granted.

Transfer credits are accepted for liberal arts courses in which a grade of "C" or better has been earned. Any appropriate number of liberal arts credits may be transferred, with the stipulation that no more than nine credits in any one subject area will be accepted toward fulfillment of degree requirements or will be applicable toward establishment of a minor program. Exception: A student may transfer up to a maximum of sixteen credit hours for beginning and intermediate levels of the same foreign language taken in consecutive semesters without declaring a minor.

Courses graded on a Pass/Fail (Satisfactory/Unsatisfactory) basis are transferred if, and only if, it is a published policy of the school at which such courses were undertaken that Pass (Satisfactory) is equivalent to a grade of "C" or better.

CIM operates on a semester-credit system and transfers credits from schools on a quarter-credit system at a 3:2 ratio.

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Definitive determination of transfer status cannot be made until final transcripts from all previously attended schools have been received, all appropriate admission testing has been completed, and all necessary examinations for non-elective course work have been evaluated. Each transfer student will meet with the CIM Registrar to confirm final status. All transferred credits will be applicable toward fulfillment of CIM diploma or degree requirements.

### UNSATISFACTORY GRADES

At both the mid-point and the end of each semester, students are warned when scholastic performance has been unsatisfactory. Copies of mid-semester progress reports are forwarded to the student's major instructor and academic advisor in an effort to assist with academic advisement and personal counseling. Failure to maintain the grades and/or grade point average required to ensure good academic standing and satisfactory academic

and/or artistic progress will 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 CIM Catalog, Academic Standing).

### WEAPONS

CIM strictly prohibits the possession of firearms. Unauthorized carrying or possession on CIM premises of a firearm or any weapon with which injury, death, or destruction may be inflicted may lead to interim separation and referral to the Student Affairs Tribunal.

Ohio law prohibits all persons from selling, discharging, igniting, or exploding any type of fireworks. Students in violation of these policies are subject to disciplinary action..

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## **PROCEDURES**

### **CHANGE OF MAJOR INSTRUCTOR**

Should a student feel the need to explore a teacher change, then that student must first discuss the matter with his/her major teacher. It is imperative that the student does not approach other faculty on his/her own initiative in an attempt to solicit a new studio spot. A Change of Major Instructor form, available from the Dean's Office, must be completed.

If the major teacher determines that it is in the student's best interest to execute a change, then the major teacher, in consultation with departmental colleagues and the approval of the department head, will make a recommendation for a change to the Dean of the Conservatory.

Throughout this process, it is imperative that communications be sequenced correctly, and are forthcoming, sensitive, and appropriate. If there are circumstances under which the student feels uncomfortable discussing the matter with his/her major teacher, then that student should first discuss it with the Dean. 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.

The Cleveland CIM of Music cannot guarantee space availability in another faculty member's studio, if the teacher change is initiated by a student. Should a teacher initiate a change, then the school is bound to provide a space in a different studio. CIM has sole authority to make that placement.

### **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 usually 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 tickets free of charge are made available weekly for Saturday evening subscription concerts through grants from local foundations and individuals. Sign-up sheets will be available each Monday at 7:30 a.m. at the front Security Desk. (You must sign up even if your teacher is performing.)

Tickets are allotted in two ways, half the tickets are awarded on a first-come, first-served basis; the remaining tickets are awarded via a lottery system controlled by the Office of Student Affairs. Students must both print their names and provide a signature. Any student failing to provide both a printed name and a signature shall be ineligible for tickets. Note well -- no student may sign up on behalf of another student -- such proxy requests are strictly prohibited, and may result in the loss of ticket privileges for both parties. The sign-up sheet will be available until 1:00pm on Mondays. Students receiving a ticket must pick it up from the mail room by 12:00 noon on Friday. Any tickets which have failed to be picked up, will be available in the Mail Room on a first come, first-served basis beginning at 1:00pm on Friday. Students must bring a photo ID to receive the ticket and will be asked to acknowledge receipt with a signature.

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

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### CLEVELAND ORCHESTRA REHEARSALS

CIM students have the unique privilege of attending all Thursday morning rehearsals (10:00am - 12:30pm). Students must be seated in the hall no later than 15 minutes prior to the start of rehearsal (by 9:45am). Students must refrain from making noise or causing any form of distraction during the rehearsal. Students not adhering to the Orchestra policies will be asked to leave and may lose this privilege.

### COMMENCEMENT

Commencement ceremonies are usually held in May. Students are required to confer with the Registrar during the pre-registration period for the semester just prior to the expected date of graduation in order 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 are less than four (4) credit hours from completing their degree program may petition the Dean of the Conservatory to be allowed to participate in Commencement exercises. Students names will appear in the commencement program but they will not receive their diploma until all degree requirements are met.

Caps and gowns are rented by the school. Diplomas are printed once a year in the Spring. Students who complete programs in July and January participate in May Commencement and receive diplomas at that time. The official, final transcript constitutes proof of program completion in lieu of the diploma. Those who do not participate in the May Commencement ceremony may request that their diploma be mailed to them.

### CONCERTO COMPETITION

Each semester, a competition is held for conservatory students and Young Artists hoping to perform a concerto with the CIM Orchestras. Winners are selected by a faculty jury with consideration given both to excellence of performance and good programming. All performed works must be memorized and all entrants must be in good standing, and must plan to still be enrolled during the following semester. A complete and current set of Competition Regulations is published each semester, and that document, as well as the Competition application form, is available from the Front Security desk. Applications must be submitted by the published deadline.

### CROSS-REGISTRATION AT AREA COLLEGES

CIM is a member of the Northeast Ohio Council on Higher Education. Most member institutions cooperate in a cross-registration process which enables full-time undergraduate students to take course work (one course per semester/quarter) at member colleges, in addition to Case (Case).

Participating schools are:

- Baldwin-Wallace College
- Cleveland College of Jewish Studies
- Cleveland Institute of Art
- Cleveland State University
- Cuyahoga Community College
- David Myers College
- Hiram College
- John Carroll University
- Kent State University
- Lake Erie College
- Lakeland Community College

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Notre Dame College, Ohio  
University of Akron  
Ursuline College

Students who wish to investigate cross-registration options and the feasibility thereof should see the Registrar.

### DOUBLE MAJOR/DOUBLE DEGREE

In certain rare circumstances, a student may elect to participate in a CIM double major or in the CIM/Case Double Degree. Double majors at CIM may be undertaken by filing a written petition with the Dean and with the approval of appropriate parties (major instructors, department heads, etc.). Students interested in the Double Degree with Case Western Reserve University will need to be accepted to the University and complete all requirements both for the additional major and the Universities general studies breadth requirements. A tuition surcharge will be levied for the addition of a second major or the dual degree, but students will not then be subject to credit overage charges.

### EMERGENCY

In the event of an emergency, report to the security desk in the lobby and notify the person on duty of the situation. The custodial staff will be contacted to assist in any appropriate manner. Members of the administrative staff will also assist, if they are in the building. Residents of Cutter House should notify the Cutter Resident Director whose apartment is on the first floor of the residence hall.

For quickest results, the University Circle Police (791-1234), should be they summoned. The Campus Security may also be called at 368-3333, or campus extension 3333. They can be on the scene within a few minutes (usually less than five).

The UCI Police can provide first aid and transportation to the Health Service or the University Hospitals Emergency Room. Useful emergency information follows:

#### FIRST AID

Ask the switchboard operator for use of the First Aid Kit (cuts, minor burns, etc.)

#### HEALTH SERVICE DISPENSARY

(2145 Adelbert Road) Open Monday through Friday 9:00 a.m. to 4:30 p.m Telephone: 368-2450.  
(See CIM 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. Notify the switchboard operator or an administrative officer. The preliminary fire signal automatically alerts the Fire Department. When you pull the fire alarm box, remain near the alarm box until the firemen arrive, if possible.

City of Cleveland Fire Department: Dial 621-1234 or 911 EMERGENCY NUMBER

The University Circle Code Blue emergency telephones, including the installation of 18 emergency telephones (two of which are located on Hazel Drive adjacent to CIM) are operational. With a single touch to a push button located on the Code Blue telephone post, persons are connected directly to the University Circle Police Department to report their emergency. At the time that the Code Blue push button is activated, a highly-visible, bright blue strobe light also starts flashing to identify that

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someone is in need of emergency assistance. The system automatically advises the UCPD which Code Blue telephone has been activated, so it is not necessary that the person requiring emergency assistance provide his/her location. It is anticipated that a UCPD patrol, its rapid patrol deployment capability in emergency situations, will respond to an emergency call within one minute or less.

Off-campus, emergency assistance is immediately available. Simply dial 911 from any regular access phone and provide details of the emergency situation, and help will be promptly dispatched.

- Ambulance, University Circle Police: 368-3322
- Case Maintenance (for residence hall problems):368-2580
- Mental Health Emergency, University Health Service: 368-2450
- Poison Control Center: 231-4455
- Cleveland Rape Crisis Center: 391-3912
- Suicide Prevention: Counseling & Mental Health, 368-2450

### FINANCIAL AID

Students seeking financial aid must apply by March 1 for the following academic year. Most financial aid awards are "packaged" to include scholarship and self-help funds such as loans and Work Study. Financial Aid application materials are available from the Director of Financial Aid. A CIM Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA) must be filed each year even if the student is only receiving a CIM scholarship. Award letters indicating specific amounts and sources of aid are mailed to students when files are complete. One copy of the award letter must be signed by the student and returned to CIM. (See CIM Catalog for more information.)

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 moneys can be applied toward the individual's tuition account. Students should realize, therefore, that only the amount of the award AFTER TAXES can be deducted from tuition, and they should project a 15% reduction of the face value of such awards when calculating tuition due. In addition, scholarship or grant money in excess of tuition and fees is subject to taxation as income. It should be kept in mind that even though these taxes must be initially withheld, the student will be able to file a return on both Federal and State taxes, and may be refunded a portion of the deducted amount, depending on his/her tax status. All students receiving these awards are required to complete W-4 forms. These forms are available in the Business Office. Any questions regarding these tax laws should be addressed to the Business Office.

Financial aid awards are not automatically renewed each year. Students must re-apply for aid annually, between January 1 and March 1, by filing the CIM Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA), and any other required supportive documents. By March 1, a non-refundable tuition deposit must be made in order to receive a financial aid offer and to secure a place in the class for the following school year.

Students seeking to renew financial aid (including CIM scholarships) should pick up application materials for the following year in the Financial Aid Office before departing CIM for holiday recess at the end of the Fall semester.

In addition to regular financial aid resources, CIM wishes to bring to the attention of its students the following special funds made possible through the loyalty and generosity of two important CIM support groups:

#### The CIM Alumni Association Student Assistance Fund

The CIM Alumni Association provides assistance to CIM students to cover the costs of travel incurred for professional auditions and competitions.

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- The student should typically be in the last year of his/her studies at CIM.
- Each person may receive the award **only once**.
- Each award is limited to \$250.00.
- Students must be in good academic standing.
- Students may also apply for special situations such as seminars and special concerts.
- This assistance is also available to alumni within the first two years after graduation.

For details, or to request an application, please see Jennie Miller, Administrative Assistant, Development Office.

### The CIM Women's Committee Student Assistance Fund

#### PURPOSE:

The Committee considers applications and allocations for financial assistance for competitions, festivals and workshops.

#### PRIORITIES:

The first priority of the Assistance Fund is helping full-time students with expenses for attending competitions.

#### ELIGIBILITY:

The applicant to a competition must be a full-time student or in the Young Artists program.

Full-time students who have finished their Junior year may apply for financial assistance for travel to attend festivals and workshops.

#### PROCEDURE:

Application deadline for summer festivals and workshops is APRIL 15. Upon completion of the festival, official documentation of attendance at the festival or workshop is required. Failure to comply will result in a request to return the awarded amount.

Auditions for full-time orchestra, vocal positions or other job search-related activities DO NOT qualify for this assistance. (See CIM Alumni Association Student Assistance Fund.)

A Three-week lead time is required for the process, and **monies are not retroactive**. Applications are available from Jennie Miller in the Office of Development.

## HONORS CONVOCATION

The Honors Convocation is held the day before Commencement. The annual prizes and awards, made possible and presented in honor of many dedicated CIM benefactors, are presented to both graduating and current students. Students who are 1<sup>st</sup> place competition winners and professional appointees are also recognized for their achievements at the Honors Convocation.

## IDENTIFICATION CARDS

All new CIM students need to obtain a CIM permanent, laminated photo ID card. New students should report to the Case 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.

Freshmen may obtain their ID letter at Cutter House during Orientation. All returning students may use their old Case ID card, but need to get a validation sticker from the CIM Business Office. Only laminated ID cards are honored at the CIM and University libraries. New students should take their CIM laminated ID card to the CIM Library circulation desk so that their bar code can be entered into the on-line system. Until the bar code is entered in this way, the ID will appear to be invalid at all libraries. ID cards are revalidated with a new sticker at the Business Office at the beginning of each semester when the semester payment is made.

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The CIM laminated ID card will also be retained by the CIM Room controller as a key "deposit" each time a student reserves a teaching studio for rehearsal or practice. Studio keys will not be issued without the CIM laminated ID card. If an ID card is lost a replacement will cost \$10.00.

**ILLNESS** (See Emergency and Health)

### **INSTRUMENTS, LOAN OF**

CIM owns various string and orchestral instruments available for student loan. A sign out procedure is operative through the Office of the Dean, and the student becomes responsible for the care and maintenance of the instrument during the loan period. Instruments must be returned to CIM at the end of the school year, and generally, may not be kept during the summer months. Instruments are loaned only for the purpose of assisting students in the fulfillment of CIM-related activities; they should not be taken out of town, without the specific consent of the Dean. Instruments should not be given to anyone else for use. The user of record remains responsible for the instrument until it is returned and checked in.

### **KEYS**

During certain times of the day, particularly in the evening, teaching studios are available for student practice and rehearsal. A student must leave a currently valid CIM ID card with the officer in charge at the Main Security Desk in order to receive the studio key. Upon completion of use of the studio, the key must be returned to the Security desk immediately, at which time the student's ID card will be returned.

Studios must be left in good order upon completion of use. Chairs and stands must be returned to their original locations. Pianos are not to be moved. Food and beverages must not be brought into teaching studios.

Bassoon, Clarinet, Collaborative Piano, Flute, Harpsichord, Horn, Oboe, Trombone, Trumpet, and Tuba students will be given priority usage of departmental designated studios. Students in these departments will need to sign out the studios and receive a key from the Security desk at the time of use.

Due to the fact that Double Bass, Harp, and Percussion instruments are kept in the designated studio, students will be issued keys to their respective designated studios by the Front Security Desk. A \$75 key deposit is required and a Key Deposit Contract must be signed.

The office of the Registrar at CIM shall be the sole determiner if the student, who must be currently enrolled and in good financial and academic standing, is entitled to the use of a designated studio.

### **MINOR IN MUSIC STUDIES**

Minors in music studies are available in the following areas: music theory, eurhythmics, composition, and music history, literature. and audio recording. Complete details are available from the CIM Registrar.

A minor in a liberal arts field may be earned by completing a sequence of five or six courses in the desired area. These courses may fulfill part of the 35 credit hour General Education requirement, except when the requirement must be met with previously specified courses. The minor program must be approved by the appropriate department at Case.

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### **ORCHESTRAS** (See also CIM Catalog)

A CIM Orchestra Rehearsal and Concert Schedule booklet outlining all projected orchestra rehearsals and performances for the school year is made available to students at the beginning of the Fall semester. In addition to indicating the day, time, location and conductor for each rehearsal, the booklet also contains the master schedule of orchestra sectional rehearsals, repertoire planned for the season, and regulations governing attendance, concert dress, and use of the Orchestra Library. It is the student's responsibility to check the orchestra bulletin board frequently for changes to the schedule.

### **PERFORMANCE OPPORTUNITIES/COMMUNITY SERVICE**

Community service is an important part of the learning experience at CIM. We believe the privilege of being musicians comes also with the responsibility of sharing our gift with the community. CIM students are encouraged to volunteer their services in several programs.

#### Performing in the Community

CIM receives dozens of requests each semester for students to perform in a variety of settings, including senior care centers, medical facilities, community events, fundraisers, 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. String quartet music can be borrowed from the office of community education. Other ensemble music may be purchased upon your recommendations. The ability to interact with an audience is highly valued in this endeavor.

Performing opportunities are posted regularly on the community service bulletin board, located across the hall from the mailroom. Students may review the opportunities and sign-up on the spot. Please note that federal work-study students may be compensated for their time at a rate of up to \$15/hour.

#### Music Therapy at University Hospitals

Music Therapy is the utilization of music for non-music goals. Music can have a tremendous healing affect on medical patients in a variety of areas. CIM students may become "musicians in residence" at University Hospitals and assist Dr. Deforia Lane and other music therapists in their work.

#### Midday Music Series

Midday Music recitals are held on Wednesdays throughout the academic year. This series provides opportunity for soloists, duos and chamber groups/small ensembles to perform shorter works, movements from larger works, and works in progress. CIM hopes students will take advantage of this opportunity for more performance experience. Students interested in performing should contact the Director of Collaborative Piano.

Midday Music Attendance Policy: All freshman and sophomores are required to attend fourteen midday music performances (an average of seven each year) as prerequisite for scheduling junior recitals and/or theses.

#### Music Education

There are often opportunities to present informances, teach private lessons, or teach other music classes at local K-12 schools. Students with experience or special interest should contact the Office of Community Education.

#### America Reads

CIM students may participate in the University Circle Literacy Corps, which provides reading tutors to selected K-4 schools. Case provides training and transportation for tutors.

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### Distance Learning

At The Cleveland CIM of Music, distance learning is concerned with transcending time and distance to create a personal bond between an instructor/performer who is in one place and a student/listener who happens to be in another. With the emerging technologies of interactive video conferencing and internet connectivity, time and distance are no longer barriers to education and performance. Most community service activities can be accessed through the distance learning technology. Students are encouraged to participate as performers, teachers, technicians or observers.

If you are interested in getting involved with any of the activities mentioned above, please contact Dr. Mark George in the Office of Community Education. Phone: (216) 795-3177, E-mail: mag12@Case.edu.

### RECORDINGS OF RECITALS (See Audio Services)

### SECURITY (See also Emergency)

CIM makes every effort to ensure security in its buildings and works closely with Case and University Circle Incorporated in maintaining a safe and nurturing environment. By meeting the challenges of its urban setting with proactive security regimens and heads-up awareness, CIM has successfully engendered a sense of safety among its constituents. Students have a responsibility to assist in this process by exercising vigilance and common sense. Specifically, students should adopt the following habits:

1. The CIM ID card should be carried at all times.
2. In the CIM building, be watchful of suspicious situations – do not attempt to intervene, but contact the security desk in the lobby or a member of the maintenance or administrative staff.
3. Do not leave instruments or valuables unattended.
4. Obtain commercial insurance protection for your valuable property. Instrument insurance is a must.
5. Use common sense in your travel after dark, both on and off campus. Walk with someone; avoid unlighted and unpopulated paths of travel; do not carry 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.
6. Be aware of the Emergency Code Blue telephones in the Hazel Drive Parking Lot #43 and on the path between CIM main building and the Hazel Drive Practice Annex.
7. Students should take full advantage of security mechanisms available to them such as the Case Auxiliary Patrol Escort Service (5:00-11:30 p.m., Monday through Friday, phone 368-3333 or campus extension 3333)..

### 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 which is distributed to every CIM student. Extra copies of the Report are also available in the Office of the Dean.

### SNOW CLOSING

During or after heavy snows, CIM may be forced to close. Students should listen to local television stations, radio station WCLV, 104.9 FM, or call the school to be certain that the building is open, before starting out in severe weather. CIM will make every effort to accommodate the rescheduling of recitals which are canceled due to building closing.

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### TRANSCRIPTS

Official transcripts are requested in writing from the Registrar and mailed directly to the school or authority involved. Transcripts are released only if all obligations to CIM and other University Circle institutions have been met. CIM does not forward the transcripts of other institutions which may reside in the student's file as part of the documentation required for admission for study or transfer of credit. Transcripts are issued upon written request and require payment of \$5.00 per transcript, payable in advance by check made out to CIM, or by credit card.

### TUTORING

Tutoring is available in a number of subject areas. CIM tutoring is recommended by, and provisions made through, the instructor so that the nature of the tutoring to be assigned can be best determined. The student in need of tutorial assistance must first confer with the instructor of the course in which assistance is needed. In most instances, payment will be made by private arrangement between the student and the tutor. In certain cases, the cost of tutoring will be borne by CIM. For further information, students should contact the Registrar.

Free tutoring for improvement of writing and/or reading skills is available to undergraduates from the Case Writing Center, room 100 Bellflower House (368-3978). Graduate students can access tutoring on a pay-as-you-go basis at the Writing Center. The Center provides assistance with skill improvement on a general basis or with regard to specific assignments such as research papers and theses. In addition, students may utilize the Educational Support Services at Case. Located in Kelvin Smith Library (368-5230), this office provides tutoring, diagnostic testing, counseling, and computer-assisted instruction.

### WITHDRAWALS AND REFUNDS

(See Financial Regulations in CIM Catalog)

### WITHDRAWAL FROM COURSES OR SCHOOL

Registration in a course can only be achieved by actively following prescribed registration procedures. Similarly, once officially registered, withdrawal can only be accomplished by active participation in the official withdrawal process.

Cessation of attendance does not constitute official withdrawal, and the student who "disappears" from a course in this manner will receive a Failing grade for the course. Please note that informing the instructor of withdrawal does not constitute official withdrawal.

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

Official withdrawal from school is effected only upon submission of written notification to the Dean, indicating reasons for and the effective date of withdrawal. The official withdrawal date for billing calculation and other legal purposes will be 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 see what impact their departure will have on financial aid they may be receiving. CIM follows the Federal guidelines for Return of Title IV aid. A copy of this policy is available in the Financial Aid Office.

### WORK/STUDY PROGRAM(See Financial Aid)

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### **SERVICES**

#### **ACADEMIC ADVISEMENT**

Academic advisement, an integral part of the pre-registration process, is coordinated by the Associate Dean of Student Affairs and the Registrar. Students will be assigned an advisor and should 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 their advisor in order to ensure completion of degree requirements.

#### **AUDIO SERVICE**

CIM Audio Services is equipped to provide state-of-the-art recording of recitals and other performances. Regulations and procedures governing Audio Services are available at the Audio Engineer's Office.

Students who wish to book a concert hall for recording may do so on a space-available basis through the Concerts and Events Office. This kind of hall use is subject to cancellation, especially during peak-use periods, if the time is needed for primary activities such as degree recitals, etc. Students are urged to book off-peak hours for recording. Recording can be undertaken individually using personal equipment or through arrangement with Audio Services. If personal equipment or the services of non-CIM personnel are employed, these must not in any way interfere with CIM Audio Services equipment located in the halls.

#### **BANKING/CREDIT UNION**

There are numerous local banks in the area. For the convenience of students, 7-day-a-week, 24-hour banking is available through automated teller machines (ATMs) located at the National City Bank (10700 Euclid). In addition, an ATM machine is located outside of Thwing Center (11111 Euclid Avenue) and Wade Commons on Case campus.

In addition to traditional banks, CIM students have the option of using the Ohio Educational Credit Union, which has a branch in downtown Cleveland and also allows for on-line banking and ATM usage. A representative of the credit union will be on campus during Orientation.

#### **BOOKS, TEXTS, MUSIC**

CIM operates its own Music Store, located on the Lower Level of the Main Building. It stocks 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.; Saturdays, 9:00 a.m.-3:00 p.m.

Textbooks for most Case courses as well as 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.

#### **BUS SERVICE ON CAMPUS**

Since University Circle, within which CIM and Case are located, encompasses approximately 500 acres, a free shuttle bus system "Circle Link," operates on continuous day and evening schedules throughout the week. Circle Link schedules are available at the CIM Student Affairs Office and at the main Security Desk station.

CIM students, as part of their student fees, are able to participate in the Regional Transit Authority (RTA) U-PASS system. Full and part-time enrolled conservatory students may get a U-PASS ID at the

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Case ID Center. This pass allows a student to ride the RTA bus and train system anytime. The passes must be renewed each semester.

In addition, RTA runs the University Circle/Heights Area Community Circulator. This local bus route connects University Circle directly with Shaker Square and Coventry Village areas where many students elect to have off-campus apartments. CIM recommends use of the RTA U-Pass, as parking for private vehicles is extremely limited in the University Circle area. Very limited on-the-street parking and parking permits are available.

### CHANGE (Money)

No change is available in the Business Office, the Library, or the Mail Room. There is a change machine in the Student Lounge.

### COLLABORATIVE PIANO AND ACCOMPANYING SERVICES

Accompanying services for program-required student performances (this does not include non-degree recitals) during the regular Fall/ Spring semesters, are provided by Staff Accompanists, Collaborative Piano majors, or other keyboard students. All students that require a collaborative pianist as a component of their program will be assessed an Accompanying Service fee.

Utilizing collaborative resources as efficiently and effectively as possible requires a great deal of advance planning on the part of all non-keyboard students, because "last-minute" requests cannot be met with optimum artistic and logistical results.

Especially important is the student's early decision, in consultation with his/her major instructor, regarding recital and/or jury repertoire. Of immediate concern is the requirement that students planning Fall recitals communicate their accompanying needs by means of indicating repertoire on the Request for Accompanist Form available outside of Room 209. Similarly, students who are not planning recitals or jury examinations but who will, nevertheless, require a collaborative pianist for such activities as lessons, class recitals, CIM Concerto Competition, master classes, etc., must submit a Request for Accompanist Form at least four weeks in advance of performance. CIM cannot guarantee an accompanist if lead-time is less than four weeks.

Keyboard students desiring ensemble credit for collaborative piano must register for MUEN 300 (Collaborative Piano), through which accompanying assignments are made and the repertoire coached.

Organ and harpsichord accompaniment can also be accessed through the Coordinator of Accompanying. For information regarding harpsichord accompaniment, see HARPSICHORD below.

### C.O.D.

CIM will accept no deliveries sent C.O.D. for students. All instruments, packages, trunks, etc., sent in care of CIM must be either prepaid or the student must arrange to be on hand when the shipment arrives. Unclaimed C.O.D. deliveries will be immediately returned to the shipper.

### COPYING SERVICES

Students may use the copier in the Mailroom Lobby for personal copying at \$.10 per page between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. This machine will accept coins, singles, and five-dollar bills, with change available in the Student Lounge. (Please note that the Mailroom does not make change.) The Mailroom staff cannot give credits for copying mistakes, but can be consulted for copier instructions. Unauthorized copying (and use of unauthorized copiers) is subject to disciplinary action by the Office of the Dean.

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### COMPUTER NETWORK (See also Technology Learning Center)

The campus-wide, fiber-optic computer network links classrooms, residence hall, libraries, faculty and administrative offices together in an extensive, high-speed communications endeavor -- one of the most elaborate in the world. As part of the Case network, CIM has 802.11a/b/g wireless networking available in common areas such as the library, student lounge, lobby and Cutter House. As a result of CIM's Joint Music Program with Case, all CIM students will receive a Case account/e-mail address. Accounts can be activated through the Technology Learning Center or the CIM Library on campus.

Central to the CIM mission is the goal that all students become aware of and accustomed to the ways in which music and technology go hand in hand. CIM students will receive instruction in computer technology as it pertains to the study of music at the college level, and will find a variety of ways in which technology will facilitate musical and scholarly endeavors at CIM. For instance, many professors are encouraging students to prepare papers with word processing and to generate music examples electronically with a musical notation program such as Finale or Sibelius. Students will find that ample opportunities to assimilate technological skills have been integrated into the curriculum. Music Theory courses, including form & analysis, counterpoint, and orchestration, all rely to some extent on computer usage, as well as most Music History courses.

CIM has a Technology Learning Center located in room 20 of the main building that is equipped with new computers, musical notation and other software, plus MIDI keyboards. The TLC is open to all CIM students, faculty and staff. Furthermore, the Case Music Department houses a multi-workstation Macintosh/MIDI lab in the basement of Haydn Hall and the Nord lab at Case are both open to all CIM students. The CIM web site offers a wealth of information about the school's programs and services. The complete college catalog is available, as well as a calendar of coming events, information about featured ensembles and festivals, news, and visitor information. Links are also available to Case and to other Cleveland sites. The site can be accessed, free of charge, from any Internet browser at (URL): <http://www.CIM.edu>. Please visit the site often for the most recent news and updates.

Students planning to reside in Cutter House may wish to purchase their own computer and MIDI keyboard, so that they can hook up directly to the Case network from their residence hall room. CIM provides network switches and Ethernet cables for residents in Cutter House. The Cutter House network supports both MacIntosh and Windows platforms. Through our affiliation with Case, all CIM students have the opportunity to purchase Dell computers, wireless enabled laptops, Sprint cell phones and other services at special reduced pricing. To purchase, go to (URL): <http://www.Case.edu/its/estore>. In order to purchase a Dell, click on computers, student purchase and use the ITS user name CIMStudent, password sonata (available until September 2006, afterwards use your Case account) to select and purchase a specially-priced system configured for the Case network. Note that CIM does not offer technical assistance or advice to students in the purchasing of a computer. CIM IT staff will be on hand to provide assistance with setting up your computer in Cutter House briefly during orientation; afterwards, for information or assistance with setting up your computer on the Case network, please contact the Case PerceptIS Help Desk at (URL): <http://help.Case.edu> or call (216) 368-HELP.

### COUNSELING, EDUCATIONAL AND PERSONAL

The Dean of the Conservatory coordinates a wide array of counseling resources available to students for academic or personal matters, and will refer students to other sources of help, as appropriate. Dr. Joy Pengilly-Wyatt, the CIM counselor, will be available for counseling on a walk-in and referral basis. Dr. Wyatt has an office in Cutter House, Room 102 as well as at University Counseling Service, located in Sears building (201) on the Case campus.

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Educational counseling is available from the Psychological Research Service of Case ESS [Educational Services for Students] located at Case. A trained staff uses the best scientific techniques available for educational and vocational aptitudes and interests testing, and personality evaluation.

Professional counseling, consultation and mental health services, the cost of which is covered by the annual Health Fee, is provided by University Counseling Services (368-5872). The UCS staff adheres to strict professional standards of confidentiality. They provide free counseling and mental health services to all CIM students in two locations on the Case 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 students at CIM adjust to changes in their personal, social and professional areas of their lives. Confidentiality is taken very seriously at UCS; the staff can not disclose information to any other person, e.g., faculty, parents, or employers without the student's written consent; release of information without the written consent of the student would occur only in cases of imminent danger.

Free workshops, seminars and groups are also offered by UCS each semester on topics including performance anxiety management, drug/alcohol education, and eating disorders.

UCS 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 one's health, academic goals and personal relationships with family and friends. Information about campus and community AA, Al-Anon and other 12 step programs are available by calling 368-5872.

The UCS 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, Telephone 368-5872. The Mental Health division is on the second floor of UGHS, 2450 Adelbert Road, 368-2510.

### DENTAL CLINIC

The Case School of Dentistry maintains a clinic that offers complete dental services to students. Dental students carry out the work under the supervision of faculty members. The cost is usually significantly lower than services elsewhere. The Student Health Fee does not cover work done at the Dental Clinic. The Clinic is open Monday through Friday, 10 a.m. to 5:00 p.m. Call 368-3200 for appointments and information.

### FOOD SERVICE

Hot and cold drinks, candy, ice cream, soups and sandwiches, and a change machine are available from vending machines in the Student Lounge of the main building.

Facilities of Case that are available to CIM students are numerous. A few of the near-by locations are:

Leutner Resident Dining Care, 1619 Mistletoe Drive (in residence hall complex)

L3 Grill at the Spot

The Silver Spartan Diner, located on Juniper Road

Wackadoo's Grub and Brew, located in Thwing Student Center

There are also numerous coffee shops and restaurants located within three blocks of CIM

Students residing in Cutter House are required to participate in the Case board plan. Off-campus residents may purchase meals separately at Case cafeterias and snack bars, or they may participate in one of the University board plans.

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### FOOD STORES

Food stores in the area that will be of most use to students are as follows:

- Food Co-OP, 11628 Euclid Avenue. A Community-based co-op; members must work a few hours per month (membership not mandatory)
- Sidari Mayfield Imports, Mayfield Road in Little Italy. Italian-style deli, hot and cold takeout, party trays, etc.
- Dairy Mart, Mayfield and Coventry Roads. Convenience store, open until midnight every night.
- West Side Market. West 25th Street and Lorain Road. Old-world-style, indoor/outdoor market, with freshest meats, cheeses and produce at very reasonable prices. Open Monday, Wednesday, Friday, and Saturday, it is easily accessible via RTA train. Take University Circle bus to Cedar/University Circle RTA stop; take westbound train to West 25th Street stop (ca. 15 minutes); the market is adjacent to the RTA station.
- Dave's Supermarket. Shaker Square. Locally-owned commercial supermarket – on the RTA Circulator route.
- Zagara's Marketplace. 1940 Lee Road – Family-owned full service supermarket.
- Top's Market. Severance Town Center, Mayfield and South Taylor roads – commercial grocery store – take the 9/9x RTA bus East on Mayfield road.

### HEALTH (See also Emergency and Substance Abuse Prevention)

The University Health Service, the primary resource for student health care, is located at 2145 Adelbert Road (phone: 368-2450). If during the day the student is forced to return to his place of residence due to illness, the CIM Registrar should be notified, whenever possible. If the student is ill at home, he/she should notify the CIM Registrar who can place notices of absence in faculty boxes.

The Student Health Advisory Council is a volunteer group of Case, CIM, the Cleveland Institute of Art, and other students which acts as a liaison between students and the University Health Service. The group works to inform students of available health services in order to promote a healthy lifestyle.

Some of the other services available to improve wellness are:

- AIDS Hotline: 1-800-322-AIDS
- Alcoholics Anonymous: 241-7387
- Alanon/Alateen: 621-1381
- Cocaine Abuse Hotline: 621-SNOW
- Counseling and Mental Health, Case: 368-5872
- Free Clinic: 721-4010
- Gay Hotline: 651-7111
- Nutrition: Case Department 368-2441
- University Health Service: 368-2441
- Physician Referral Service of Cleveland, 231-5000
- Preterm: 368-1000
- The Refuge (when you need to get away from it all for a few days): 368-8803
- Sex Counseling and Contraceptive Clinic: University Health Service, 368-2453

### HEALTH EMERGENCY: AFTER CARE CONSULTATION/EVALUATION

In order to assist in the health care of our students, a medical and/or mental health consultation may be required by the Dean of the Conservatory. This consultation normally would occur after a medical or mental health emergency, i.e. hospitalization. A student may be required to meet with a physician, psychiatrist or psychologist to determine:

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1. The health care needs that may exist and whether these needs can be met within the University Health care system.
2. Whether the student poses a substantial danger or risk to his or her own health.
3. Whether the student poses a substantial danger or risk to the health or well being of another person.

A recommendation to the Dean will be made based on the above criteria. Occasionally it may not be feasible for the student to resume a full or even partial return to CIM. The Dean will discuss with the student any recommendations made by the doctor and will assist the student in making plans for the best possible after care.

### LEGAL SERVICES

The Case University Legal Center provides legal representation for those who are eligible based on level of income. Students must call 368-2766 for a consultation; this is not a walk-in service. The Center is located in Gund and is staffed by Case law students under the supervision of attorneys.

### LOST AND FOUND

It is the sole responsibility of every person at CIM to turn in any article found to the main Security desk. In the absence of an individual working at the security desk, the article(s) are to be turned in to the Switchboard operator for proper handling. Items that have been unclaimed for an excess of 60 days will become the sole property of CIM for final disposition.

On the Case 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 other offices.

Students can post notices concerning lost/found items on the CIM student bulletin board across from the Mail Room and other bulletin boards around campus. Students can also advertise in the classified section of the Observer, the Case student newspaper.

### MAILROOM SERVICES

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. Please plan ahead.

#### **Postal Services:**

The Mailroom provides many convenient postal services, including the following: metering mail which requires more than one first-class stamp, express services (i.e. USPS, FedEx, DHL, and Airborne Express), 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 filing cabinet containing the student mail folders is located at the entrance to the Mailroom on the lower level of CIM. Because faculty will leave messages for students in their mail folder, it is important that they be checked several times each day. A Package Pick-Up Slip will be 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 will be locked in a caged storage area for protection and can be retrieved during specified student mailroom hours. Students must bring a photo ID to receive these items, and will be asked to acknowledge receipt with a signature. Due to limitations in space, unclaimed packages will begin to accrue charges of \$1.00 per day, two weeks after they arrive.

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Cutter House residents should have their mail delivered to CIM with the words “*Cutter House*” and their room number included in the address. Students who live off campus are reminded that they must have mail and packages delivered to their residence.

Students who leave for the summer, or take a Leave of Absence, should complete a temporary change-of-address form in the Mailroom (even if returning home) and leave it with the Mailroom staff. This is the only way mail can be forwarded.

### **Faculty Mail:**

Faculty and staff mailboxes/folders are located at the Switchboard Station (see Brenda Pickett-Watson, switchboard operator, for detailed location information.) Students may leave messages for faculty/staff in these boxes or by voicemail.

Outgoing stamped mail can be placed in the Outgoing Mail Slot at the Switchboard Station (see switchboard operator for location) or in the designated trays in the Mailroom.

### **FAX Services** (216-791-3063):

Student fax services are available. The Mailroom will send/receive faxes at the following rates: Sending -- Domestic, \$1.00 per page; Foreign, \$5.00 1st page + \$2.00 each additional page. Receiving -- \$1.00 per page.

If an urgent fax is received, every effort will be made to contact the addressee. Since students' whereabouts are not always known, students should consult their boxes at least twice daily for messages.

## MARKETING AND PROMOTION

Upon arrival, all students are required to submit a current biography and photo (5 X 7 or 8 X 10) to the marketing department to be used in the promotion of concerts, for the CIM newsletter, on the Web Site, display cases and to report news and awards. Photos may be submitted via E-mail, but must be at a high resolution – at least 300 dpi. They can be E-mailed to: [dxv26@case.edu](mailto:dxv26@case.edu) and should include the student's name, instrument, teacher and year. The name of the student's home town newspaper and any other publication, such as a former school paper, should also be provided so CIM can report on accomplishments.

Students should become familiar with the process to create program bios and other materials to promote their work. The Marketing Department can assist with this. The names of local photographers are also available in the Marketing office. 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.

## MASSAGE

In CIM's ongoing effort to enhance student wellness, Therapeutic Massage is available at a nearby off-campus location. Sessions are by appointment only. Rates are \$60.00 per hour. CIM will subsidize \$10.00 of that fee for a student's initial visit. To schedule an appointment, or for more information, please contact Anne Lockard, Licensed Massage therapist, at CIM extension 215 or 795-3115.

## NOTARY PUBLIC

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

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### PARKING REGULATIONS

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

A limited number of parking permits are available to students for Lot 43. Students interested in purchasing a permit for Lot43 should contact the Associate Dean of Student Affairs.

Parking violators are aggressively 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 strictly enforced through all University Circle institutions.

### PERSONAL PROBLEMS (See Counseling, Educational & Personal)

### PLACEMENT SERVICE

The CIM Placement Credential Forwarding Service provides a convenient mechanism for packaging and forwarding customary job placement materials to any location upon written request. At least one week's notice is required. The cost per request is \$7.50. Placement materials included in the package include the student's CIM transcripts, letters of recommendation (duplicated from master copies on CIM Recommendation Forms submitted to faculty by the student), and if available, a current resume, and a reasonable number of related materials (programs, reviews, etc.). A placement file is initiated upon written request to the Dean's Office where a Recommendation form may be obtained and where placement file forwarding requests should be addressed.

The Office of Student Affairs maintains current flyers received by CIM announcing collegiate faculty openings, as well as information on competitions and festivals. The previous year's flyers are always retained for student perusal of skills and requirements being sought in the current job market. The notebook containing these flyers is located in the Student Affairs Office. Announcements of positions (orchestral, church music positions, chamber music ensemble openings, etc.) are posted on the bulletin boards adjacent to Studio F.

In addition, the CIM Library maintains two listings for music and education openings.

**PHYSICAL EDUCATION** (See also RECREATIONAL FACILITIES ON CAMPUS (Case) Physical Education courses are open to CIM students. See the CIM Registrar for information about how to register for such courses.

### PIANO TUNING AND MAINTENANCE

Students are asked to assist in keeping practice room, studio and concert hall pianos in tune and good working order by reporting maintenance needs to the CIM piano technicians. Forms to request tuning or repair are available at the Switchboard. These forms should be completed and left in the Piano Technician's box. Pianos deteriorate quickly when food or drink are spilled on them. Please help maintain your practice instruments by NOT eating, drinking or smoking in practice rooms, teaching studios, or concert halls.

### RECREATION FACILITIES ON CAMPUS (Case)

Recreation facilities are available to CIM students, upon presentation of ID card. Such facilities include:

*Finnigan Fields* on East 115th Street: 400 meter all-weather track; Softball fields

*Van Horn Field*: Intramural field; Cinder jogging lane

*Emerson Physical Education Building*: Horseburgh Gymnasium; Donnell Swimming Pool *Nautilus Weight Room* and

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free weight room; Squash and racquetball courts, Rifle range

*Adelbert Gymnasium*: Basketball, badminton and volleyball courts; Archery range, Small running track

*Tennis*: Mistletoe courts (6) located behind Leutner Commons; Bellflower courts (2); Carlton Road courts (6), south campus

The *One-To-One Fitness Center* (operated by University Hospitals) is available to CIM students with the payment of a membership fee. Call 368-1120 for more information. Off-Campus: Bowling, golf and ice skating facilities are near the campus.

For more information about any of these facilities, call Case Physical Education and Athletics Department (368-2867)

### SHOPPING

Severance Town Center Severance features convenient, close, inexpensive one-stop shopping, with Wal-Mart, Tops, Borders, Marshall's, and Office Max anchoring the complex. Smaller shops include Dots, Payless, Blockbuster, Rack Room Shoes, Best Cuts, and Radio Shack. Other amenities include Regal Theaters, IHOP, and Baker's Square. Driving: Go east on Mayfield. Severance is directly after S. Taylor Rd. RTA: Take the 9/9X east. On weekends, and some times during the week, the bus loops into Severance, allowing you to get off at the store of your choice.

University Square This multistory shopping center includes Target, Kaufmann's (soon to be Macy's), TJ Maxx, Tops, Jo-Ann, and Applebee's. Nearby strip malls feature a variety of small restaurants, and the American Cancer Society Discovery Shop (thrift). Be sure to check out the cart escalator at the two-story Target. Driving: Go east on Cedar. University Square is at Cedar and Warrensville Center Road. RTA: Take the 32/X to Warrensville Center Road.

Legacy Village This one's a trek and pricier than previous options, but worth it for the variety. Legacy Village is a sprawling upscale shopping area featuring an Apple store, Giant Eagle, Joseph-Beth Booksellers, Ann Taylor Loft, Dick's Sporting Goods, ECCO, Birkenstock, White House/Black Market, Coldwater Creek, and Joli Couture. Dining options include The Cheesecake Factory, The Melting Pot, Brio Tuscan Grille, and California Pizza Kitchen. Driving: Go east on Cedar. Pass University Square and Green Road. Legacy Village is on the left. RTA: Take the 32/X to the Legacy Village stop.

Beachwood Place Mall Beachwood features Nordstrom, Sak's Fifth Avenue, J. Crew, Dillard's, Banana Republic, and Ann Taylor. It's standard upscale mall fare, if you're willing to make the trip. Driving: Go east on Cedar. Pass Legacy Village. Beachwood Place is on your right. RTA: Take the 32/X past Legacy Village to the Beachwood Mall stop.

Tower City Center Tower City may be somewhat overrated, but it still boasts several popular stores, including Abercrombie and Fitch, Charlotte Russe, Footlocker, The Gap, Victoria's Secret, Borders Express, Rave, and Bath and Body Works. The food court offers a variety of options, and Tower City Cinemas accepts Case Cash. Driving: Not worth it. RTA: Take the Red Line west to Tower City Center.

Ohio City Further west, but very accessible, Ohio City offers a wide range of small shops and ethnic food. Highlights include the West Side Market (open Monday and Wednesday until 4 p.m., Friday and Saturday until 6 p.m.). Unique Thrift is student paradise, with massive selection and half-price Mondays. RTA: Take the Red Line west to W. 25th/Ohio City. The Westside Market is on 25th and Lorain (look for the tower). Unique is about half a mile down Lorain, and W. 25th is your best bet for food.

### STUDENT DIRECTORY

A Student Directory is compiled based on information provided by students at the beginning of each school year. A Directory form must be submitted in order to receive a CIM ID proof-of-enrollment sticker and registration.

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It is important that students keep the Registrar informed of any changes in directory information such as address, address of parents/guardians, phone numbers, etc. (See also ADDRESSES AND PHONE NUMBERS).

Student Directory forms are available at the Office of the Registrar, or on-line at [www.cim.edu/studentaffairs/forms.php](http://www.cim.edu/studentaffairs/forms.php).

**STUDENT LOAN FUND** (See Loans)

### TELEPHONES

#### **Main Building:**

Student telephone calls must be made from pay booths in the building. Student teachers calling out on official business must place calls through the telephone operator.

Students utilizing the school telephones for personal calls will be subject to disciplinary action. A no-cost Case Centrex extension for on-campus calls to Case facilities is located at the Room Control Desk in the lobby. Just dial the desired four-digit Case extension.

#### **Cutter House:**

Each room in Cutter House is equipped with a private telephone line which enables residents to make local calls. In addition, phones are available on each floor. Outgoing long distance service is not available. Students may use calling cards or their cell phones. Students residing in Cutter House may not make long distance phone calls unless they have registered for a Case phone, the call is collect, or a calling card is used.

#### **Voice Mail Messages**

To leave a Voice Mail message for a faculty member, please do the following:

INSIDE the Main Building

1. Dial 370;
2. Dial Voice Mail Box Number

OUTSIDE the Main Building

1. Dial 795-3170
2. Dial Voice Mail Box Number

There is a Voice Mail directory by each hall or pay phone within each CIM building.

#### **Useful Telephone Numbers**

- Case Music Department (216-368-2400)
- Severance Hall Box Office (216-231-1111)
- Cleveland Public Library (216-241-1020)
- Cleveland Museum of Art (216-421-7340)
- Cleveland Music School Settlement( 216-421-5806)

**TRANSPORTATION** (See Bus Service On Campus)

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## FACILITIES

APARTMENTS (See Housing)

**BUILDINGS** (See also Practice Rooms)

The lower floor of the main building contains practice rooms (lettered A-Z, AA- etc.; plus a chamber/ensemble room), teaching studios, student lockers, the Technology Learning Center (computer lab), the Mail Room, Information Technology offices, the Orchestra Library, the CIM Music Store, the Piano Technician Workshop, and Maintenance Department.

On the main floor are administrative offices, teaching studios, the Audio Service, the Library, Eurhythmics studio and Kulas Hall (seating 540).

The second floor has classrooms, teaching studios, administrative offices for Opera, Orchestra, and Suzuki departments, the entrances to the Kulas Organ Loft and Kulas Hall audio control room, and more student lockers.

The Fred A. Lennon Education Building provides, on its first floor, new large practice rooms, including a new chamber music rehearsal room, administrative space, a conference room, and a faculty & student lounge. Located on the lower level of the Lennon Building are percussion studios, percussion practice rooms, technologically advanced distance learning studios, an electronic music studio/classroom, and the studio/classrooms for the CIM Audio Recording department.

Immediately adjacent to the main building is Cutter House, the CIM residence hall, which houses approximately 100 conservatory students. Also located in Cutter House are a classroom, the career services center, the counseling service office, and Composition department's computer lab.

The Hazel Drive Practice Annex is adjacent to Lennon Educational Wing. Entrance to this facility is by card-access, based on a valid CIM ID. Hazel Annex houses several teaching studios and 15 practice rooms.

The new Mixon Hall (a state of the art 250 seat recital hall) is under construction and is scheduled for opening in the Fall of 2007.

### BUILDING HOURS

#### Main Building

Monday through Thursday -- 7:15 a.m. - 12:00 a.m.  
Friday -- 7:15 a.m. - 11:00 p.m.  
Saturday -- 8:00 a.m. - 11:00 p.m.  
Sunday -- 10:00 a.m. - 10:00 p.m.

#### Hazel Drive Practice Annex

Monday through Friday -- 8:15 a.m. -- 11:00 p.m.  
Saturday -- 9:00 a.m. - 10:00 p.m.  
Sunday -- 10:00 a.m. - 9:00 p.m.

These hours are subject to change on concert evenings, during vacations, and when deemed necessary by the school administration. Vacation schedules are published a few weeks in advance of each

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vacation period. Daily building hours are included on the Two-Weekly Calendar. Copies of the Calendar are available at the Security Desk in the main lobby.

### BULLETIN BOARDS

The bulletin boards throughout the building relay important information to students from the faculty and staff. Please locate and regularly check those boards which pertain to your activities or needs, 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.

At each entrance there is a board for "Today's Important Notices." Please scan daily for **urgent** notices from staff and faculty about class changes, approaching deadlines, changes in building hours, etc.

#### Guidelines:

**Student Recital flyers/posters:** Students are prohibited from posting flyers or posters advertising their recitals on any wall or glass surface at CIM. Posters may be posted only in the designated area of the general-use bulletin board outside the lounge on the lower level.

**Approval and Date-stamping:** All materials posted by students or outside organizations must be date-stamped and approved by the Security Desk Staff. All items will be removed after two weeks. Any items not dated will be removed immediately.

### CONCERT HALL

The CIM concert hall, Kulas Hall, is managed by the Concerts and Events Office and is available to students for required degree recitals and Professional Studies projects. (See RECITALS AND PROFESSIONAL STUDIES PROJECTS for scheduling information.)

Recording sessions and a prescribed amount of dress rehearsal time may also be scheduled in advance during "Scheduling Hours" on Tuesdays, Wednesdays, and Thursdays from 2:00-4:00 p.m. 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 at 9:00 a.m. Any "left-over" time may be claimed on a first-come/first-served basis.

Use of Kulas Hall is prohibited unless it is officially scheduled with the Concerts and Events Office. Unauthorized use of Kulas Hall will be grounds for disciplinary action.

Users are 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.

All due care must be taken when using, or moving, concert grand pianos and harpsichords residing in the halls. Use the "Request for Piano Tuning/Maintenance" form, available at the Switchboard, to report any problems to the Piano Technician staff.

Absolutely no food or drink is permitted anywhere in Kulas Hall; nor is it permitted on stage or the backstage areas.

**DORMITORY** (See Residence Hall)

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### ELECTRONIC PRODUCTION/AUDIO RECORDING

Students enrolled in Electronic Sound Production and Audio Recording courses, and other studio users will be assessed a student lab fee of \$75.00 per semester.

### HARPSICHORD (PRACTICE, MINOR IN, USE IN RECITAL)

The "Harpichord Room," in which both teaching and practice occur, is located on the lower level, across from the Music Store. Practice time assignments and key procurement are done in the normal manner. Access and scheduling are controlled by the Harpichord faculty.

Piano and organ majors can minor in harpichord by taking two semesters of class instruction: Introduction to the Harpichord (MUGN 315); and Accompanying at the Harpichord (MUEN 315). In addition, two semesters of private half-hour lessons (a total of four hours credit) are required. Undergraduates should plan on enrolling in MUGN 315 and MUEN 315 during their sophomore or junior year. Graduate students (M.M. or D.M.A. candidates) should enroll in these classes during their first year. Graduate or transfer students with previously earned credit in harpichord may be exempted from the classes at the discretion of the instructor. These students can achieve harpichord minor status by completing the two semesters of private half-hour lessons and participating in a minimum of three performances of Baroque chamber music works. Note that secondary study in harpichord carries a surcharge of \$300.00 per semester.

CIM's policy supports the making available of harpichords for collaborative use in recitals. However, because of heavy demand, as well as the delicacy of the instruments, the school has found it necessary to control their use. Undergraduates may utilize harpichord in either the 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. Please plan your recital repertoire accordingly. Your intent to use harpichord must be indicated on your Recital Reservation Form at the time your recital is scheduled in order to ensure that the harpichord is available and tuned for the recital. Rehearsal with harpichord must take place in locations where the instruments typically reside, i.e., Kulas, and Harpichord studio, and the instrument may not be moved from one hall to the other for rehearsal or performance. When recital rehearsals with harpichord take place in Kulas Hall such time will be considered part of the maximum hours allotted in the halls for recital rehearsal. Please remember that these instruments are delicate and need to be treated with care, especially if they are to hold their tuning. Touch up tuning is scheduled prior to each recital (weekdays only ) in which the harpichord is utilized.

### HOTELS AND MOTELS

Local hotels and motels near CIM which are convenient for visits from parents and friends and which make free shuttle bus service to University Circle available include:

Intercontinental Suites Hotel  
8800 Euclid Avenue  
216-707-8889  
Ask for CIM discount

Glidden House  
1901 Ford Drive  
216-231-8900  
Ask for CIM discount.

### HOUSING

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On-Campus(See RESIDENCE HALL)

### Off-Campus:

Students should be aware that securing an apartment usually engenders the outlay of "up-front" money that is customarily required for security deposit, as well as the deposits required to activate utilities such as phone and gas.

University Circle Area: Within walking distance of CIM/Case are various rental properties. The apartment areas are Cornell, East 115th Street, Ford, Hessler and some areas of Euclid, Bellflower and Magnolia. Most of the apartment buildings on these streets are managed by University Circle Incorporated (UCI). An application is required for University Circle, Incorporated rental and may be obtained at UCI offices located at 10831 Magnolia Drive (791-3909).

Efficiencies and one-bedroom UCI apartments are currently priced at approximately \$300-500 per month. These apartments are rented as soon as they become available. It is, therefore, important that application be made well in advance.

Many CIM students reside in apartments in an area adjacent to, and within waking distance of, University Circle called "Little Italy." This is the Mayfield and Murray Hill Road area which contains numerous restaurants, artists' studios, and shops. Apartments in Little Italy are most easily found by searching door-to-door. Prices range from \$175-300 for a one-bedroom.

Nearby and Suburban Areas: Some students live in the Coventry Road-Euclid Heights Boulevard-Overlook Road area where apartments are available in the \$225-300 range for a one bedroom. On the average, the area is a 20-30-minute walk from CIM.

Shaker-Fairhill is another area where a number of students reside. Depending on traffic, it is, at most, a 20-minute drive to CIM. Farther away, Richmond Heights and the SOM Center-Mayfield areas provide apartment living in newer buildings.

Regional Transit Authority (RTA) bus service is available to many of the nearby Cleveland suburbs.

### Apartment Location Assistance:

The Case Housing Bureau maintains and publishes listings of many types of currently available rental units in communities adjoining the campus. The list is available on Case's web sit at <http://housing.Case.edu/off-campus/list>. A copy is also available at the CIM Switchboard. Rental listings are also provided in the daily and suburban newspapers. The *Sun Press* is the most useful.

Many new and returning CIM students have secured apartments and are looking for roommates. They provide CIM with this information and ask that the school inform others of the availability of accommodations. Such information is coordinated by David Gilson, Associate Dean for Student Affairs. Students who have secured apartments and wish to be in contact with other CIM students in search of housing, may post a note on the Student Bulletin Board.

Notification of housing availability received by the school from individuals in the community is posted on the "for sale" bulletin board, adjacent to the student lounge entrance.

## LIBRARY FACILITIES, Case

The Case libraries of most interest to CIM students are the Kulas Music Library (in Haydn Hall) and Kelvin Smith Library where the Humanities collection is housed. A CIM picture ID card with validation

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sticker is required for access. CIM students are responsible for compliance with all Case library regulations.

During the academic year, Kulas Music Library hours, with the exception of holidays, are as follows:  
Monday & Wednesday, 8:30 a.m. - 9:00 p.m.  
Tuesday, Thurs.& Fri., 8:30 a.m. - 5:00 p.m.  
Saturday, 1:00 p.m. - 4:00 p.m.  
Sunday, 2:00 p.m. - 5:00 p.m.

### LIBRARY FACILITIES, CIM

The CIM Library provides materials and services to support the undergraduate and graduate conservatory curricula. The collection contains approximately 52,500 volumes of books and music, 23,250 audio-visual titles, including CDs and DVDs, and 116 current periodical subscriptions. Since there is a Joint Music Program with Case, CIM's resources are supplemented by those of Case's Kulas Music Library, which is available to CIM conservatory students and faculty. In addition, interlibrary loan service is provided, which enables 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, 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.

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 own major field. As a general rule, a borrower should not write in or otherwise mark Library material. If it is necessary to mark an occasional fingering or bowing, **PLEASE use only soft pencil, mark sparingly and erase carefully before returning music to the library. Parts returned with excessive markings will be considered damaged and fees for replacement will be charged.**

Further information about library policies and services is available in the Library and on our website..

### LOCKERS

Student lockers for storage of books, instruments, coats, etc., are located on the lower level and second floor of the main building. There are two types of lockers: regular-sized, for books, coats, small instruments; and over-sized, for larger instruments. In assigning over-sized lockers, preference will be given to students with less easily transported instruments, e.g., cello, tuba, etc. All lockers are equipped with combination locks and are pre-assigned by the Registrar's Office. Students will find locker assignment information in their student mail folder upon arrival.

### MUSIC STANDS AND CHAIRS

All studios are equipped with music stands labeled for that room. In the event that additional stands are needed, they may be taken from other studios, and **MUST BE RETURNED TO THE PLACE WHERE THEY WERE FOUND**. The stands located in Kulas Hall must **NOT** be removed.

CIM music stands and chairs may **NOT BE REMOVED** from the CIM building without a special permission form signed by the Concert and Events Office. This form must be presented to Security in order to take equipment

from the building. If the music stands and chairs are not returned by the agreed-upon date a replacement cost will be charged.

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**Note Well** -- unauthorized removal from CIM premises of a CIM-owned stand shall be considered as an act of theft and treated accordingly. In addition to prosecution, students shall face serious internal disciplinary sanctions.

### ORCHESTRA LIBRARY

The Orchestra Library is located on the lower level of the Main building. Library hours are posted on the Orchestra bulletin board. Regulations governing use of the Library are published in the CIM Orchestra Rehearsal and Concert Schedule (see ORCHESTRAS)

### PRACTICE ROOMS

1. Only currently registered and enrolled CIM students may use the practice rooms. (See Building Hours)
2. All practice rooms/studio doors must be unlocked when occupied. In consideration of others and to help prevent serious damage to pianos and other equipment, there should be NO SMOKING, EATING, OR DRINKING IN ANY OF THE PRACTICE ROOMS.
3. If you plan to leave your practice room for more than 15 minutes, you must remove all of your belongings from the room so that others may practice. Also, leaving instruments and belongings unguarded invites theft.
4. Practice rooms are to be occupied only by practicing students; all socializing should be done away from the practice area.
5. Practice room windows are not to be covered up while the room is in use.
6. Practice rooms are not available to students for unauthorized teaching of private students. Such use of facilities is grounds for disciplinary action.
7. Permission is required for practice in the upstairs and downstairs teaching studios. Studio time must be reserved in advance with the front security desk. (See KEYS).
8. Many teaching studios, which are primarily designated for use by a single department, are given priority for use to students of those respective departments. These include winds, brass, percussion, harpsichord, organ, and harp.
9. Students utilizing practice organs must wear organ shoes and must not touch organ pipes.
10. Students may request the repair and/or tuning of pianos. A "Request for Piano Tuning/Maintenance" form, available at the Switchboard, must be filled out and submitted to the Piano Technician.
11. Practice on the Kulas Hall concert grand pianos without official permission is strictly forbidden. Permission for such practice will be granted only to those who are preparing for a soon-to-be-performed program in that hall, and the amount of practice time available is governed by the type of program to be given.
12. Cutter House residents may practice in their rooms during posted hours.
13. A CIM ID card is needed to access the Hazel Drive Practice Annex.

### STORAGE

Special large lockers are reserved for storage of larger instruments. Storage is at the student's own risk. CIM assumes no responsibility for theft or loss. Harp cases may be stored in the building upon request. Students who may have special storage needs should see a member of the maintenance staff for storage information. Storage space for luggage is available in Cutter House for Cutter residents. See the Cutter Resident Director for more information.

**STROBE-TUNER** (See Instruments, Loan Of)

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### STUDIOS (See also Practice Rooms and Keys)

No students may be taught on school premises unless officially registered for study through the administration. Teaching studios are strictly for the use of CIM faculty and students. Use of studios for practice must be limited because of teachers' schedules. No student may use a studio without official permission.

Studios used by students for practice must be left in good order upon completion of use. Chairs and stands must be returned to their original locations. Pianos are not to be moved. Food and beverages must not be brought into teaching studios.

Unauthorized use of studios and abuse of studio reservation privileges will result in revocation of such privileges.

### TECHNOLOGY LEARNING CENTER

The Technology Learning Center (TLC) is designed to help CIM students assimilate technology skills in the pursuit of their academic and professional goals. Located in room 20 of the main building, the TLC is brand new this year with a comprehensive music technology computer lab and classroom open to all CIM students, faculty and staff. Patrons will find ample opportunities to explore technological skills in the TLC, many of which already are expected CIM programs. Music Theory courses, including Form and Analysis, Counterpoint, and Orchestration, all now rely to some extent on computer uses.

The TLC provides an environment where students, faculty and staff can engage in a wide variety of professional activities. Using powerful music software and high quality MIDI equipment, students can find new ways to learn and express themselves. Class assignments and other printed materials can be quickly and easily prepared. Laser printing is available at no cost, allowing patrons to achieve a professional look and feel to their documents. TLC patrons have full access to the high-speed, fiber-optic computer network for e-mail and access to the World Wide Web. Please stop by for TLC hours and policies. Through CIM's partnership with Case, CIM students may also access the Nord computer lab at Case and the Macintosh lab at the Music Department at Case. Please note Case lab policies and printing fees apply at Case labs.

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Students have the right to petition for exceptions to any regulations as articulated in this document. Such petitions should be addressed to the Dean of the Conservatory.

The Cleveland Institute of Music reserves the right to revise, append or delete any of its regulations during the course of the academic year.

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### **MISSION OF THE CLEVELAND INSTITUTE OF MUSIC**

The mission of the Cleveland Institute of Music is to provide exceptionally talented students from around the world an outstanding, thoroughly professional education in the art of music performance and related musical disciplines. The Institute embraces the legacy of the past and promotes the continuing evolution of music within a supportive and nurturing environment. The Institute also provides rigorous training in programs for gifted pre-college musicians and serves as a resource for the community with training for individuals of all ages and abilities.

A guiding principle at CIM maintains that a liberal arts education contributes to a broad, humanistic perspective and is a vital component of the undergraduate curriculum. Equally important is the faculty's commitment to incorporating new technologies to complement and enhance the educational program.

The distinguished faculty of CIM aims to develop the full artistic potential of all of its students. Through performance and teaching, the faculty and administration are dedicated to passing along their knowledge and love for this great art and to providing the bridge to an exciting and fulfilling career.

### **INTRODUCTION**

The purpose of the CIM Student Handbook is to provide conservatory students with information supplemental to that which is contained in the current school catalog. Since CIM regulations and policies governing academic and general institutional affairs are occasionally revised, it is important that students become familiar with the location of, and frequently consult, their student mailboxes and the various bulletin boards. It is the student's responsibility to read carefully and to understand updated information that may be communicated by faculty and/or administration. This Handbook also refers the reader to additional published materials which enumerate policies and regulations of various departments, divisions, programs, and support services.

It is incumbent upon the student to exercise diligence in the fulfillment of assignments, directives and responsibilities, because individual activities invariably affect others. The spirit of familial cooperation is a tradition at CIM, and the current student is beneficiary, caretaker and transmitter of that tradition. The Institute welcomes you into the distinguished company of those who have shared in the CIM experience.

(This Handbook is for use in conjunction with the current CIM Catalog)

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**ADMINISTRATIVE STAFF DIRECTORY**

E-mail @case.edu

OFFICE OF THE PRESIDENT

President	David Cerone	
Executive Secretary	Sandie Poole	sxf38
Assistant to the President	Frank Caputo	fpc

OFFICE OF THE DEAN OF THE CONSERVATORY

Interim Dean of the Conservatory	TBD	
Administrative Assist	Jeanne Walker	jxw44

OFFICE OF ADMISSION

Director of Admission	William Fay	ewf3
Assistant Director	Ann Clark	axc41
Admission Assistant	Dhruva Vyas	dxv27

OFFICE OF THE CONSERVATORY REGISTRAR

Registrar	Hallie Moore	hbm3
Assistant to the Registrar	Elise Belk	elise.belk

OFFICE OF DEVELOPMENT

Director of Development	Lucinda Einhouse	lbe
Administrative Assistant	Jennie Miller	jxm95
Foundation/Corporate Relations	David Welshhans	daw19
Individual & Planned Giving	James Kozel	jak44
Research Data Processing	Barbara Hosta	bhx5
Manager, Annual Fund	Laura Orazi	exo2
Research Associate	Elizabeth Huff	meh
Development Assistant	Jessica Ballard	jtb19

OFFICE OF FINANCIAL ADMINISTRATION

Comptroller	Eric Bower	ewb5
Director, Accounting	Sandra Schneider	sxs128
Accounting Assistant	Anjelita Frazier	axb84
Accounting Assistant	Rashida Blair	rdb14
Accounting Assistant	Sandra Monteleone	sam74
Payroll Coordinator	Tammie Howard	txh49

OFFICE OF STUDENT AFFAIRS

Associate Dean	David Gilson	dwg
Resident Director, Cutter House	Catherine Clyatt	Cutter
Resident Assistant	Emily Nagel	Cutter
Resident Assistant	Kevin Lynch	Cutter
Resident Assistant	Brigette Bencoe	Cutter
Resident Counselor	Dr. Joy Pengilly-Wyatt	Cutter 102

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### ACCOMPANYING PROGRAM/SERVICES

Director Anita Pontremoli

### AUDIO SERVICES

Director	Alan Bise	amb7
Audio Engineer	Jennifer Phillips	jxs150
Office Manager	Brianne Reimer	blr9

### BUILDING AND GROUNDS

Director	Alan Valek	ajv2
Room Controller/Night Security	Sean Garrigan	sxg49
Day Security	James Hilton	jah48
Day Security	Mike Moore	
Night Security	Aleem Burhan	
Night Security	Jane Macarthy	jxm247
Maintenance Asst. Director	Eric Hosemann	ehh3
Maintenance Day Shift	TBA	
Maintenance Night Shift	Harold Modin	

### CONCERT AND EVENTS OFFICE

Director	Lori Wright	lxw21
Concert Facilities Manager	Katrina Heinzen	kxh36
Events Coord./Ticket Sales Manager	Lauren Haynes	lah37
Concert Productions Coordinator	Cynthia Wenner	cmw32

### DISTANCE LEARNING

Director	Mark George	mag12
Schedule Manager/Technical Asst.	Jennifer Phillips	jxs150
Productions & Technology Chief	Gregory Howe	gxh36
Manager, Distance Learning Programs	Adam Phillip	axp99

### FINANCIAL AID

Director	Kristie Gripp	kxg26
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### HUMAN RESOURCE

Director	Megan Swerbinsky	mms50
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### INFORMATION TECHNOLOGY SERVICES

Director	Aimee Barton	alb25
Technical Support Manager	William Diamukes	whd2
Help Desk Technician	Mary Beth Seith	mbs29
Web Master	Bryan Hance	bxh70

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### LIBRARY

Director	Jean Toombs	jst4
Public Services Librarian	Bonnie Houser	bjh10
Acquisitions Librarian	Janet Winzenburger	jcw5
Cataloger	Anne Lockard	axl16
Circulation Supervisor	TBD	
Conservationist	Sue Yelanjian	sxy23
Technical Assistant	Denise Smith Green	das46

### MARKETING & COMMUNICATIONS

Director	Susan Schwartz	sxs129
Publicity & Info/Newsletter Editor	Elisabeth Osborne	eap3
Marketing Manager	Diana Vanucci	dxv26

### MUSIC STORE

Manager	Antoinette Miller	axm120
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### ORCHESTRA LIBRARY

Supervisor	Janet Winzenburger	kcw5
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### OFFICE SERVICES

Coordinator	Melinda LaVigne	mmd14
Mail Room Assistant	Joyce Mauldin	jxm58

### PIANO TECHNICIAN

Piano Technician	Jeffrey Krill	jxk66
Piano Technician	Mathew Logan	
Piano Technician	William Schoeffler	wxs48

### PREPARATORY AND CONTINUING EDUCATION

Director	Anne Mateyo	asm13
Program Coordinator	Mary Ann Grof-Neiman	mag52
Operations Manager	Stefani Rose	sxr192
Community Education Programs Mgr.	Brianne Reimer	bir9

### RECEPTION DESK (SWITCHBOARD)

Switchboard Operator	Brenda Pickett-Watson	bxp17
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