



CLEVELAND  
INSTITUTE OF MUSIC

PREPARATORY AND PUBLIC PROGRAMS

**Preparatory and Public  
Programs Handbook**  
2023-24 Handbook

*July 2023*

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# Welcome to CIM

## Vision

Be the future of classical music.

## Mission

To empower the world's most talented classical music students to fulfill their dreams and potential.

## Institutional Learning Goals

- **PERFORM, CREATE and SHARE MUSIC** with technical prowess and informed, compelling artistry in the relentless quest for the highest level of excellence.
- **EXHIBIT THE PROFESSIONAL SKILLS** of the 21st-century musician through coursework, co-curricular and experiential activities.
- **EVALUATE, REASON, and MAKE DECISIONS** in your personal and professional life using **BROAD-BASED KNOWLEDGE**.

## Diversity, Equity, and Inclusion

The Cleveland Institute of Music believes a diverse, equitable, and inclusive environment leads to excellence in educating musicians and accomplishing the CIM mission and vision. CIM commits to developing and sustaining diversity, equity, and inclusion in its recruitment, retention, and programming practices and policies for students, employees, and trustees. Through individual and institution-level engagement, CIM fosters a culture that respects diversity across the broad human spectrum and establishes a climate of inclusion and equity for its community.

CIM is dedicated to enforcing this mission and supporting the development and implementation of programs that reflect our community's diversity.

To read more about CIM's Diversity Initiatives, please visit [www.cim.edu/aboutcim/diversity](http://www.cim.edu/aboutcim/diversity).

## About CIM

The Cleveland Institute of Music empowers the world's most talented classical music students to fulfill their dreams and potential. Its graduates command the most celebrated and revered stages in the world as soloists, leading roles, chamber musicians and ensemble members; compose meaningful, award-winning new repertoire; produce Grammy Award-winning recordings; and are highly sought-after teaching artists, administrators and thought leaders. A testament to the excellence of a CIM education, more than half of the members of The Cleveland Orchestra are connected to CIM as members of the faculty, alumni or both, and CIM alumni occupy hundreds of chairs in major orchestras worldwide. The school's increasingly diverse collegiate and pre-college student bodies benefit from access to world-renowned visiting artists, intensive study with CIM's stellar faculty and the rich curriculum offered by CIM's partner, Case Western Reserve University. A leader among its peers, CIM is the largest presenter of free performances, master classes and community concerts in the Midwest, hosting hundreds of events each year on campus and at locations regionwide, including Severance Music Center. Explore [cim.edu](http://cim.edu) to learn more.

*Revised:*

*August 2, 2023*

# Important Links & Information

**CIM Preparatory 2023-24 Calendar:** <https://www.cim.edu/file/prep-academic-calendar>

The commitment to CIM's Preparatory and Public Programs Department extends throughout CIM's leadership, administration, and faculty. Every CIM employee is committed to each Preparatory student's success; the following team members are available as your main point of contact with the institution:

## Contact Information

Please send correspondence to the Preparatory Team at:  
[Preparatory@cim.edu](mailto:Preparatory@cim.edu) | (216) 795-3153

Jennifer Call; [Jennifer.Call@cim.edu](mailto:Jennifer.Call@cim.edu)  
Associate Dean, Preparatory and Public Programs

Nicha Poolpol; [Nicha.Poolpol@cim.edu](mailto:Nicha.Poolpol@cim.edu)  
Academic and Student Services Advisor

Rodrigo Lara Alonso; [Rodrigo.Lara\\_Alonso@cim.edu](mailto:Rodrigo.Lara_Alonso@cim.edu)  
Musical Pathway Fellowship Advisor

Daniel Pereira; [Daniel.Pereira@cim.edu](mailto:Daniel.Pereira@cim.edu)  
Program Director, Academy Performance Studies

Elliot Korth; [Elliot.Korth@cim.edu](mailto:Elliot.Korth@cim.edu)  
Office of Academic and Student Affairs Coordinator

Business Office; [Business.Office@cim.edu](mailto:Business.Office@cim.edu) | 216-791-3174

Contact information for all CIM faculty & staff is available in the CIM Directory:  
<https://www.cim.edu/directory>

# PROGRAM POLICIES & PROCEDURES

## CIM Code of Conduct

The following code of conduct is intended to preserve freedom of expression and association at the Cleveland Institute of Music, while protecting the civil, personal, and property rights of CIM and its constituents. Conduct which may be subject to disciplinary action includes:

- Intentional disruption or obstruction, by interference with the freedom of movement of people or by any other means, of teaching, performance, administration or other CIM functions
- Physical abuse of, or threat of physical abuse to, any person on CIM premises or at CIM-sponsored or supervised functions
- Illegal possession, distribution, or use of drugs or violation of the alcohol policy.
- Refusal to comply with directions of CIM instructional and administrative staff acting in performance of their duties
- Theft of or intentional damage to property of CIM or property of a member of CIM community or campus visitor
- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to CIM, forgery, alteration or misuse of CIM documents, records or instruments of identification
- Action constituting violation of law
- Unauthorized and improper use of computers, network facilities, information services and resources

All students must maintain a professional attitude toward their CIM performance and classroom commitments. Regular, punctual attendance and preparation for rehearsals and classes are crucial to the attainment of professional artistic goals.

Occasions may arise when an individual student or student ensemble is called upon to perform at special CIM community, cultural or fundraising events. Such performance venues engender opportunities that are wholly consistent with the mission of the Institute. Invitation to participate in such an event is considered an honor, and such services are provided without payment.

## CIM Student Policies

### Attendance

Attendance is an integral component of success in musical study. A pattern of excessive tardiness and absences – either excused or unexcused – may result in probation or dismissal. It is the responsibility of the student to inform the appropriate teachers, ensemble directors, and/or the Preparatory and Public Programs Office of any upcoming absences with **at least 1 week notice** by emailing the appropriate faculty members and [Preparatory@cim.edu](mailto:Preparatory@cim.edu).

### *Saturday Program Attendance*

Students are permitted three excused absences per semester. Attendance and participation will be reviewed regularly as part of the student's ongoing evaluation. A pattern of excessive tardiness and absences – either excused or unexcused – may result in the student being placed on probation or dismissed. Any Saturday absences must be communicated with the Preparatory Staff by emailing: [Preparatory@cim.edu](mailto:Preparatory@cim.edu).

### *Excused Absences*

Excused absences are an absence with at least **one week notification** provided to the teacher for any of the following reasons:

- Illness
  - If an illness is sudden, occurring on the day of a lesson or class, please notify the teacher as soon as it is determined that the student will be unable to attend
- School music events
- College preparatory tests (i.e.: PSAT, SAT, ACT) or college visits
- Significant family events, such as weddings, funerals, and pre-planned vacations
- Conservatory/Music School auditions
- Participation in National or Regional music competitions
- OMEA events including All City, All State, Festival, Honors Orchestra/Band
- Other events as approved by the Associate Dean

### *Unexcused Absences or Excessive Tardiness*

- Any absence **without a one week notice** or for an insufficient reason, as determined by the Associate Dean, is considered as an unexcused absence
  - Any absence without explanation or reason included in notification will be unexcused.
- Faculty are not obligated to reschedule lessons missed by students
- More than three late arrivals to any lesson, class, or ensemble rehearsal is considered excessive
- Faculty are required to report unexcused absences and excessive tardiness to the Preparatory Office

### *Add/Drop Period*

Students may request a course be added or dropped from their schedule during the add/drop period. The final date to add or drop a course is the **fourth Friday of each semester**.

### *Applied Lessons Policies*

Private Lessons are the primary component of CIM curriculum. One-on-one instruction provides individualized training and requires a strong partnership between student and faculty for best success. To best facilitate that partnership, please adhere to the following studio policies.

- Attendance at all lessons is expected. Lessons missed by the student are not required to be made up by faculty. Faculty are required to reschedule any lessons they are unable to attend or arrange CIM faculty substitution
- Lessons are required to be held at CIM Main Campus or Branch location. Under no circumstances may lessons take place in a private home or home studio
- Faculty are required to cease all teaching and/or coaching for students who have not paid or made payment arrangements with the Business Office. The Business Office will inform faculty when a student's account falls into arrears which requires teaching to be suspended



- Faculty may not solicit, transfer, or retain any student referred by the CIM Preparatory and Public Programs Department to their private teaching practice
- Any student recommended to faculty through the Preparatory and Public Programs Office must be registered as a CIM Preparatory and Public Programs student and must be taught at a CIM branch or at our main campus
- Individual studios may establish additional policies and preferences. Please refer to course syllabus for individual faculty requirements

### *Transfer Requests*

Any student requesting a studio transfer (changing applied lessons teacher) must complete the following steps:

1. Communicate with current faculty member about desire to transfer studios
2. Request a Transfer Request Form from the Preparatory Office
3. Obtain signatures from the current faculty and Associate Dean
4. Work with Associate Dean to determine best studio placement. This could include sample lessons and/or conversation with potential faculty
5. New studio placement is decided and student obtains signature from new faculty, parent, and student
6. Studio Transfer Form submitted to the Preparatory Office
  - a. *Transfer requests are not considered approved until written notification is received by the Associate Dean. Lessons with a new teacher may not begin prior to these steps being completed*

### *Youth Supervision*

To ensure student safety, youth students should be picked up promptly after instruction. CIM faculty and staff do not supervise students waiting in campus hallways before, during, or after instruction. Students participating in Saturday classes are expected to be picked up after their last class.

### *Academic Honesty & Integrity*

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards. Any student suspected of an act of academic dishonesty is subject to disciplinary action.

### *Probation and Dismissal*

CIM's goal is to ensure the success of each of our students. Our regular end-of-semester assessment is designed to address these issues before probation or dismissal is necessary. Issues should be addressed as they arise, and we encourage students, families, and faculty to contact the Preparatory Office with any student concerns. On the rare occasion that a student is not meeting expectations, the following process will be followed:

1. Staff and faculty gather information to understand student situation
2. Intervention meeting will be scheduled with the student, parent and/or guardian, primary applied lesson faculty, and Associate Dean
  - a. In this meeting, all reasonable efforts will be made to find solutions and accommodations before potential probation or dismissal occurs
3. Probationary period will be for length of time as determined in the intervention meeting

4. At the end of the designated time, a probationary review will take place. Faculty and staff will make the decision to reinstate or request that the student leave the program

If a student is placed on probation more than two times in one semester, the student may be dismissed from the program.

A student may be placed on probation or dismissed for any of the following reasons:

- Failure to follow the CIM Code of Conduct\*
- Unsatisfactory progress in the principal performance area as determined by assigned CIM faculty member(s)
- Losing good standing in any CIM Preparatory and Public Programs course including private lessons, ensemble, and/or musicianship courses
- Excessive absences, tardiness (either excused or unexcused), or unpreparedness for classes, lessons, rehearsals, or other CIM activities
- Consistent disregard of policies and procedures outlined in the CIM Preparatory and Public Programs Handbook

*\*Students in violation of the CIM Code of Conduct (pg.7) are subject to dismissal without a period of probation and may be ineligible to continue studies in the CIM Preparatory Department.*

If an Academy student is dismissed from the program as a disciplinary action, tuition and fees will not be refunded for the semester the dismissal occurred. Students who wish to return to the Preparatory and Public Programs Department following dismissal must re-apply and/or re-audition.

### Leave of Absence

To request a leave of absence, please request a leave of absence form by emailing [Preparatory@cim.edu](mailto:Preparatory@cim.edu).

An approved Leave of Absence permits a student to be excused from enrollment for one semester without needing to re-audition to return. A student may request a second semester extension, if applicable.

Application for a Leave of Absence (LOA) in good standing from the Cleveland Institute of Music requires the appropriate request form to be completed by the student/guardian and signed by the student's primary faculty member(s). The student must obtain the signature of the Associate Dean of Preparatory and Public Programs for final approval. A Leave of Absence may be requested at any time; however, the tuition refund schedule remains in place.

Any financial aid award is relinquished at the time of Leave and will require re-application at the time of returning.

Notice to return from Leave:

For a **Fall** semester return, request return no later than **April 1**

For a **Spring** semester return, request return no later than **November 1**

For a **Summer** term return, request return no later than **March 1**

## Voluntary Withdrawal

If your family is leaving the Greater Cleveland area or if you no longer wish to continue studies at CIM, you must inform the Preparatory Office and voluntarily withdraw from the program. If eligible, a student who has voluntarily withdrawn may apply for readmission through the regular application/audition process.

# TUITION & BILLING

## Tuition & Fees

Tuition varies by age and experience level. Please consult the current price list below or our [website](#).

A student enrolled in the Preparatory and Public Programs Department agrees to the following conditions:

- To pay required tuition and fees by published date
- To attend all lessons, rehearsals, and classes. Instructors are not required to make up lessons missed for student absences. Missed classes and/or lessons are non-refundable
- In cases of excessive absences (3 or more), faculty may request to forfeit future lessons
  - Any dismissal based on excessive absences will follow the withdrawal policies detailed in the Tuition & Billing section on page 17
- To be responsible for the annual, non-refundable enrollment deposit

## Academy 2023-2024 Tuition & Fees

Enrollment in the Academy at CIM is for the Fall and Spring semesters (the Academic year) and is billed per semester.

### Enrollment Deposit

*Credited toward first semester tuition*

- Lower Academy: **\$200** per academic year
- Upper Academy: **\$400** per academic year

### Student Services Fee

*General student activities and supplies, library, technology, access card*

- **\$75** per semester

### Performance Services Fee

*Basic accompanying, recording services and hall rental, CIM instrument maintenance*

- Lower Academy: **\$50** per semester
- Upper Academy: **\$100** per semester

### Tuition

*Semester tuition includes all lessons, classes, activities, and ensembles described in the Academy Curriculum section of this handbook for one 15-week semester (found on page 18).*

- **Youth 1 Program (no lessons)** - \$750
- **Youth 2 (30-minute lessons)** - \$1200
- **Youth 3 (45-minute lessons)** - \$1625
- **Youth 4 (60-minute lessons)** - \$2000
- **Foundations** - \$3750
- **Intermediate/Advanced** - \$4500

\*Additional charges will be incurred for:

- Additional or secondary lessons per semester (\$100/hr)
- Applied lessons with a Conservatory faculty member (\$1200/semester)
- Collaborative Piano additional hourly rate (\$45/hr)
- Payment Plan Fee (\$50/semester)
- Enrollment in CIM classes or activities outside of or beyond the comprehensive curriculum
  - Additional course credit above program credit allotment. (\$550/credit)

#### Continuing Education 2023-24 Tuition & Fees

Continuing Education tuition costs are determined by hours of instruction per 15-week semester.

**Enrollment Deposit - \$200** per academic year

**Student Services Fee - \$75** per semester

**Lesson Fees - \$100** per hour; Conservatory faculty (60-minute only) - **\$200** per lesson

#### Scholarship and Financial Aid

Scholarship and Financial Aid is available to Academy students by completing the financial aid/scholarship application. Financial Aid is primarily need-based and merit informed. Awards are determined by committee before the start of each semester.

Any Financial Aid awards are subject to revision/proration upon any changes in registration details and/or student status. Additional lessons, elective courses, or fees are not eligible for aid.

Financial aid awards do not automatically renew and families must re-apply each year. Please email [Preparatory@cim.edu](mailto:Preparatory@cim.edu) or call (216) 795-3192, for more information about tuition and applying for financial assistance.

## Musical Pathway Fellowship

The Musical Pathway Fellowship (MPF) is sponsored by the Paul M. Angell Family Foundation, Cleveland Foundation, George Gund Foundation, and additional generous foundation support. This program is designed for Black and Latinx students enrolled in The Academy at CIM. Fellows and apprentices receive holistic support that includes a full scholarship covering all areas of study. For more information, visit: [www.cim.edu/prep/academy/fellowship](http://www.cim.edu/prep/academy/fellowship).

## Tuition Policies

A student enrolled in the Preparatory and Public Programs Department shall pay all tuition according to published payment deadline.

2023-24 Tuition Dates are as follows:

- Fall 2023 Tuition Due: August 14, 2023
- Spring 2024 Tuition Due: January 9, 2024

Please note:

- \$35 charge for all returned checks
- Students with delinquent accounts will not be permitted to receive instruction
  - Any semester in which an account becomes overdue will require all charges to be paid in full before the next semester begins
  - If one account in a family has a past due balance, all related accounts will be suspended until the account is made current or paid in full
- Delinquent accounts will sent to an outside collection agency at CIM's discretion

## Deposit

An enrollment deposit is required to confirm your enrollment and reserve your position during the enrollment period.

- Fall Enrollment is due June 30
- Spring Enrollment is due December 15

## Payment

Preferred payment method is by one of the online payment options provided by the Populi payment link sent with each account statement via email. This method ensures prompt application of payment to the appropriate account.

### Electronic Check (no-fee)

Payment may be made via the Populi payment link. Electronic check payments must be in US dollars and originate from a US bank account.

### Credit Card

Payment may be made via the Populi payment link. Visa, MasterCard, Discover, American Express, Diners Club and JCB cards are accepted: Credit Card payments will be charged a 3.1% convenience fee. The convenience fee will be charged on each transaction processed and added to the total of the transaction. Each payment of a payment plan will be subject to the fee.

### Wire Transfer

CIM is not responsible for any bank fees that may be assessed by the originating bank or by interchange banks that may reduce the final amount received by CIM. Please verify the balance has been paid in full. Please allow 3-5 business days for the wire to be received and processed.

Direct the transfer in US dollars to the following account. Please include the student's name and ID # on all payments to ensure accuracy.

Bank Name:	KeyBank NA
SWIFT/BIC Code for KeyBank	KEYBUS33
Routing Transit Number	041001039
Bank Address. City. & State	KeyBank NA 127 Public Square Cleveland, OH 44114
Beneficiary Account Number	0034556
Beneficiary Name	Cleveland Institute of Music

### Check or Money Order

Payment must be in U.S. dollars and made payable to **Cleveland Institute of Music** or **CIM**. Please mail to: **P.O. Box 74670, Cleveland, Ohio 44194-0753**. Do not predate or postdate checks. Do not send payments via FedEx, UPS, or any other express mail service. Payments are deposited on the date they are received. A \$35 service fee will be charged for all returned checks. Please include the student's name and ID # on all payments to ensure accuracy.

### Payment Plan

The Cleveland Institute of Music offers students the option to meet their financial responsibility through a 4-month interest-free payment plan. Payment plans are not offered in the summer semester. The payment plan option will incur a non-refundable **\$50 payment plan fee**. If you have more than one student taking classes at CIM, you must enroll in the payment plan for each student, each semester. Any new charges incurred after the payment plan is established will be reflected on the next invoice and are due and payable upon receipt.

The student may cancel the payment plan at any time. Upon cancellation, the entire balance due on the student's account must be paid in full immediately.

Payment Plan Dates are as follows:

- 25% due 16 days after start of term
- 25% due 35 days after start of term
- 25% due 66 days after start of term
- 25% due 96 days after start of term

A \$100 late payment fee is charged each month that each payment of a payment plan is past due.

CIM reserves the right to terminate any payment plan for non-compliance with payment deadlines whereby the unpaid balance for the semester becomes due and payable to CIM immediately. Delinquent accounts will be sent to collections.

More information regarding this plan can be obtained through contacting the Business Office at (216) 791-5000 x223 or BusinessOffice@cim.edu.

### Refund Policy

As of the first day of classes, but before the end of the semester, if a student takes a Leave of Absence or Withdraws for any reason, the following policy dictates how tuition, fees, and any institutional financial aid is adjusted, if at all, on the student's billing statement for that term. General Refund Policy is as follows:

<b>Semester Week</b>		
<b>Withdrawal Date</b>	<b>Tuition Fee* % Refunded</b>	<b>CIM Financial Aid % Cancelled</b>
Week 1	100%**	100%
Week 2	80%	80%
Week 3	70%	70%
Week 4	60%	60%
Week 5	50%	50%
Week 6 or later	0%	0%

\*Tuition Fee = Tuition only

\*\* 100% of tuition, less non-refundable deposit



## Withdrawal Date Determination

**Official Withdrawal:** The student begins the CIM withdrawal process, or the student otherwise provides official notification to CIM of intent to withdraw. Complete the Withdrawal Form or Leave of Absence Form, as applicable.

- The “Withdrawal Date” will be the date the student begins the withdrawal process, or the date that the student otherwise provides the notification (if both circumstances occur, the earlier is used as the withdrawal date).
- The “Date of CIM’s Determination the Student has Withdrawn” is the student’s withdrawal date or the date of the notification, whichever is later.

**Unofficial Withdrawal:** If official notification is not provided by the student due to circumstances beyond the student’s control, OR all other instances where the student withdraws without providing official notification. The “Withdrawal Date” is the date that CIM determines is related to the circumstance beyond the student’s control. For all other instances, it is the midpoint of the payment period.

- The “Date of CIM’s Determination the Student has Withdrawn” is the date that CIM has become aware that the student has ceased attendance. If, at the end of a semester, a student has earned zero credits, CIM will attempt to verify if the student attended any class(es) or not. If no date of attendance may be documented, CIM must assume the student never attended.
- In place of the “Withdrawal Date” determinations listed above, CIM may always use the student’s last date of attendance at an academically related activity if the school documents that the activity is academically related and that the student attended the activity.

When a student completely withdraws from school during the Fall or Spring semester, the tuition is refunded based upon a percentage of the semester’s total tuition. The amount is prorated per week. CIM Financial Aid, as applicable, will follow the same prorated formula.

# CURRICULUM

## Overview

CIM Curriculum is a sequential and comprehensive course of study designed to meet students' educational needs and to provide the environment for holistic musical growth. Individual progress, performance participation and assessment (progress report or jury performance) will determine progress throughout. Curriculum may be adapted as needed in consultation with the Associate Dean, faculty, and parents.

## Curricular Components by Level

### Lower Academy

- Musicianship
- Choir
- Applied Lessons as appropriate
- Performance Opportunities as appropriate
- Assessment

### Foundations

- Applied Lessons
- Studio Class
- Large Ensemble\*
- Musicianship
- Performance and Assessment (Spring Performance Jury)

### Intermediate

- Applied Lessons
- Studio Class
- Chamber Music
- Large Ensemble\*
- Musicianship
- Elective (at least one per Academic year)
- Performance and Assessment (Fall and Spring Performance Jury)

### Advanced

- Applied Lessons
- Studio Class
- Chamber Music
- Large Ensemble\*
- Musicianship
- Elective (at least one per Academic year)
  - Senior Seminar is required for those who have indicated their intention to audition for music school in that academic year and serves as the elective credit for Fall Semester.
- Performance and Assessment (Fall and Spring Performance Jury)

## Continuing Education

- Applied Lessons
  - Hours are determined by student and faculty
- Performance Opportunities

*\*Please see CIM Ensemble Participation section below for equivalent large ensemble options.*

## Ensemble Participation

All Foundations, Intermediate, and Advanced Academy students are required to participate in a large ensemble and must remain in good standing with that ensemble while enrolled in the Academy. Intermediate and Advanced students are also required to participate in a small ensemble.

Participation in an external ensemble may fulfill this requirement. Those participating in an external ensemble may choose another course of equal credit in its place.

Options to fulfill the large ensemble requirement may include:

- Academy Orchestra
- Academy Chorus
- Academy Chamber Choir
- Percussion Ensemble
- Cleveland Orchestra Youth Orchestra
- Cleveland Orchestra Youth Chorus
- Contemporary Youth Orchestra
- Cleveland Youth Wind Symphonies
- Cleveland Pops Youth Orchestra
- Other large ensembles as approved by the Associate Dean

Options to fulfill the small ensemble requirement may include:

- Academy Chamber Music (10-week session)
- Academy Chamber Choir
- Percussion Ensemble
- Other small ensembles as approved by the Associate Dean

If you are involved in external ensembles that are not included in the above list, please contact [Preparatory@cim.edu](mailto:Preparatory@cim.edu) to discuss if your ensemble meets the curriculum requirement.

## Principal Performance Area

Principal Performance Study consists of the following each semester (Fall and Spring):

- Applied Lessons (lesson duration varies by program level)
- Upper Academy
  - Studio Class (as scheduled)
  - Academy Performance Hour

## Applied Lessons

Private lessons are the primary component of a student's musical development. It is expected that students attend all lessons. Faculty are not required to make up lessons that are cancelled by the student. Lessons are scheduled directly between the student or family and faculty.

**Faculty Assignment:** Academy students are required to study with CIM Preparatory or Conservatory faculty to maintain membership in the Academy. If a student's assigned CIM faculty member retires or is no longer on faculty before the student completes the program, the student will be reassigned to another CIM faculty member. To request a studio transfer, please refer to the Transfer section in this handbook on page 9.

## Performance Curriculum

### Requirements

#### Lower Academy

- As recommended by faculty

#### Foundations

- 1 Nonensemble Academy performance per semester
- 1 Ensemble performance per semester
- 1 Studio performance per semester

#### Intermediate

- 1 Nonensemble Academy performance per semester
- 1 Ensemble performance per semester
- 1 Studio performance per semester

#### Advanced

- Half recital for students in fall of Senior year (as appropriate)
- 1 Nonensemble Academy performance per semester
- 1 Ensemble performance per semester
- 1 Studio performance per semester

### Leveled Approach

Our performance curriculum is designed to teach the art of performance with a developmental and sequential approach. The following performance categories provide varied opportunities to match students' needs.

**Studio Class** – small group of similar applied area students, informal, approximately 5 times per semester as schedule permits

**Academy Performance Hour** – weekly, Saturdays 12:00-12:45 in Mixon Hall; generally informal, no printed program, students will announce their piece from stage

**Community Outreach** – varies by venue and event

**Academy Recital; Ensemble Concerts; Program Specific Recitals** – formal recitals with printed programs; most livestreamed and recorded

**Showcase Recitals** – twice per semester; highest level performers by nomination of faculty; concerts are publicized, livestreamed, and recorded

### Assessment

Assessment is a core component of the Academy’s comprehensive curriculum.

### Progress Reports

At the end of every semester, all students will receive progress reports. Students required to participate in juries will also receive specific performance jury feedback.

### Performance Jury

A performance jury provides students the opportunity to perform their assigned repertoire in front of a live jury panel comprised of educators across various performance areas. All students receive specific feedback after each jury. Juries are closed to all but faculty and student performer.

Lower Academy students are not required to participate in a performance jury unless seeking level change into Academy Foundations.

**Frequency\*:**

Foundations – Spring

Intermediate and Advanced – Fall and Spring

**Requirements:**

Students should be prepared to perform 2 pieces and appropriate scales/etudes for their instrument and level as assigned by their applied lessons teacher.

\*Students seeking a level change (e.g., Lower Academy to Foundations; Foundations to Intermediate) must participate in a Spring performance jury to be recommended for the next level

### Requirement Waiver

In unique circumstances, a student may not be able to complete a curricular requirement. In those instances, the student’s primary faculty member must complete the Requirement Waiver Request form **at least 30 days before the end of the semester.**

### Secondary Performance Study

Secondary performance study is available in all applied study areas. This option incurs an additional tuition charge.

There are two types of secondary performance study:

- Secondary Study (Minor)
  - Requires Primary Performance Faculty and Associate Dean approval
  - No audition required for study

- No performance or assessment requirement
- Treated as a la carte lessons; semester hours determined by faculty and student
- Tuition is determined by semester hours at a rate of \$100 per hour of instruction
  
- Double Major (Upper Academy Only)
  - Requires audition for both areas of study
  - Includes 15, 60-minute lessons per semester and the respective secondary instrument's Studio Class participation
  - Requires all performance and assessment components of curriculum in both areas of study
  - Additional **\$1,200** tuition charge

# PERFORMANCE RESOURCES

## Recital Sign-Up Procedure

Upper Academy students, per semester, are required to perform in:

- 1 Non-Ensemble Performance
- 1 Ensemble Performance
- 1 Studio Performance

Lower Academy and Continuing Education students will perform as recommended by their faculty member.

Students must be signed up to perform **2 weeks before the intended recital date**; it is the respective faculty member's responsibility to sign students up for recitals. Program details may be changed **up to 5 days in advance of the recital date** by contacting [Preparatory@cim.edu](mailto:Preparatory@cim.edu).

## Collaborative Piano

If you or your student's repertoire requires a collaborative pianist, please complete the [Collaborative Pianist Request Form](#).

The Collaborative Pianist Request Form must be completed at least **2 weeks before the first rehearsal**. This allows our department pianists to prepare repertoire before rehearsing with the student. Collaborative pianist services are not guaranteed and subject to pianist availability.

Collaborative Pianist rates are as follows:

- Included in tuition
  - Lower Academy – 1 hour per semester
  - Upper Academy (strings, winds, brass, voice, composition) – 2.5 hours per semester
  - Musical Pathway Fellows and Apprentices – as needed
- \$45 per hour (30 minute minimum)
  - Continuing Education

## Performer Protocols

Call times for recitals will vary from performance to performance. Generally, **students should be present at least 15 minutes before the recital begins** and report to the managing staff member. Recital participants will be provided specific logistical information from the Preparatory Team via email the week leading up to the performance.

## Concert Attire

Concert attire can vary depending on the performance type:

- **Ensemble Performances** (Ex.: choir, orchestra): Concert Black
- **Chamber Music**: Formal; students are welcome to color coordinate with their group
- **Solo Recital**: Formal (student's choice)

## Attendees

Students and families should expect to stay for the duration of the recital. Parents with crying or disruptive children should remove them from the hall during the recital out of courtesy to the performers.

## Recording

Concert goers are permitted to record the following performances:

- Academy Performance Hour
- Outreach Performances (as appropriate to venue and event)
- Any other performances not professionally recorded

Concert goers are **not** permitted to record the following performances:

- Concerts listed in the concert guide (Ex: Choir and Orchestra concerts, Academy Recitals)
- Competition performances
- Jury performances (no audience permitted)

## CIM Recording Arts & Services (RAS)

The goal of the Recording Arts & Services staff is to support the mission of CIM by creating professional-level recordings and making services as accessible as possible. Each school year, the Recording Arts & Services (RAS) department is responsible for recording about 600 concerts, recitals, recording sessions and rehearsals for CIM faculty, students and alumni. The RAS team also manages the PA system and mobile audio/video projection requests, maintains studio audio/video equipment and creates duplications of recordings.

## Recording Sessions

Upper Academy students are permitted to reserve up to **6 paid hours of recording time per year**, as building schedule allows. Recording sessions supported by staff or student recording engineers can be scheduled in the concert halls. Self-Recording Sessions can be scheduled in concert halls or other large spaces.

Recording sessions can only be scheduled when hall time is available. We recommend scheduling as early as possible to provide the most flexibility. Contact the Preparatory Team to start the scheduling process.

## Fees

**Hall Rental** - Up to 6 hours per academic year included in Upper Academy tuition; \$150 per hour after 6 hours

**Engineering Fee** - \$60 per hour for all CIM supported recordings; Self-recording sessions do not incur an engineering fee

Lower Academy and Continuing Education students may reserve recording services for the fees listed above.

## Obtaining a Recording from RAS

The Cleveland Institute of Music's Recording Arts & Services Department provides high quality livestreams and recordings of all formal recitals. Your faculty member will be sent a recording of your



student's performance, typically within 2 weeks of the recital date, so please speak with them directly if you would like a copy!

# STUDENT LIFE

## Practicing On-Campus

During the week, Conservatory students are given priority for practice rooms. In the event a Preparatory student needs a room, please contact [Preparatory@cim.edu](mailto:Preparatory@cim.edu) in advance.

On Saturdays, a set number of practice rooms are held for Preparatory students. A sign-out sheet is available every Saturday at the Prep Check-In Table to reserve your room and time for the day.

## Access Card

Upper Academy students receive an access ID card to identify them as CIM students. Access cards allow access to the CIM Main Campus building and CIM library resources. There is a \$25 fee to replace a missing or lost Access Card.

## Transportation

CIM's parking lot is located off Hazel Drive, directly behind the 1609 Hazel Residence Hall. The entrance is on the north end of the residence hall; pedestrians may exit and enter from the south end, nearer CIM's main building. **Please note that all parking in CIM's circle drive on East Boulevard is by advance reservation only, and violators may be ticketed or towed.**

## Hazel Parking Lot Hours

- Weekdays: 3:30pm-12:00am
- Weekends: 6:00am-12:00am

## Hazel Parking Lot Rates

Payment is by credit or debit card only and pre-paid passes are not available. Visitors must enter their phone number when entering and exiting the lot to calculate parking time and fee.

- First half hour: Free
- 31 Minutes to 2 Hours: \$8
- Each Additional Half Hour: \$1
- Daily Maximum: \$15

## Nearby Parking

Metered and unmetered street parking is available on Hazel Drive, Juniper Road and Magnolia Drive, and there are [paid lots at neighboring institutions](#). Visitors are encouraged to follow all posted signage, as meter restrictions are enforced in the district.

Street parking is free on Saturdays and Sundays.

## Public Transit

Explore [CircleLink Shuttles](#) and [RTA](#) options for free or low-cost transportation in and around University Circle.

## Robinson Music Library

Whether you are a new student or a returning student, we invite you to come and explore everything [Robinson Music Library](#) has to offer. The dedicated team of librarians and staff members is here to help you with anything you need from your research to your resume. As we like to say, ask us anything!

## Library Card

Registered Academy and Continuing Education Programs may request a Library card in the Robinson Music Library, which allows families and individuals to check out up to 10 books or non-JMP scores at a time for the semester.

Upper Academy and Continuing Education students will be able to have a Library card made for them at the Robinson Music Library at CIM's Main Campus Building. Upper Academy students should present their CIM ID to the library staff; a barcode will be added to the back of the card to allow students to check out books and access other library resources.

Search materials via [catalog.case.edu](http://catalog.case.edu) (Add limit: CIM). Library accounts expire after a year (in May). Academy students with CIM credentials may also utilize CIM online subscriptions and databases, accessible via <https://www.cim.edu/aboutcim/library>.

Note: Students enrolled in the Young Artist Program are coded as undergraduates, so they have the same privileges as CIM conservatory students.

## School Closings

During or after heavy snows, CIM may be forced to close. Students will be automatically signed up for the CIM Emergency Alert System, CIMALERTS at GetRave.com. The system will send emails to a **single email per student**. Using enrollment information, CIMalerts will send a text message and email message announcing closings.

For those situations where multiple emails are needed to contact everyone, those not included should consult the CIM website or the websites (or live broadcasts) of local television/radio stations or call the school for building access.

On occasion, Preparatory teaching is cancelled, but the building remains open for Conservatory activities. Students should check the CIM website closely to determine what applies to them. CIM makes every effort to accommodate the rescheduling of recitals cancelled during building closures.

## Lost & Found

Any item found and believed to be the property of another person should be given to the security guard on duty at the Security/Room Control Desk. Items that have been unclaimed for an excess of 30 days become the sole property of CIM for final disposition.

## ADDITIONAL IMPORTANT INFORMATION

### Student Right-to-Know & Campus Security

Provisions of this act require CIM to publish statistics related to campus crime. This information is available to all new, returning, and prospective students and parents at <https://www.cim.edu/admissions/financialaid/consumerinformation/safety>

### Performance and Composition Media Rights Policy – Students

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

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

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

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

audio-video recordings that contain student compositions to apply for summer festivals or other educational institutions. Upon written request to CIM, students may acquire the right to use CIM-produced recordings in which their compositions are embodied for any other purposes. At its discretion, CIM may grant or deny such requests. If CIM desires to produce, or cause to be produced, a recording containing a former CIM student's composition(s) after the student graduates from CIM, then CIM will be required to seek and obtain the appropriate licenses from the student.

### Equal Opportunity Policy / Title IX

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. The Institute 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 orientation or disability.

Titles VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 collectively protect individuals from discrimination based on race, color, national or ethnic origin, citizenship, religion, age, and disability. Complaints regarding alleged discrimination should be addressed to Tammie Belton, Vice President of People & Culture ([Tamatha.Belton@cim.edu](mailto:Tamatha.Belton@cim.edu) or 216.795.3119).

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. This includes sex-based harassment and other forms of sexual misconduct. Title IX also protects pregnant and parenting students, as well as individuals experiencing discrimination related to their gender expression, gender identity, or sexual orientation. Complaints regarding alleged sex-based discrimination should be addressed to Vivian R. Scott, Director of Title IX Compliance & Title IX Coordinator ([Vivian.Scott@cim.edu](mailto:Vivian.Scott@cim.edu) or 216-795-3135).

### Additional Policies and Procedures

Please review CIM's official policies and procedures found at <https://www.cim.edu/student-life/policies>

### Regulations

Students are responsible for familiarity with CIM's published regulations both in the Preparatory and Public Programs Handbook as well as online policies and procedures and for knowing their individual scholastic standing through reference to these regulations. Failure to read the Preparatory and Public Programs Handbook does not excuse students from the rules and procedures described therein. Personal factors, illness or contradictory advice from other sources are not acceptable grounds for seeking exemption from the published rules and procedures. Students do, however, have the right to petition for exceptions to regulations, and such requests should be addressed to the Department.

All policies in the Preparatory and Public Programs Handbook are subject to change at any time, during or after registration, and with or without notice or written confirmation. The Preparatory and Public Programs Handbook is not a contract with each student. Only CIM Preparatory staff may provide the final interpretation of the contents of the handbook and definite determination of its appropriate application to the particular circumstances of any individual matter.

## Emergency Procedures

**Report an emergency to CIM Security at x224 or 216.791.5000;** additional staff is notified to provide appropriate assistance. Emergency contact numbers:

- 911
- **University Circle Police:** 216.791.1234
- **CWRU Campus Police:** 216.368.3333
- **Cleveland Police:** 216.621.1234
- **Cleveland Fire:** 216.621.1212
- **CIM Security Desk:** 216.791.5000

## Additional Useful Information

- **First Aid** (cuts, minor burns, etc.): Ask at a Security Desk for use of the First Aid Kit.
- **Fire:** Sound a fire signal by pulling down the handle of one of the fire alarm boxes in the hallways.