



CLEVELAND
INSTITUTE OF MUSIC

ACADEMY AND PUBLIC PROGRAMS

Academy and Public Programs Handbook

Revised

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Welcome to CIM

Mission

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

Vision

Be the future of classical music.

Institutional Learning Goals

At the end of this program, students will:

- **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**.

Inclusion and Belonging

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 learn more about CIM's initiatives, visit [Inclusion and Belonging | Cleveland Institute of Music](#).

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 to learn more.

Important Links & Information

CIM Academy and Public Programs Academic Calendar: <https://www.cim.edu/file/prep-academic-calendar>

The commitment to CIM's Academy and Public Programs Department extends throughout CIM's leadership, administration, and faculty. Every CIM employee is committed to each Academy and Public Programs 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 Academy and Public Programs Team at:
Academy@cim.edu

Jennifer Call: Jennifer.Call@cim.edu
Senior Associate Dean

Jennifer Conner: Jennifer.Conner@cim.edu
Program Director, Academy Musicianship Studies

Kelly Hudson: Kelly.Hudson@cim.edu
Senior Admission Coordinator, Academy and Public Programs

Harue Suzuki: Harue.Suzuki@cim.edu
Coordinator, Academy and Public Programs

Daniel Pereira: Daniel.Pereira@cim.edu
Program Director, Academy Performance Studies

Daria Rabotkina: Daria.Rabotkina@cim.edu
Director, Academy Piano Studies

Sean Schulze: Sean.Schulze@cim.edu
Associate Dean of Academic Programs and Partnerships

Dean Southern: Dean.Southern@cim.edu
Vice President of Academic Affairs, Dean of the Institute

Business Office: Business.Office@cim.edu | (216) 791-3174

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

Program Policies & Procedures

1.1 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, recordings 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 provide 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.

1.2 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 the Academy and Public Programs Office of any upcoming absences with **at least 1 week notice** by emailing the appropriate faculty members and Academy@cim.edu.

Saturday Program Attendance

Students are permitted three excused absences per semester.

- Attendance is taken upon arrival to CIM via the check-in table and at the beginning of each class.

- 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.
- All absences must be communicated with both the student's Saturday faculty and the Academy staff via [email](#).

Excused absences

Absences will only be excused if a valid reason is given within the required timeline:

- 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

The following absences can be excused with prior notice of at least **one week**:

- 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

Unexcused absences are any absence **without one week's notice** or for an insufficient reason, as determined by the Associate Dean.

- Any absence without an explanation or reason included in the 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 Academy and Public Programs 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 the 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. 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 Academy and Public Programs Department to their private teaching practice
- Any student recommended to faculty through the Academy and Public Programs Office must be registered as a CIM Academy and Public Programs student and must be taught at a CIM main campus
- Individual studios may establish additional policies and preferences. Please refer to a 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 Academy and Public Programs Office
3. Obtain signatures from the current faculty member and Associate Dean
4. Work with Associate Dean to determine the best studio placement. This could include sample lessons and/or conversations with potential faculty
5. New studio placement is decided, and student obtains signature form new faculty, parent, and student
6. Studio Transfer Form submitted to the Academy and Public Programs Office
 - a. Transfer requests are not considered to be approved until written notification is received by the Associate Dean. Lessons with a new teacher may not begin prior to these steps being completed

1.3 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.

Students under 6 years of age are expected to be supervised by a parent or guardian when not in class.

1.4 Academic Honesty and 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.

1.5 Probation and Dismissal

CIM's goal is to ensure the success of each of our students. A student is expected to remain in good standing and 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 Academy and Public Programs 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 Academy and Public Programs course including private lessons, ensemble, and/or musicianship courses through any of the following:
 - 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 Academy 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 Academy and Public Programs 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 Academy and Public Programs Department following dismissal must re-apply and/or re-audition.

1.6 Leave of Absence

To request a Leave of Absence, please request a leave of absence form by emailing Academy@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 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 Academy 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 return.

Notice to return from Leave:

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

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

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

If a return request is not submitted by the due date, the student will automatically be removed from Leave of Absence status and will need to re-apply to return.

1.7 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 Academy and Public Programs Office and voluntarily withdraw from the program. If eligible, a student who has voluntarily withdrawn may apply for re-admission through the regular application/audition process.

1.8 Prizes and Awards

CIM may from time-to-time present students with awards and/or prizes as appropriate (i.e. competitions, end-of-year awards, special performance prizes, etc.). Students must be in good academic and disciplinary standing to receive an award. Some awards and/or prizes include a cash award. In the event a student has an outstanding balance due to CIM, the awarded amount will first be applied to that balance. CIM will comply with all required tax documentation and reporting for any cash awards.

Tuition & Billing

2.1 Tuition and Fees

Tuition varies by age and experience level. Please consult the current price list below or on our website.

A student enrolled in the Academy 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 Withdrawal Date Determination section on page 15.
- To be responsible for the annual, non-refundable enrollment deposit

Academy Tuition and 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: **\$200.00** per Academic Year
- Upper Academy: **\$400.00** per Academic Year
- Virtual Academy: **\$200.00** per Academic Year

Student Services Fee

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

- All programs: **\$75.00** per semester

Performance Services Fee

Basic collaborative piano, recording services and hall rental, CIM instrument maintenance

- Lower Academy: **\$50.00** per semester
- Upper Academy: **\$100.00** per semester
- Virtual Academy: **\$50.00** 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.

- Lower Academy (PreK-Grade 5)
 - Youth 1 (no lessons): \$750.00
 - Youth 2 (30-minute lessons): \$1,200.00
 - Youth 3 (45-minute lessons): \$1,625.00
 - Youth 4 (60-minute lessons): \$2,000.00
- Upper Academy (Grade 6 – 12/Gap Year)
 - CORE – \$3,000
 - 4 credits in the categories of lessons, performance, musicianship, and ensemble
 - EXPANDED – \$3,750

- Up to 6 credits (Core + up to 2)
 - IMMERSIVE – \$4,500
 - 7 or more credits, with unlimited group classes (Core + 3 or more)
- Virtual Academy
 - All levels: \$2250

Additional charges will be incurred for:

- Additional or secondary lessons per semester (\$100.00/hour)
- Applied lessons with a Conservatory faculty member (\$1,200.00/semester)
- Double major fee (\$1,500/semester)
- Collaborative Piano additional hourly rate (\$45.00/hour)
- Private Theory Fee (\$350/semester for 30-minute private theory lesson)
 - Incurred when student requests a private theory lesson versus group theory
- Payment Plan Fee (\$50.00/semester)
- Enrollment in CIM classes or activities outside of or beyond the comprehensive curriculum
 - Additional course credit above program credit allotment (\$750.00/credit)

Continuing Education Tuition and Fees

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

- Enrollment Deposit: **\$200.00** per Academic Year
- Student Services Fee: **\$75.00** per semester
- Lesson Fees: **\$100.00** per hour of instruction
 - Conservatory faculty (60-minute only): **\$200.00** per hour of instruction

Late Enrollment Policy

Late Enrollment is applying for or enrolling in CIM Academy or Continuing Education after the academic semester has begun.

Upper Academy

Students, grades 6 – 12, may be considered for late enrollment for the full Academy curriculum through week 2 of a given semester.

After week 2, students may be enrolled in a la carte lessons only, for one introductory semester. At the end of the introductory semester, the student must audition for the Academy's full curriculum for the following semester

- The auditions for the Academy's full curriculum will be held at the end of the introductory semester, during the general Academy performance juries.
- A la carte lessons are charged by the hour at the current hourly rate. The full semester of lessons is registered and billed at the time of enrollment.
- Spring semester introductory a la carte lessons are permitted to continue throughout the summer session with consent of instructor.

Lower Academy

Students, Pre-K through grade 5, who wish to join the Academy after the start of the semester, may do so up through week 8. Students will be placed in the appropriate courses for their level.

Student base tuition will be prorated based on the following table:

Semester Week = Mon-Sun		
Enrollment Date	Tuition % Discount	Number of Private lessons (if applicable)
Week 1	0%	15
Week 2	0%	15
Week 3	10%	12
Week 4	15%	11
Week 5	20%	10
Week 6	25%	9
Week 7	30%	8
Week 8	35%	7

Additional a la carte private lessons can be added at the time of registration. A la carte lessons are charged by the hour at the current hourly rate and billed at the time of enrollment.

Continuing Education

Continuing Education students may enroll in a la carte lessons at any time in the semester. A la carte lessons are charged by the hour at the current hourly rate. The full semester of lessons is registered and billed at the time of enrollment.

Fee Policy

Program fees are required upon registration. Fees will not be prorated.

Refund Policy

Program refund policy applies to late enrollments. ([Refund Policy](#))

Discount and Aid Policy

Late enrollments are not eligible for discounts or financial aid.

Upon the registration for the full semester, Academy students may complete the financial aid form and be eligible for program discounts for which they qualify.

Financial Aid is not available for Continuing Education.

Payment Deadlines

Payment for late registrations is due in full within 2 weeks of billing statement. Applicable late fees will apply after the payment deadline.

2.2 Financial Aid

Financial Aid is available to Academy students by completing the financial aid 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 or secondary a la carte lessons, or applicable fees are not eligible for aid. Applications from accounts with a financial lock will not be reviewed until the lock has been cleared. Please contact the business office for more information about a financial lock at businessoffice@cim.edu.

Financial aid awards do not automatically renew, and families must re-apply each year. Please email financialaid@cim.edu for more information about tuition and applying for financial assistance.

2.3 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 significant scholarship towards the cost of a student's primary curriculum. For more information, visit: <https://www.cim.edu/prep/academy/fellowship>.

2.4 Discount Policies

Academy tuition discounts are calculated based on the remaining balance after any applied aid. Discounts are not applied to semester/yearly fees due. 2024-2025 discounts include:

- Sibling Discount: 10% off base tuition (after any applicable aid). Available to families with two or more students enrolled in the Academy.
- Employee Discount: any applicable employee discount will be applied per the current year employee handbook.

2.5 Tuition Policies

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

Tuition is typically due on the first day of the semester. Semester specific due dates are noted on billing statements sent from the business office. Billing inquiries can be sent to businessoffice@cim.edu.

Please note:

- A \$35.00 charge is incurred for all returned checks
- Students with delinquent accounts (financial lock) 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
 - Financial aid applications cannot be processed while a financial lock is in place.
- Delinquent accounts will be sent to an outside collection agency at CIM's discretion

Deposit

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

- Returning students
 - Fall Enrollment Deposit is due **June 30** for priority scheduling
- New students
 - Enrollment deposit is due at the time of enrollment confirmation.

Payment

The 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 U.S. dollars and originate from a U.S. 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 3.65% convenience fee. The convenience fee will be charged on each transaction process and added to the total of the transaction. Each payment of a payment plan will be subject to the fee.

Check or Money Order

Payment must be in U.S. dollars and made payable to **Cleveland Institute of Music** or **CIM**. Please mail to:

Cleveland Institution of Music
Attn: Business office
11021 East Blvd
Cleveland, OH 44194-0753

Do not predate or postdate checks. Do not send payments via FedEx, UPS, or any other express mail service. A \$35.00 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 plan. Payment plans are not offered in the summer semester. The payment plan option will incur a non-refundable **\$50.00 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 **\$100.00 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 by contacting the Business Office at BusinessOffice@cim.edu or (216) 791-5000 x223.

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:

Semester Week = Mon-Sun		
Withdrawal Date	Tuition Fee* % Refunded	CIM Financial Aid % Cancelled
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).

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 becomes aware that the student has ceased attendance. If, at the end of the 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 the Academy and Public Programs Department 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

3.1 Overview

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

3.2 Curricular Components by Program

Lower Academy

2-4 credits, based on program level

- Musicianship
- Choir
- Applied Lessons (as appropriate)
- Performance Opportunities (as appropriate for level)
- Assessment (Progress report and Performance Jury, as assigned)

Upper Academy

4 credits minimum

- Applied Lessons (15, 60-minute lessons per semester)
- Performance Hour and Performance Class
- Musicianship
- Ensemble
- Performance
- Assessment (Progress report and Performance Jury)

Virtual Academy – all levels

3 credits, available to students who reside 70 miles or more from CIM Main Campus

- Applied Lessons (15, 60-minute lessons per semester)
- Musicianship (15, 30-minute private theory lessons)
- Assessment (Recorded Performance Jury, as appropriate for level)

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*

3.3 Course Scheduling

Student course scheduling occurs in July. Enrolled courses are for the full academic year (fall and spring) unless otherwise noted in the course scheduling guide.

Lower Academy

- Students are automatically enrolled in the following required courses
 - Lessons (Length determined by program level)
 - Ensemble
 - PreK-4th grade: choir
 - 5th grade: chorus, orchestra, chamber winds (as appropriate for level)
 - Musicianship
 - Specific level determined by placement exam
 - Returning students – spring placement exam
 - New students – upon enrollment

Upper Academy

- Upper Academy students are required to enroll in a minimum of 4 credits.
- Students will complete a course preference form to determine their selections in the following categories
 - Lessons (60-minute lessons)
 - Performance Hour and Performance Class
 - Saturdays, 12pm – alternating weeks
 - Ensemble
 - Various ensembles available, placement required for advanced ensembles
 - Musicianship
 - Various courses available including theory, ear training, and eurhythmics
 - Electives
 - Course offerings vary by year

3.4 Ensemble Participation

All Upper Academy students are required to participate in a CIM ensemble and must remain in good standing with that ensemble while enrolled in the Academy.

Options to fulfill the ensemble requirement may include:

- Academy Orchestra
- Academy Chamber Orchestra
- Academy Chorus
- Academy Chamber Choir
- Academy Chamber Music (10-week session)
- Academy Chamber Winds
- Other small ensembles as approved by the Associate Dean

3.5 Principal Performance Area

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

- Applied Lessons
 - Lower Academy
 - Youth 2: 15, 30-minute lessons
 - Youth 3: 15, 45-minute lessons
 - Youth 4: 15, 60-minute lessons
 - Upper Academy
 - All Levels: 15, 60-minute lessons
 - Virtual Academy
 - All Levels: 15, 60-minute lessons
 - Continuing Education and Secondary Lessons
 - Varies by enrollment
- Upper Academy Additional Required courses
 - Department Class (approximately 5 times per semester)
 - Academy Performance Hour (approximately 10 times per semester)

Applied Lessons

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

Faculty Assignment: Academy students are required to study with CIM Academy or Conservatory faculty to maintain membership in the Academy. If a student's assigned CIM faculty member 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.

Individual Studio policies vary by faculty. Refer to faculty communication regarding their individual studio protocols.

Piano Area Instrument Policy: Regular access to an acoustic instrument is a requirement for piano study.

- Upper Academy – Consistent access to an acoustic instrument is required to begin piano study in the Upper Academy.
- Lower Academy – True beginners (no previous lessons) may substitute a full-sized (88 key) electronic instrument for the first semester of study. An acoustic instrument is required by the second semester of lessons. Lower Academy students who have taken lessons previously must have an acoustic instrument to begin piano study.
- A la carte lessons - students enrolled in a la carte lessons are required to follow the policy for the age-equivalent program listed above (Continuing Education, Upper Academy, Lower Academy).

3.6 Performance Curriculum

Requirements

Piano students should refer to the [Piano Curriculum](#) for area-specific performance requirements.

Lower Academy

- As recommended by faculty

Upper Academy

- 1 Non-ensemble Academy performance per semester
- 1 Ensemble performance per semester
- 1 Studio performance per semester
- Half Recital for 12th grade students (as appropriate)

Virtual

- Solo performance as recommended by faculty

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.

Department Class: small group of similar applied area students; informal; approximately 5 per semester as schedule permits

Academy Performance Hour: Saturdays @ 12:00–12:45 PM in Mixon Hall; generally informal; no printed program; students introduce themselves and announce their piece from the stage; separate upper and lower academy performance hours are scheduled each semester

Community Outreach: varies by venue and event

Program Specific Recitals/Ensemble Concerts: formal recitals with printed programs; most are livestreamed and recorded

Showcase Recitals: once per semester; highest level performers by nomination of faculty; concerts are publicized, livestreamed, and recorded

3.7 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 before a panel of faculty members representing various performance areas. These juries are conducted in a closed setting, with only the student performer and faculty present. Each student receives individualized written feedback following their jury performance.

Piano Area

- Lower Academy: Students will follow the performance assessment schedule as found in the [piano studies curriculum](#).
- Upper Academy: Students are required to participate in a performance jury during both the fall and spring semesters.

Violin and Cello Area:

- Upper Academy: Students are required to perform a jury in both the Fall and Spring semesters.

All other Applied Areas:

- Lower Academy: Students are not required to participate in a performance jury unless seeking level change into Academy Foundations.
- Foundations Level: Students are required to perform a jury in the Spring semester.
- Intermediate and Advanced Levels: Students are required to perform juries in both the Fall and Spring semesters.

Jury Requirements:

- All students must be prepared to perform two contrasting pieces.
- Instrumentalists are also expected to prepare and perform the following:
 - Assigned scales
 - Arpeggios
 - Etudes, as designated by their applied lesson instructor
- Piano students must meet the specific jury requirements as outlined in the [piano studies curriculum](#).

Level Advancement

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

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**. The Requirement Waiver Request form can be obtained by emailing the Associate Dean.

3.8 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:

1. Secondary Study (Minor)
 - a. Requires approval by primary performance faculty and Associate Dean
 - b. No audition required for study
 - c. No performance or assessment requirement
 - d. Treated as a la carte lessons; semester hours are determined by faculty and student at the time of registration
 - e. Tuition is determined by semester hours at the a la carte rate ([see Tuition and Billing](#))
2. Double Major
 - a. Typically, available for Upper Academy only
 - b. Requires audition for both areas of study
 - c. Includes 15 60-minute lessons per semester and the respective secondary instrument's Studio Class participation
 - d. Requires all performance and assessment components of curriculum in both areas of study
 - e. Additional tuition charge ([see Tuition and Billing](#))

Performance Resources

4.1 Recital Sign-Up Procedure

Performing in recitals is a core component of the Academy curriculum. Faculty, students, and families should collaborate at the beginning of each semester to determine which recitals in which the student will perform.

Faculty are responsible for signing up students via the recital sign-up form, which is found on the Faculty Resources page in Studio. All recital deadlines are outlined in the recital guidelines distributed by the Director of Performance Studies at the beginning of each semester. Program details may be updated up to 5 days in advance of the recital date by contacting Mr. Daniel Pereira at daniel.pereira@cim.edu.

4.2 Collaborative Piano

Each faculty member is required to contact Academy staff pianist, Yuwen Amy Weng: yuwen.weng@cim.edu, if the student's repertoire requires a collaborative pianist.

Faculty is responsible for ensuring that Ms. Weng receives the music and the request in a timely manner. Collaborative pianist services are not guaranteed and are 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
- \$45.00 per hour (30 minute minimum)
 - Continuing Education

4.3 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 Academy and Public Programs 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)

4.4 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 the venue and event)
- Any other performance 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)

4.5 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, that are 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 Academy and Public Programs Team to start the scheduling process.

Fees

Hall Rental: Up to 6 hours per academic year included in Upper Academy tuition; **\$150.00** per hour after 6 hours

Engineering Fee: \$60.00 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 student performances, typically within 2 weeks of the recital date, so please speak with them directly if you would like a copy!

Student Life

5.1 Practicing On-Campus

During the week, Conservatory students are given priority for practice rooms. In the event an Academy or Public Programs student needs to reserve a practice room, please contact Academy@cim.edu in advance to schedule a space.

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

5.2 Building Access and Nametags

CIM Main Campus Building is open to all Academy students and families. Students must check-in upon arrival and accompanying family members or responsible parties may enter without signing in on Saturdays ONLY. Sunday-Friday, All Academy students and guests MUST sign in at the security desk before entering the building.

All Academy students are encouraged to wear their Academy nametags while in the building.

5.3 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, near 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: 3:00 PM – 11:00 PM
- Weekends: 7:00 AM – 11:00 AM

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 – 2 Hours: \$8.00
- Each Additional Half Hour: \$1.00
- Daily Maximum: \$15.00

Nearby Parking

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

Public Transit

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

5.4 Robinson Music Library

Whether you are a new student or a returning student, we invite you to come and explore everything the [Robinson Music Library](#) has to offer. The dedicated team of librarians and staff members are available to help you with anything you need from locating scores to helping you get started on your research. We are also an Ohio LINK Library, so you can request materials from other participating Libraries to pick up at CIM as well.

Library Card

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

Lower Academy and Continuing Education Programs can 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. Email Dept-Library@cim.edu to request to have your child's account created or reactivated in advance of your visit.

Search materials via 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 the [web resources page](#).

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

Library Supervision

Students 5th grade and younger are expected to be supervised by a parent or guardian while in the library. Students may request to use a library computer by visiting the Academy check-in table to receive a computer-use permission slip.

5.5 School Closings

On occasion of weather-related or other student safety concerns, CIM may be forced to close. Please sign up for the CIM Emergency Alert System, Rave: <https://www.GetRave.com>. CIM Rave alerts will send a text and email message announcing closings to all of those enrolled.

Information will also be sent from the Academy office via email to students and faculty.

On occasion, Academy teaching is cancelled, but the building remains open for Conservatory activities. CIM makes every effort to accommodate the rescheduling of recitals cancelled during building closures.

5.6 Lost and 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

6.1 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>.

6.2 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.

6.3 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 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 Sarah Hopfe, Title IX Coordinator (Sarah.Hopfe@cim.edu or (216) 795-3121).

6.4 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 Academy and Public Programs Handbook, online policies and procedures, and for knowing their individual scholastic standing through reference to these regulations. Failure to read the Academy 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 exemptions to regulations, and such requests should be addressed to the Department.

All policies in the Academy and Public Programs Handbook are subject to change at any time, during or after registration, and with or without notice or written confirmation. The Academy and Public Programs Handbook is not a contract with each student. Only CIM Academy and Public Programs 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 and 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

6.5 Additional Useful Information

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