

## Academic progress and residence regulations

### Attendance

Attendance is required in all classes, private instruction, instrumental labs, and ensembles, beginning with the first scheduled meeting. Absences must be addressed directly with the course instructor to determine the impact on student progress and/or on overall grade. The faculty member may also provide more specific information on attendance policies. Classes, labs, and ensembles are scheduled to start promptly on the hour and to end ten minutes before the hour. Late arrival is both disruptive and unprofessional.

Berklee recognizes that its students will be presented with professional opportunities, such as job interviews, auditions for professional positions, and exceptional performance opportunities (including those sponsored by Berklee). Students hoping to take advantage of such opportunities are not excused from course assignments or deadlines. Such students are required to discuss with their course instructors, in advance, the ramifications of any related absences.

### Missed Course Material

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

### Absence

Notification of student absences should be directed to the faculty member in person, or via voicemail or email prior to the absence.

#### *Ensembles*

Students are expected to attend all meetings of their ensembles. Instructors must be notified in advance if an unavoidable absence is foreseen. In addition, in the event of an absence, the student must arrange for a suitable replacement to fill his/her role in the ensemble. Failure to send a substitute player will result in a grade of "F" for the ensemble. The grade of "F" will stand as a final grade except in cases of extraordinary circumstance as determined by the program director or dean.

#### *Private Instrumental Instruction*

As with ensembles, every effort must be made to notify private lesson instructors of absence prior to the scheduled lesson time. Failure to do so may result in the loss of scheduled time for the remainder of the term and/or a grade of "F."

#### *College-Organized Performing Groups*

If a student is asked to participate in extra rehearsals of college-organized ensembles, the student must first obtain permission from the instructor of any conflicting classes, ensembles, or private lessons. In such instances, provisions under Attendance shall prevail.

#### *Absence Due to Religious Beliefs*

Students who are unable, because of their religious beliefs, to attend classes or to participate in any examinations, studies, or work requirements on a particular day shall be excused from such and shall be provided with an opportunity to make up examinations, study, or work requirements which they may have missed; provided, however, that such make-up examination or work shall not create an unreasonable burden upon the college. No fees of any kind shall be charged. No adverse or prejudicial effects shall result with any students because of their availing themselves of the provisions of this rule.

## **Return to the College after Absence**

A student who is hospitalized for psychological reasons during the course of the semester or during any school break must provide to the dean a copy of the hospital discharge summary and a letter from a treating licensed medical or mental health care provider stating that the student is psychologically stable and ready to return to the residence halls, classrooms, and common areas on campus. In some cases, a similar letter may also be required of students who medically withdraw from the college but are not hospitalized or who are suspended from the college for serious behavioral incidents. All such letters should verify that the student requesting readmittance poses no direct threat to himself or herself or to others and that the student is otherwise qualified to return to school. The dean will review the student's request for readmittance and make a decision regarding the student's ability to function safely within the residence halls, classrooms, and common areas on campus. The dean's primary goal is to ensure the student's safe and successful return to the residential and academic programs at Berklee College of Music. To that end, the dean seeks to support students upon their reinstatement and gladly offers assistance in identifying a treatment plan for the student, if one is needed and if one is not already in place. The dean has the authority to grant or deny the student's request for reinstatement. All such decisions are final and are not subject to appeal. The dean may condition a student's reinstatement upon a showing that (1) the student is not a direct threat to himself or herself or to others and (2) the student is otherwise qualified to return to school. Failure to make such a showing will result in the denial of the student's request for readmittance.

## **Withdrawal from Classes**

Students may withdraw from classes through the ninth week of classes in the fall or spring, and through the eighth week in the summer term, by submitting a Student Initiated Withdrawal from a Class form through the Office of the Registrar. Withdrawing from a class is the responsibility of the student. The instructor will not withdraw a student from the class for any reason (including absence) or submit the form for the student. A grade of "W" will be issued for any particular class from which a student has withdrawn. Once the withdrawal deadline has passed, all registered students will receive a course grade based on the stated grading criteria. Students continue to be financially responsible for that class and are not eligible for a tuition refund or replacement course. Students should note that withdrawing from a class may affect their eligibility to receive scholarship, financial aid, veterans' benefits and international student visa status. Students are strongly advised to consult with the instructor, program director, dean or the Office of the Registrar, prior to withdrawing from a class.

## **Withdrawal from the College**

Students who wish to withdraw from the college for any nonmedical reason must complete a Withdrawal from the College form, which they can obtain through the Office of the Registrar. Students withdrawing before the end of the fourth week of either the fall or spring semester are entitled to a credit of part of their tuition. After the fourth week, no credit will be made. Students withdrawing by the end of the third week of classes in the summer semester are entitled to a credit of their tuition on the basis of assessing 25 percent of the semester's tuition per week of attendance. After the third week, no credit will be made. No deduction is made for temporary absence, nor is any credit granted if students are suspended, dismissed, or leave the college without formally withdrawing. In some instances, financial aid awards may be prorated upon withdrawal from the college. Contact the Office of Financial Aid for more information.

Students who withdraw before the end of the fourth week of either the fall or spring semester or the end of the third week of the 12-week summer semester are entitled to a partial credit of tuition charges under the college's standard refund policy. Refunds are made on the basis of assessing 20 percent of the semester's tuition per week (or portion thereof) of attendance for

fall/spring, and 25 percent for summer. After the fourth week of the fall or spring semester, and after the third week of the summer semester, no refund of tuition or fees will be made.

Note that when a student fully withdraws, any adjusted Berklee charges that have not been paid are still owed to the college.

### **Academic Success and Progress**

The definition of satisfactory academic success and progress includes minimum standards for cumulative grade point average (CumGPA) and a calculation of completion rate (credit hours completed divided by credit hours attempted). Students with a CumGPA below 2.7 US/6.7 Valencia at the completion of a semester or who fall below the minimum credits to be earned will be placed on academic probation for the following semester.

In order to be removed from probation, a minimum CumGPA of 2.7 US/6.7 Valencia must be earned by the end of the next semester of enrollment, and the required number of credits need to be attained. Students on probation are expected to meet with their program director to discuss their academic status and strategies for improvement. Students receiving financial aid and/or scholarship may lose their eligibility if placed on probation.

Students who fail to progress satisfactorily after being placed on probation may be suspended for one semester (not including the summer semester). Following academic suspension, the student will remain on probation until the requisite CumGPA of 2.7 US/6.7 Valencia has been earned.

Failure to satisfy the terms of probation after readmission following academic suspension may result in permanent dismissal from the college.

If students are placed on academic probation for a given semester and then subsequent grade changes that improve students' CumGPAs and/or concentrate CumGPAs (CCumGPAs) are received by the Office of the Registrar by the end of the second week of the following semester, those students will be removed from probation status. Grade changes submitted after the second week of classes in the subsequent semester do not change students' probation status.

### **Financial Aid and Satisfactory Academic Progress**

Students must maintain satisfactory academic progress in their chosen program of study in order to be awarded and continue to receive scholarships, grants, and loans, and to maintain their student employment through Berklee College of Music.

If a student who receives financial aid or scholarship fails to make satisfactory academic progress, he or she will be notified of that fact by the Office of Financial Aid and/or the Office of Scholarships and Student Employment after grades have been posted at the end of the semester. The first notice is considered a warning notice. If the student fails to improve his or her standing as required by the end of the next academic term, the student's awards are cancelled. In the case of unusual circumstances, the student may appeal the denial of aid to the dean.

### **Graduation Requirements**

All candidates seeking to graduate in a specific program must attain at least an overall GPA of 2.7 US/6.7 Valencia CCumGPA.

*January 2012: NOTE: These regulations are subject to change and are periodically updated.*