

The 2011-2012 Manhattan School of Music Student Handbook

Presented by:
The Office of Student and Residence Life
Room 112 Main school building
Andersen hall 6th floor lounge offices
917 493-4525
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Elsa Jean Davidson
Dean of Students

Melanie Dorsey
Director of Student Life

Wadner Auguste
Director of Residence Life

Brooke Quiggins Saulnier
Administrative Assistant

Chanell Crichlow
Administrative Assistant

Additional information may be obtained by
viewing the Manhattan School of Music website at
www.msmnyc.edu

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A Message from the Dean of Students

Elsa Jean Davidson

As Dean of Students, I am looking forward to getting to know each and every one of you. Manhattan School of Music presents challenges, academically and musically, and I want you to know that I am here to help make this year productive and rewarding. We have a wonderful support system in our Student and Residence Life Office, and I hope you feel free to express your concerns and take advantage of the opportunities that we offer.

As we move together through the academic year, I would like you to reflect on two of my favorite quotes. Eleanor Roosevelt stated: “The future belongs to those who believe in the beauty of their dreams.” And the wonderful ballerina Dame Margot Fonteyn said: “The one important thing I’ve learned over the years is the difference between taking one’s work seriously and one’s self seriously. The first is imperative; the second is disastrous.” Dream your dreams, work seriously in order to achieve your dreams, but have a great time doing it!

Sincerely,

Elsa Jean Davidson
Dean of Students

A Message from the Office of Student and Residence Life staff: Melanie Dorsey & Wadner Auguste

Welcome and welcome back to Manhattan School of Music!

Manhattan School of Music is a different type of conservatory. We value one another and are dedicated to the welcoming caring community we have here. Students, faculty, and staff feel at home here and are dedicated to helping one another. Like other institutions, Manhattan School of Music is comprised of the world's best musicians, but the caring nature of the faculty, staff, and students make it a special place.

The Offices of Student and Residence Life at Manhattan School of Music are dedicated to your education as a musician and your development as a person. It is our hope that you will learn great lessons both in and out of the classroom so that you will be a successful musician and a happy person. Our goal is to provide opportunities for you to meet others, feel as if you are part of a community, learn about yourself, and develop skills that enhance the quality of your life—all while you excel musically. The Offices of Student and Residence Life are here to help make your experience at Manhattan School of Music a positive one. Please participate in the different organizations and activities we offer in Andersen Hall, in the School, and in the city.

Take time now to familiarize yourself with this student handbook. It contains valuable information that will help make the 2010–2011 academic year a rewarding one. Please stop by our offices, in room 112 in the School and in the 6th floor of Andersen Hall, to find out how you can get involved. If you have any questions, concerns, or suggestions, please contact us immediately. We will help in any way possible.

This compassionate learning community is dedicated to your musical journey through life. It will celebrate as you succeed and embrace you as you face challenges. Many of you will meet lifelong mentors, advisors, friends, and partners here. We hope you find that Manhattan School of Music becomes a comfortable home for you.

We look forward to meeting and working with you.

Sincerely,

Melanie Dorsey
Director of Student Life

Wadner Auguste
Director of Residence Life

History of the School

Manhattan School of Music, a major national and international force in professional music education, is the largest private conservatory in the nation offering both classical and jazz training. The School fulfills a major role in society by preparing talented men and women for careers as performing musicians, teachers, administrators, and involved audience members who will keep the legacy of great music alive.

The School was founded in 1917 by Janet D. Schenck, pianist and philanthropist, as the Neighborhood Music School. It was located in a brownstone building on New York City's Upper East Side. Pablo Casals and Harold Bauer were among the first of many distinguished artists who offered guidance to the School. Eventually, its reputation for excellence extended throughout the greater metropolitan area; and its name was changed to Manhattan School of Music.

In 1943, the artistic and academic growth of the School resulted in a charter amendment to grant the Bachelor of Music degree. Two subsequent amendments authorized the offering, in 1947, of the Master of Music degree and, in 1974, the degree of Doctor of Musical Arts. In 1956, Dr. Schenck retired and John Brownlee, noted Metropolitan Opera baritone, was appointed director a title later revised to president. President Brownlee initiated the idea of relocating the School to the Morningside Heights neighborhood; his death occurred only months before his efforts were realized. In 1969, George Schick, Metropolitan Opera conductor, accompanist, and distinguished opera coach, succeeded Brownlee as president and led the School's move to its present location.

John O. Crosby, founder and general director of the Santa Fe Opera, was appointed president in 1976. He was followed by Gideon W. Waldrop, who was appointed in 1986, Peter C. Simon in 1989, and Marta Casals Istomin in 1992.

Manhattan School of Music serves the international music community, the nation, the City of New York, as well as the local neighborhood. At the present time, 75% of the students come from outside New York State and 41% from outside the United States. The School's international reputation is confirmed by its continuing and expanding global presence.

As one of the components of New York's Upper West Side "Academic Acropolis", Manhattan School of Music shares its neighborhood with Columbia University, Barnard College, Columbia College, Columbia Teachers College, Bank Street College, Union and Jewish Theological seminaries, the Riverside Church, International House, and the Cathedral of St. John the Divine. The School thrives in this atmosphere of ideas, ideals, goals, and achievements. Much of its strength derives from New York City itself, the leading music center of the world. The School's 270-member faculty is selected from a rich pool of resident and visiting artists, and other internationally acclaimed artists

regularly give master classes. The New York City location also gives students an incomparable learning laboratory, providing an abundance of the highest-quality artistic offerings of classical music, jazz, theater, dance, and cabaret. It also provides varied and outstanding student performance opportunities.

In addition to the three academic degrees mentioned, Manhattan School of Music offers an undergraduate non-degree diploma and postgraduate diplomas in classical performance and composition, and jazz performance and composition. The professional studies certificate and Doctor of Musical Arts degree are offered in classical performance and composition.

Manhattan School of Music Mission Statement

An internationally recognized conservatory, Manhattan School of Music prepares musicians to be stewards of the great music tradition and catalytic thinkers who will re-imagine the profession. It is a multicultural institution that values all music idioms and exploits the possibilities of live performance and technology to extend the reach of the musical arts. Manhattan School of Music's dynamic faculty of teaching artists is committed to the realization of each student's talents and human development.

The school sits at the nexus of New York City's academic and cultural institutions, and while a global innovator in teaching and musical performance, also serves its city through community engagement and arts-in-education programs. Through outreach to young people, public concert presentations and an interdisciplinary residence, Manhattan School of Music expands the range of student experience and seeks to make music a vital part of our broader world.

Manhattan School of Music Office of Student and Residence Life Mission Statement

It is our goal to provide you with an environment which is safe and secure, fosters artistic and intellectual achievement, supports personal growth and development, and encourages community living and appreciation of diversity.



Manhattan School of Music

2011-2012 College Division Academic and Student and Residence Life Calendar

2011

July 1, 2011 - Official First Day of 2011 Fall Semester

July 27, 2011 – First Semester Tuition, Fees, & Housing Fees Due and First Semester Deferred Payment Due

August 24, 2011 - Check-In for **New** Students; Residence Hall opens

August 28, 2011 - Check-in for **Returning** Students

September 5, 2011 – Labor Day Holiday

September 7, 2011 - First Day of Classes for the Fall Semester

October 13 to October 16, 2011 - Friends and Family Weekend

November 10 – December 3, 2011 – Registration (2011 Spring Semester)

November 23 to November 25, 2011 - Thanksgiving Recess

December 1, 2011 - Applications for Admission Due (2012-2013)

December 9, 2011 – Last day for payment for winter intercession, All fees due by 4:00pm

December 9, 2011 - Last Day of Fall Semester Classes

December 12 to December 16, 2011 - Final Exam Week

December 17, 2011 – Residence hall closes at 10am

December 19, 2011 to January 9, 2012 - Winter Recess

January 2, 2012 - Administrative Offices Reopen

January 8, 2012 – Residence Hall opens at 10am

January 9, 2012 - First Day of Classes for the Spring Semester

February 3, 2012 – 100 Days to Graduation

March 3 to March 9, 2012 - Audition Period Entrance Auditions (2011 Fall Semester)

March 5 to March 16, 2012 - Spring Recess

March 16, 2012 - Administrative Spring Holiday

April 27, 2012 - Last Day of Spring Semester Classes

April 30 to May 4, 2012 - Jury Examination Week (no classes, rehearsals, concerts or recitals)

May 7 to May 11, 2012 - Final Examination Week

May 11, 2012 –Commencement ceremony for December 2010 and May 2011 grads

May 12, 2012 – Residence Hall closes at 10am for those involved in graduation

Manhattan School of Music Administration

SENIOR STAFF & EXECUTIVE OFFICERS

Robert Sirota, *President*

Catherine Dorsett Schuler, *Executive Assistant to the President*

Paul D. Kelleher, *Executive Vice President of Finance and Administration*

Susan E. Ebersole, *Vice President of External Affairs*

Elsa Jean Davidson, *Dean of Students*

David Geber, *Vice President for Instrumental Performance*

Marjorie Merryman, *Vice President for Academics and Performance*

Amy A. Anderson, *Associate Dean for Enrollment Management*

Frank Graupe, *Director of Facilities*

Debra Kinzler, *Director of Public Relations, Marketing and Publications*

Carol Matos, *Director of Administration and Human Relations*

Christianne Orto, *Assistant Dean and Director of Recording and Distance Learning*

ADMINISTRATORS

Wadner Auguste, *Director of Residence Life*

John Blanchard, *Director of Alumni Affairs*

Kevin Boutote, *Chief Recording Engineer*

Peter Caleb, *Director of Library Services*

Rebecca Charnow, *Director of Community Partnerships*

Justin DiCioccio, *Associate Dean / Chair, Jazz Arts Program*

Melanie Dorsey, *Director of Student Life*

Susan Fink, *Controller*

John Hagen, *Director, ESL Program*

Jeff Harris, *Director of Production*

Angela Beeching, *Director of Center for Music Entrepreneurship*

Jeffrey Langford, *Assistant Dean for Doctoral Studies*

Michael Lockhart, *Director of International Student Services*

David L. McDonagh, *Registrar*

Lynne Normandia, *Manager of Chamber Music and Ensembles*

Stephen O'Brien, *Director of Information Technology/Web Site Technical Manager*

Gordon Ostrowski, *Assistant Dean of Opera Programs*

Joanne Polk, *Director of Strategy and Development for Precollege Division*

Kelly Sawatsky, *Executive Director of Precollege*

Heidi Stubner, *Director of Performance Operations*

Cathy Thorpe, *Director of Concert and Event Production*

Dona D. Vaughn, *Artistic Director of Opera Programs*

Majel Peters, *Director of Design*

Marc Wienert, *Director of Piano Technical Services*

ACADEMIC DEPARTMENT CHAIRS

Erik Charlston, *Co-chair, Percussion Department*

Linda Chesis, *Chair, Woodwind Department*

Mark Delpriora, *Co-chair, Guitar Department*

Justin DiCioccio, *Associate Dean / Chair, Jazz Arts Program*

Glenn Dicterow, *Chair, Orchestral Performance Program*

John Forconi, *Chair, Accompanying Department*

Reiko Fütting, *Chair, Theory Department*

Mark Gould, *Chair, Brass Department*

Deborah Hoffman, *Chair, Harp Department*

Jeffrey Langford, *Chair, Music History Department*

David Leisner, *Co-chair, Guitar Department*

Nicholas Mann, *Chair, Strings Department*

Jeff Milarsky, *Chair, Contemporary Performance*

Marjean Olson, *Director of Keyboard Skills*

Gordon Ostrowski, *Assistant Dean and Opera Programs*

John Pagano, *Chair, Humanities Department*

Duncan Patton, *Co-chair, Percussion Department*

Maitland Peters, *Chair, Voice Department*

Todd Reynolds, *Chair, Contemporary Performance*

McNeil Robinson, *Chair, Organ Department*

Marc Silverman, *Chair, Piano Department*

Dona D. Vaughn, *Artistic Director of Opera Programs*

Nils Vigeland, *Chair, Composition Department*

Kathryn La Bouff, *Assistant Chair, Voice-related area of The Voice Department*

ADMINISTRATIVE OFFICES, ACADEMIC OFFICES AND FACILITIES

ADMINISTRATION AND HUMAN RELATIONS

Room 005

Carol Matos, *Director of Administration and Human Relations* (ext. 4450)

Caryn Kaplan, *Special Projects Manager* (ext. 4032)

Eileen Quinn, *Payroll and Benefits Coordinator* (ext. 4453)

Luis Plaza, *Campus Store Manager* (ext. 4031)

Amelia Miranda, *Front Desk Receptionist* (ext. 0)

This department focuses on the following areas of human relations: matters of staff, faculty, and student relations; management practices; development, implementation, and oversight of school wide policies and procedures; and organizational structure.

Under the school's equal employment and educational opportunity and anti-harassment policies, the school strongly urges the reporting of all incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Any individual who believes he or she has experienced conduct contrary to the school's policy or has questions or concerns about such matters should bring these issues to the attention of the Director of Administration and Human Relations.

See Campus Store section for more information about the store.

ADMISSIONS AND FINANCIAL AID

Room 010

Amy A. Anderson, *Associate Dean of Enrollment Management* (ext. 4501)

TBD, *Associate Director of Financial Aid* (ext. 4449)

Jacqueline Felder, *Assistant Director of Financial Aid* (ext. 4462)

Charlotte Lang, *Financial Aid Counselor* (ext. 4463)

Megan Siebenhar, *Director of Admissions* (ext. 4431)

Molly Sonsteng, *Assistant Director of Admissions* (ext. 4470)

Christan Cassidy, *Admissions Counselor* (ext. 4446)

The Office of Admissions and Financial Aid administers the application, audition, acceptance, and confirmation processes. In addition, the staff in financial aid administers all federal and state financial aid programs, as well as the Manhattan School of Music

scholarship and President's Award programs. Eligibility for all programs is determined by the analysis on the Free Application for Federal Student Aid (FAFSA) and the CSS Profile Form (all new and international students. All students interested in a Manhattan School of Music scholarship must complete the entire financial aid/scholarship process every year. All necessary forms are available on-line. The application deadline for the 2012-2013 academic year is April 1, 2012. This means all documents, including the institutional application, the FAFSA, CSS Profile, tax returns, verification worksheet, and other information requested must be received by the Office of Financial Aid by that date. Your file will not be considered for awarding until it is complete.

Changes in Financial Resources and Special Family Circumstances

Should your family's financial circumstances change, report these changes in writing to the Associate Director of Financial Aid. Changes may include separation, divorce, death, unemployment, loss of or decrease in income, changes to the number of people in your family's household, and number of family members attending postsecondary schools. You should discuss with the Associate Director of Financial Aid any other extenuating circumstances affecting your ability to attend Manhattan School of Music.

Receiving Financial Assistance from Outside Agencies and Organizations

Federal regulations do not allow students to receive assistance in excess of the calculated need of their total annual cost of education. Therefore, it is required that all funds received from various sources be reported to the Office of Financial Aid at Manhattan School of Music.

The Office of Financial Aid administers the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work-Study
- Federal Perkins Loan
- Federal Direct Stafford Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan
- Federal Direct Grad PLUS Loan
- Alternative Education Loans
- Tuition Assistance Program (NY residents only)
- Manhattan School of Music Scholarship
- President's Award

ALUMNI AFFAIRS

Room 305

John Blanchard, *Director of Alumni Affairs* (ext. 4496)

We are very proud of the extraordinary careers of our over 10,000 alumni throughout the world. The Office of Alumni Affairs keeps alumni informed of the progress of the School, gathers and shares news of alumni accomplishments, and fosters on-going alumni involvement. It maintains alumni records, sponsors alumni gatherings, and facilitates contact between alumni and the rest of the Manhattan School of Music community. The office organizes the alumni Annual Fund appeal and also coordinates a 24-member Alumni Council. Our Alumni Council is a diverse group of former Manhattan School of Music students who assist the administration with issues regarding alumni development, activities, special events, and fund-raising. In 2007, Alumni Affairs launched an online alumni community — a password-protected, free service to all alumni that features individual profile pages, a networking directory, automated class notes editor, and a monthly job listing. An annual Alumni Reunion is held each fall, usually coordinated during Friends & Family Weekend. The Reunion features the presentation of Distinguished Alumni Awards to some of the School's most accomplished and dedicated former students. Special past alumni events coordinated by this office have also included: a reunion of alumni from the 1950s decade; jazz reunions at the International Association of Jazz Educators conferences; opera nights at New York City Opera and Santa Fe Opera; reunions on the West Coast; annual alumni panel discussions about career development for the benefit of current students; and an All-Alumni Reunion to celebrate the School's 90th Anniversary. The School's newsletter, *interMezzo*, is mailed to all alumni free-of-charge and includes Alumni News highlights. Among the privileges offered our alumni is complimentary career assistance through the Center for Music Entrepreneurship.

PRODUCTION DEPARTMENT

Room 110A

Jeff Harris, *Director of Production* (ext. 4998)

Mary Kathryn Blazek, *Associate Production Manager* (ext.4010)

Borden Production Office

Antony Smith, *Production Supervisor* (ext.4007)

Andres Diaz, Jr., *Production Coordinator* (ext. 4441)

Josh Spencer, *Production Coordinator* (ext. 4441)

Ades Production Office

Alexis Caldwell, *Production Coordinator* (ext. 4441)

Miller Production Office

Christina Fordney, *Production Coordinator* (ext. 4408)

Keri Lewis, *Production Coordinator* (ext. 4408)

The Production Department operates and maintains the performance venues for John C. Borden Auditorium, Ades Performance Space, and Miller Recital Hall. The department assists in the planning and execution of classes, rehearsals, recitals, performances, and special events. For comprehensive information on Performance Space Policy and other resources, please refer to the MSM Student Website at: <http://www.msmstudents.com/>

The department hires and trains student workers as Stage Technicians and Production Assistants who work with our staff in a variety of tasks both on-and off-stage. If you are interested in becoming a stage technician or production assistant at MSM, please inquire with Mary Kathryn Blazek, Associate Production Manager.

BUSINESS OFFICE

Student Accounts, Accounts Payable, and Finance – Room 114-115

Paul Kelleher, *Executive Vice President of Finance and Administration* (ext. 4456)

Susan Fink, *Controller* (ext. 4574)

Gricelidiz Bruno, *Manager of Student Accounts* (ext. 4464)

Glennys Mezon, *Assistant Manager of Student Accounts* (ext. 4467)

Ana Peña, *Accounts Payable Coordinator*(ext. 4576)

Accounting – Room 110

Milagros Otero, *Senior Staff Accountant* (ext. 4597)

Lauworna Bennett, *Staff Accountant* (ext. 4465)

Hours: Monday through Friday (when the school is open) 9:30-4:30.

The Mission of the Business Office is to provide accurate, professional and courteous service to students, parents, faculty and staff with regard to College and Precollege finances within a framework of established business principles.

The Office of Student Accounts is responsible for creating and sending out invoices and statements, collecting receipts in a timely manner and consulting with students and parents on payment options and financial aid. It oversees and communicates regarding the status of student accounts, applying late fees and issuing refunds periodically. In addition, the office provides 1098-T tax forms to all eligible students for the Hope and Learning Credit as well as other tuition related documentation requested by students or parents.

Accounts Payable will process invoices and distribute checks on a semi-monthly basis. Types of checks include end-of-year housing refunds and expense reimbursements. (All student workers are paid through the Payroll Office located in the Department of Administration and Human Relations.)

The Staff Accountants are responsible for providing information/assistance for the following:

Meal Plan
Replacement ID's
Payments for Qualifying Exams
Payments for the Scheduling Office
Payments for Movie Tickets
Processing of Tax Form 1098-t
Petty Cash Reimbursements under \$25

CAMPUS STORE

Luis Plaza, *Campus Store Manager* (ext. 4031)

Campus Store (ext. 4030)

At the Manhattan School of Music Campus Store, you can buy textbooks, school supplies, and a wide variety of gift and general merchandise. We feature our own line of MSM clothing—t-shirts, sweatshirts, and caps—and stock music supplies such as metronomes, conducting batons, and manuscript paper. The Campus Store also carries MSM backpacks, tote bags, key chains, mugs, and travel mugs.

Store hours during the school year are 10:00 a.m. to 5:00 p.m. Monday to Friday, and Saturdays from 9:00 a.m. to 4:00 p.m. while the Precollege Division is in session. Limited hours of operation are posted for the summer.

The Campus Store is located across from MSM's Miller Recital Hall, just past Borden Auditorium.

The store accepts cash, credit cards, and debit cards for payment and offers gift cards for purchase. Telephone orders are accepted.

For further information, please email campus-store@msmnyc.edu or call 917 493-4030 and speak with Luis Plaza, Manager.

CENTER FOR MUSIC ENTREPRENEURSHIP

Room 015

This office is currently undergoing a restructure process.

CHAMBER MUSIC AND ENSEMBLES

Room 201

Lynne Normandia, *Manager of Chamber Music and Ensembles*

lnormandia@msmny.edu

(ext. 4433)

Almost every classical instrumentalist and singer is required to take part in Chamber Music and Ensembles at some point in their degree program. They are placed into small ensembles by their department chairs in collaboration with the manager of chamber music. Every semester, nearly 100 chamber groups are coached weekly by renowned faculty specializing in chamber music. There is a fixed band of time reserved in the School's daily schedule for chamber coachings: Tuesday & Thursday 4-7; Friday 5-7.

Instrumental groups vary from the classic piano trio or string quartet to woodwind or brass quintets; from Baroque Aria Ensemble to the contemporary TACTUS. **Pianists** may also play in four-handed or two-piano teams, accompany vocal ensembles or even learn harpsichord. All **graduate level singers** are enrolled and can audition for opera, musical theater or select from any number of ensembles ranging from Baroque to French or Russian songs.

At the end of each semester, returning students may request the group into which they would like to be placed and their preferred coaches by filling out a Request Form. A final performance for every group is required. Worthy chamber groups are given the opportunity to participate in master classes, compete in the Fuchs Chamber Music Competition and perform on our Winter and Spring Chamber Music Festivals.

CONCERT OFFICE

Room A112 (Lobby of Miller and Ades Performance Spaces)

Jenny Smith, *Concert Office Manager* (ext. 4472; box office, ext. 4428)

The Concert Office processes ticket sales to the public, as well as internal comp ticket requests, for the approximately 50 ticketed events per year at the School. The MSM community receives a reminder via e-mail when tickets are required for an event; tickets may be obtained by replying to the reminder e-mail, or in person. The Concert Office designs flyers for most public events and displays them on bulletin boards in four locations: across from the security desk in the main building; in the performance corridor outside Ades Performance Space; the Greenfield Hall lobby; and the hallway outside rooms 119-121. The online event calendars at www.msmnyc.edu and on MSM's Facebook page are maintained by this office.

Printed programs for student recitals are generated through the Concert Office, and the process is time-sensitive. If you will be presenting a recital this year, please read and

follow the instructions in your Student Recital Packet, issued by the Office of the Scheduling.

Concert Office hours: Monday through Friday 10 am–5 pm; and open one hour prior to ticketed events and through intermission.

Ticket inquiries and mailing list requests; general event information; recital program follow-up: 917-493-4428 concertinfo@msmny.edu

VICE PRESIDENTS OF THE FACULTY

Rooms 119, 120, and 121

Marjorie Merryman, *Vice President for Academics and Performance* (ext. 4584)

Carolyn Bronson, *Administrative Assistant to Marjorie Merryman* (ext. 4034)

David Geber, *Vice President for Instrumental Performance* (ext. 4516)

Maeve Höglund, *Administrative Assistant to David Geber* (ext. 4587)

Vice President for Academics and Performance

The Vice President is responsible for the academic programs of the school, the non-performance departments (Music History, Theory, Composition, Humanities), the Library and Registrar's offices, exchange programs, and the vocal performance areas (Voice, Opera, Musical Theater). The Accompanying and Contemporary Performance Programs also reside in this office. The Vice President supports faculty, staff and students in these departments. Student petitions relating to course work, grades, requirements and status come through this office, as do change-of teacher requests in voice, composition, accompanying and CPP.

Vice President for Instrumental Performance

The Vice President for Instrumental Performance is responsible for instrumental music and ensembles, including the individual instrumental departments, Orchestral Performance, Orchestra Operations, Piano, Jazz Arts, Chamber Music and Ensembles. The Vice President supports faculty, staff and students in these areas. Student petitions relating to instrumental performance and change-of-teacher requests in these departments come through this Office.

MASTER CLASSES

Master Classes are administered through the Office of the Vice Presidents for Instrumental and Vocal Performances, and organized by each department. For information about Master Class participation, students should consult their department chairs.

DEAN OF STUDENTS

Room 113

Elsa Jean Davidson, *Dean of Students* (ext. 4036) ejdavidson@msmny.edu

The Dean of Students is responsible for the areas of Student and Residence Life and of Admission and Financial Aid. She works with staff, faculty, and students to oversee the well-being of the institution. She operates on an open-door policy and is available to students for consultation whenever support is needed.

DISTANCE LEARNING

Room 234

Christianne Orto, *Associate Dean of Distance Learning and Director of Recording* (ext. 4401)

Juliana Han, *Distance Learning Program Coordinator* (ext. 4488)

Bruce Bertrand, *Distance Learning Systems Engineer* (ext. 4401)

In 1996, under the pioneering influence of President Marta Istomin and Maestro Pinchas Zukerman, Manhattan School of Music instituted an innovative distance learning program—the first of its kind at a major conservatory—devoted to exploring the use of video conference technology for music performance education. Initially conceived to enable Maestro Zukerman to teach his students at Manhattan School of Music while accommodating his global touring schedule, the program has since expanded to include videoconference classes, programs, and special events transmitted to schools and institutions both nationally and internationally, reaching over 2000 students annually. Such music videoconferences include master classes, educational and community outreach programs, composer colloquiums, private lessons, professional development sessions, and educational seminars with institutions of higher education. Manhattan School of Music faculty, guest artists, and student teaching artists in classical and jazz music offer these diverse programs, which include connections with K–12 schools in several states, including Illinois, Texas, Colorado, Michigan, and Ohio, as well as collaborative events with leading conservatories and institutions such as the Cleveland Institute of Music, Northwestern University, Royal Academy of Music, Massey University New Zealand, McGill University, North Carolina School of the Arts, and the National Arts Centre of Canada. In the spring of 2002, Manhattan School of Music became an affiliate member of Internet2, a consortium of over 200 United States universities working in partnership with industry and government to develop and deploy

advanced network applications and technologies, accelerating the creation of tomorrow's Internet. Through Internet2, Manhattan School of Music is collaborating with other leading music conservatories, schools, and universities throughout the globe to develop high-quality interactive music performance education programming via broadband videoconferencing. Fall 2006 marks the beginning of the of MSM campus' full connectivity to the Internet2 network, enabling students and faculty both to send and receive music programs worldwide. In spring 2007, Manhattan School of Music hosted a first-ever Internet2 conference for New York City and States arts and cultural institutions, re-establishing its leadership role in the use of broadband videoconferencing for music education. Beginning the 2007-08 academic year, various student showcase performances are simultaneously streamed live on the Internet for a global audience to view. In spring 2010, Manhattan School of Music hosted the first live video stream of a classical music event in an iPhone/iTouch app featuring Thomas Hampson, working with Manhattan School of Music orchestral musicians in a master class setting. Throughout the academic year, many videoconference programs are open to Manhattan School of Music students, and many fulfill concert attendance requirements. Manhattan School of Music students also have the opportunity to educate K-12 students around the country via videoconferencing, and should stop by room 234 for further information on how to become a **distance learning teaching artist**. We invite you to browse the distance learning home page at www.dl.msmnyc.edu to learn more about what this program can offer each student.

DOCTOR OF MUSICAL ARTS PROGRAM

Room 336

Jeffrey Langford, *Assistant Dean for Doctoral Studies* (ext. 4573)

The doctor of musical arts program is available to exceptional students accepted into this selective program. The Assistant Dean for Doctoral Studies oversees the Manhattan School of Music doctoral program. In addition, he supports and oversees doctoral students throughout their program. For more information, please visit www.msmnyc.edu.

DEPARTMENT OF EXTERNAL AFFAIRS

Rooms 302, 303, 304 and 305

Susan E. Ebersole, *Vice President of External Affairs* (ext. 4487)

Debra Kinzler, *Director of Public Relations* (ext. 4469)

Suzanne Altshuler, *Associate Director of Development and Major Gifts Officer* (ext. 4595)

John Blanchard, *Director of Alumni Affairs and Development Operations* (ext. 4496)

Marc Day, *Administrative Assistant* (ext. 4434)

Elizabeth de Almeida, *Coordinator of Gift Accounting & Database Management* (ext. 4490)

Erin Houlihan, *Design Assistant* (ext. 4524)

Chelsea Jones, *Public Relations Assistant and Website Content Manager* (ext. 4429)

Susan Meigs, *Editor* (ext. 4016)

Jacquie Mitchell, *Manager of Special Events* (ext. 4590)

Theodore Norman III, *Chief of Staff* (ext. 4702)

Joan M. Perlman, *Manager of Donor Relations* (ext. 4544)

Majel Peters, *Director of Design and Publications* (ext. 4538)

The Department of External Affairs works to create visibility and develop philanthropic relationships that sustain and expand the capacity of Manhattan School of Music through fundraising initiatives, public relations, graphic design, alumni relations and special events.

THE DESIGN OFFICE

Room 303

Majel Peters, *Director of Design and Publications* (ext. 4538)

Erin Houlihan, *Graphic Designer* (ext. 4524)

Susan Meigs, *Editor*

The Design Office creates and designs print and special web items for the Development, Marketing, and Public Relations offices (such as ads, ticket brochures, event invitations, e-mail promotional pieces, and media presentations) as well as concert programs, posters, and publications for many school departments.

HOUSING AND RESIDENCE LIFE

Sixth-floor lounge offices (Andersen Hall) and Room 112 (school building)

School Office, room 112 (ext. 4525)

Andersen Hall Office (ext. 4525)

Elsa Jean Davidson, *Dean of Students* (ext. 4036)

Wadner Auguste, *Director of Residence Life* (ext. 4161)

Chanell Crichlow, *Administrative Assistant* (ext. 4035)

Josh Bavaro, *Senior RA* (ext. 4035)

For Manhattan School of Music undergraduate and graduate students, Andersen Hall, at 134 Claremont Avenue, offers single- and double-occupancy rooms and a distinctive living-learning environment where students can build close relationships and form a tight-knit community with other musicians. The staff of the Student and Residence Life Office coordinate the on-campus housing and residence life of Manhattan School of Music. The entire staff helps to facilitate individual and community growth, development, and success. The live-in-staff comprised of the Director of Residence Life and the Resident Assistants play important roles to help students live together in respectful caring ways. They help students to help each other work through issues and conflict, act in ways that are considerate of their neighbors, and live together in ways that enhance the development of a positive community. The staff helps students to get to know one another, communicate with one another, and help each other thrive. The Andersen Hall Student and Residence Life Offices work hand in hand with the Office of Student and Residence Life in the main School building to coordinate housing assignments, judicial, event planning, community enhancement, leadership development, and the opening and closing of the hall each year.

All who live in the hall or visit it must abide by community standards outlined in the Residence Life Handbook, Student Handbook, and the housing agreement.

Returning students interested in living in the residence hall must complete all forms and pay the housing deposit by the stated date each spring to participate in the housing process. First- and second-year undergraduate students and first-year transfer students are required to live in Andersen Hall, but must turn forms and deposits in by the stated deadline to secure housing. New students are sent links to housing materials with their acceptance packets from the Admissions Office. Students who defer acceptance, take a leave of absence, or take a semester abroad are responsible for securing housing materials for fall 2011 from the Office of Student and Residence Life by February 2012. The residence hall is normally closed during winter and summer breaks. No guests are allowed in Andersen Hall during winter break, and entrance into Andersen Hall will be limited to those who sign-up, pay in full, and register by December 9, 2011. Winter and summer residents may enter the hall only during the time period for which they are registered. There will be no exceptions.

Returning and new students who do not abide by deadlines are not guaranteed housing.

Students are encouraged to seek out their RA and any of the Student and Residence Life Staff to get help for themselves, neighbors, or others in the MSM community. All in the Andersen Hall are encouraged to work with their RA to create events and socials to enhance the musical and well-rounded development of every student and to create opportunities for the development of a caring community.

INFORMATION TECHNOLOGY

Rooms 001, 002

Stephen O'Brien, *Director of Information Technology and Web Site Technical Manager* (ext. 4571)

Seth Janifer, *Assistant Director of Information Technology* (ext. 4420)

Luis Morel, *Support Technician and Assistant Network Administrator* (ext. 4539)

Brian Post, *Programmer* (ext. 4717)

The Department of Information Technology oversees the school's administrative and certain academic computing resources. The department manages local area networks, Internet connectivity, and e-mail. The department also provides desktop support and training services to staff and faculty. It also purchases, manages, and/or develops computer hardware and administrative software applications, including large applications such as student management, scheduling, and financial systems.

INTERNATIONAL STUDENT SERVICES

Room 118

Michael Lockhart, *Director of International Student Services* (ext. 4460)

The Director of International Student Services is part of the Registrar's Office and assists international students in acquiring proper documentation for entering the United States, maintaining legal immigration status while here, and helping with applications to acquire student visa benefits. This office sponsors a session for all international students at the beginning of the fall semester during orientation and provides ongoing opportunities for students to learn more about United States culture. If you are an international student and need assistance, please visit the international student advisor.

International students are required to submit the mandatory SEVIS check-in form along with proper documentation at the start of each semester. Failure to check in will result in the termination of your immigration status.

International students are responsible for maintaining their status. If you are an international student, it is your responsibility to know whether you are legally allowed to work in the U.S. For example, if you are an F-1 student, you are allowed to work on campus at Manhattan School of Music but will need government authorization in order to work off campus. If you are a J-1 student, you need written authorization from the International Office before you accept any employment (on campus or off). Please see the International Student Office before accepting any jobs.

JAZZ ARTS PROGRAM

Rooms 609 A

Office hours Monday –Friday 10-6pm.

General Office number (ext. 4517)

Justin DiCioccio, *Associate Dean / Chair, Jazz Arts Program* (ext. 4523)

Chris Rosenberg, *Manager for Jazz Administration* (ext. 4579)

Stephanie Crease, *Coordinator, Jazz Arts Program* (ext. 4517)

Andrew Neesley, *Assistant Coordinator, Jazz Arts Program* (ext. 4724)

Manhattan School of Music is one of the first conservatories in the United States to acknowledge the importance of jazz as an art form by establishing undergraduate and graduate degree programs in jazz. It is also one of the richest programs of its kind, thanks to systematic and rigorous conservatory training combined with a myriad of performance and networking opportunities in New York City. Student ensembles include the Afro-Cuban Jazz Orchestra, Concert Jazz Band, Jazz Orchestra, Jazz Philharmonic, Chamber Jazz Ensemble, and Jazz Combos. The program strives to produce students who perform, compose, and teach with equal facility and passion.

LIBRARIES

There are two libraries: the Peter Jay Sharp Library is the “main” library you’ll go to for books, scores, and recordings; and the Evelyn Sharp Library is where you go for orchestral and large ensemble parts.

Reach the libraries by taking the elevator to the second floor; then turn right.

The Peter Jay Sharp Library

Search the catalog, access online resources, and view your Library account here:

<http://library.msmnyc.edu>

Regular hours: Monday-Thursday, 9-9; Friday, 9-6; Saturday, 9-6; Sunday, 2-8

Reference desk: ext. 4511 (Monday-Friday, 11-5, Saturday 9-6)

Main circulation desk: ext. 4512

Audiovisual circulation desk: ext. 4596

Staff

Peter Caleb, *director of library services* (ext. 4507)

Janet Weaver, *head catalog librarian* (ext. 4532)

Richard Presser, *recordings librarian* (ext. 4508)

Anders Griffen, *catalog librarian* (ext. 4522)

David Perrott, *technical services manager* (ext. 3461)

José Ruiz, *circulation manager* (ext. 4509)
Jeff Gavett, *technical services assistant* (ext. 3462)
Ronen Shai, *senior circulation assistant* (ext. 4512)

Please note: Your MSM ID card acts as your Library card, so be sure to bring it with you when you come in. You'll also need the barcode on the back of your ID to use our online resources when you're not on the MSM campus.

Be sure to take a few minutes to read our [policies](#); you are responsible for knowing them.

Collections

Scores: The Peter Jay Library is where you go for music for solo instruments, vocal repertoire, and chamber music for up to ten players or so (for performance sets for larger ensembles, visit the Performance Library). It is also where you will find study scores for a wide variety of orchestral, operatic, and chamber music.

Books: Our books cover music (primarily classical and jazz) and the other performing and fine arts, as well as literature, history, philosophy, psychology, science, and more.

Audio- and videorecordings: The Library possesses a superb collection of circulating CDs and DVDs; they are supplemented by more than one million tracks of streaming audio and video you can listen to or watch at home on your computer.

The Library retains a copy of the recordings made of many MSM concerts. We are in the process of trying to wean ourselves off CDs, and we hope this year to make these recordings available to you online as MP3s. As of this writing, we're still working out the details; more information will be forthcoming.

Magazines: Just off the main reading room there are racks of music magazines and other popular titles like the New York Times, the New Yorker, Time Out New York, etc. Many more titles are available online in full text via our subscriptions to JSTOR and IIMP.

Facilities

Internet: WiFi and data ports are available throughout the Library. We encourage you to bring your laptop with you to avoid a possible wait for one of our PCs.

Computers: A room in the back of the Library contains study carrels with 8 PCs and 5 Macs, each equipped with sound and video cards; USB ports; Adobe Acrobat Reader; Firefox, Internet Explorer, and Safari; Microsoft Access, Excel, Paint, PowerPoint, Publisher, and Word; and Finale and Sibelius notation software. Headphones can be checked out at the CD circulation desk.

In addition to the computers, there are cassette decks, turntables, and a television with a VCR.

Copy machines: The Library has two machines for copying, printing, and scanning, as well as a dedicated printer for the computer lab. Ask a librarian for help using the work stations that control the print queue.

Services

Online resources: We offer copious amounts of [streaming audio](#), [streaming video](#), [required listening for your classes](#), *Grove Music Online*, Tom Lord's *The Jazz*

Discography, MusicalAmerica.com, JSTOR, International Index to Music Periodicals, and [more](#).

Reference assistance: A reference librarian is on duty Monday-Friday, 11-5, and Saturday, 9-5. **Interlibrary loan:** Please take advantage of our free [interlibrary loan](#) service, which allows you to borrow from another library almost anything we do not own ourselves. In addition, we can write you passes for admittance to libraries ordinarily closed to the public (e.g., Columbia, NYU, etc.), and otherwise help you navigate your way around New York City's network of resources.

Questions? Feel free to stop by the library director's office, located just off the main reading room.

The Evelyn Sharp Performance library

Located just outside the entrance to the Peter Jay Sharp Library

Dr. Manly Romero, *Performance Librarian* (ext. 4510)

Regular Hours:

Weekdays, 10:00am to 12:00pm; 1:00pm to 4:00pm (or as posted)

Collections:

The Evelyn Sharp Performance Library contains:

- **Orchestra part sets for 1300 symphonic works and operas** comprising almost every major orchestral work in the repertoire and many lesser known works.
- **700 choral sets**
- **230 wind ensemble sets**
- **A growing collection of brass ensemble sets**
- **A Digital Excerpt Collection** of public domain music in PDF format.

Complete sets of printed materials may be borrowed only by current Manhattan School of Music faculty. Faculty may also sponsor loans of complete orchestral sets to students for performance on campus. Ask the performance librarian for more details.

Services and Supplies:

Orchestra Parts for Large Ensembles. The Performance Librarian supplies orchestra parts to all school orchestras except for Jazz Orchestra.

Reference Service. The Performance Librarian is available to answer questions relating to the acquisition of individual orchestra parts, rental part sets, and regarding music notation.

Orchestra Excerpts/Perusal Parts. Excerpts and perusal parts can be requested by visiting the performance library during open hours, or by e-mailing the performance librarian.

Music Supplies. Current students are welcome to make use of library supplies including: music tape, binding machine (fees apply), electric erasers, stapler, 3-hole punch.

MAIL AND COPY SERVICES

Room 006

Princess Thomas, *Manager of Mail and Copy Services* (ext. 4451)

Melrose Phillips, *Mailroom and Copy Room Assistant* (ext. 4483)

The mail room and Office of Copy Services assist faculty and staff with institutional copying and postal needs.

MEAL PLAN

All residents of Andersen Hall are required to purchase a declining meal plan of **\$2366** per academic year for use in the school's cafeteria. Students who commute are required to purchase a declining balance meal plan of **\$242** per academic year. The balance of the plan is carried over from the fall semester to the spring semester. Any unused balance at the completion of the spring semester is nonrefundable. To add more money onto your meal plan account, please visit the Bursar's Office Monday through Friday, between 9 am to 1 pm and 2 pm to 4:30 pm

The cafeteria, housed in the Mitzi Newhouse Pavilion, is run by Chartwells, a dining service that is dedicated to meeting the specific and varied food needs of the students at Manhattan School of Music. Please notify Chartwells of any dietary restrictions or food allergies.

MITZI NEWHOUSE PAVILION (CAFETERIA)

Charles V. Breed F.M.P., *Director of Dining Services* (ext. 4442)

Wadii Zadouani, *Executive Chef*

Staff: Altagracia (Maria) Abreu, Emma Almonte, Danairis Azcoma, Noah Baker, Maritza Carrasquillo, Ezequiel Feliz Torres, Eric Francis, Ana (Christina) Guzman, Iveline Jean Bart, Catherine (Cathy) Marino, Melisa Martinez, Lilliam Morales, Harry Nesbitt, Raquel Olan, Starlin Pizarro, Ana (Carmen) Rodriguez, Robin Rohdie, Kordeysia Tumma

The Mitzi Newhouse Pavilion provides meals for students, faculty, staff, and guests. It is also used for school-sponsored receptions and social activities. It is the perfect hangout and study area for students. It provides a space for students to unwind, eat, and connect with friends. Manhattan School of Music Dining Services by Chartwells offers traditional menu options such as Fresh Grille and Sandwich Central, healthy menu choices, Outtakes Grab & Go, Terra Ve vegetarian options, Home made soups, and Seattle's Best Coffee. All students participate in the declining meal plan appropriate to their status as a resident or commuter student. See the meal plan brochure for more information. Hot meals are served for breakfast, lunch, and dinner.

Hours of operation are as follows:

Monday-Friday Continental Breakfast 7:30 am- 8:00am

Monday-Saturday Breakfast 8:00 am-11:00 am

Monday-Saturday Lunch 11:30 am-3:00 pm

Monday-Friday Dinner 4:30 pm-7:30 pm

Saturday Dinner 4:30 pm-6:00 pm

Sunday Brunch 8:30 am-3:00 pm

Snacks, outtakes, drinks, deli, and pizza are available between meal hours.

Vending machines are located in the cafeteria and on the 6th floor of Andersen Hall. Please contact the dining service office for refunds or vending-related issues on campus. Students may reserve the cafeteria for recital receptions by contacting the scheduling and dining service offices.

Chartwells offers a full range of catering options for your recital reception. Please contact the dining service office (ext. 4442) for catering information. Students preparing their own recital receptions are not allowed in the serving area except to get ice from the ice machine.

Please visit Chartwells' dining website <http://www.dineoncampus.com/msmny/> for information and to set up your own interactive nutritional journal.

OFFICE OF THE PRESIDENT

Room 123

Robert Sirota, *President* (ext. 4477)

Catherine Dorsett, *Executive Assistant to the President* (ext. 4477)

The President is the chief external officer and spokesperson for Manhattan School of Music. He works with Senior Staff, Trustees, students and faculty to advance the artistic and educational mission of the school, and project it to the larger community.

He is also one of the principal fundraisers for the school.

OPERA STUDIES AND PRODUCTION

Room 207

Dona D. Vaughn, *Artistic Director of Opera Programs* (ext. 4589)

Annie Shikany, *Assistant to the Artistic Director*

Room 306

Gordon Ostrowski, *Assistant Dean, Opera Producer* (ext. 4534)

Daniel Benavent, *Opera Studio Manager* (ext. 4833)

Christopher Mirto, *Opera Studio Scheduler* (ext. 4419)

Students are accepted into the Opera Studio through individual auditions in September (for the fall semester) and December (for the spring semester). The Opera Studio produces two main stage productions with orchestra per year (in early December and late April), one opera scenes program that includes three performance opportunities during the spring semester. Students with any questions regarding the opera program should visit the Opera Studio Office in Room 306.

PERFORMANCE OPERATIONS

Rooms 202 and 203

Heidi Stubner, *Director of Performance Operations and of the Graduate Program in Orchestral Studies* (ext. 4557)

Abby Fennessy, *Manager of Performance Operations and of the Graduate Program in Orchestral Studies* (ext. 4547)

Nolan Robertson, *Orchestra Manager*, (ext. 4503)

Manly Romero, *Performance Librarian* (ext. 4510)

Students are placed in one of three major orchestras, Chamber Sinfonia, Symphony Orchestra or Philharmonia Orchestra, through an orchestral placement audition at the beginning of each term. After being placed in a major orchestra, students then have the opportunity to perform in the Jazz Philharmonic Orchestra, Composers' Orchestra, Wind Ensemble and Opera Orchestra.

The Performance Operations Office will manage your participation in any of the orchestras and all questions regarding any of the orchestras, attendance, auditions, and requirements should be directed to this office.

Students may pick up orchestra release forms and report absences from orchestra to this office. Students with any questions regarding the orchestra program should visit this office.

GRADUATE PROGRAM IN ORCHESTRAL PERFORMANCE

Room 202

By its mission and design, the Graduate Program in Orchestral Performance seeks to produce polished musicians of the highest artistic caliber who are prepared intensively in the orchestral repertoire for careers as symphonic players and who are trained to participate fully in both performance and other nonmusical aspects of life in the modern

orchestra, such as orchestra governance, artistic planning, community engagement, and audience development. The school's Graduate Program in Orchestral Performance is the first accredited degree program of its kind in the United States.

The Office of the Orchestral Performance program assists all program students with performance and academic advisement. The office implements program mock auditions, guest master classes with visiting artists from major orchestras. Additionally, the Program hosts seminars in audition preparation, and repertoire coaching classes with program faculty who are members of the New York Philharmonic, Metropolitan Opera Orchestra, and Orpheus Chamber Orchestra, among others. Orchestral Performance program students are core participants in Manhattan School of Music's acclaimed Chamber Sinfonia, MSM Symphony, Orpheus Institute and the Kurt Masur Conducting Seminar. Additional information is available on the school's website at <http://www.msmnyc.edu/orchperform/>.

OUTREACH PROGRAMS

Rooms 011 and 011A

Rebecca Charnow, *Director of Community Partnerships* (ext.4404), Rm. 011

Manhattan School of Music's Arts-in-Education and Community Engagement programs provide opportunities for students to perform and teach in diverse venues throughout New York City, including public schools, hospitals and senior citizen homes. Stipends and transportation are provided to all student participants. Students should stop by Rooms 011 and 011A to fill out an interest form.

Students interested in the Music Education & Performance Dual Degree program with MSM and Teachers College must participate in the arts-in-education program. For more information, contact Rebecca Charnow (ext. 4404).

PAYROLL AND BENEFITS ADMINISTRATION

Room 005

Eileen Quinn, *Payroll and Benefits Coordinator* (ext. 4453)

The Payroll and Benefits Coordinator is responsible for preparing, processing, and recording all information pertaining to payroll and benefits administration. Students who have been hired by the school may pick up their paychecks in Room 005 on the 15th and 31st of each month. Time sheet due dates as well as pay dates are posted on the Payroll Office door, room 005. All student workers should notify the Payroll and Benefits Coordinator of any changes related to their personnel information, i.e., address or marital changes, as well as any changes pertaining to their visa status.

FACILITIES MANAGEMENT AND SECURITY

Room 008–008B

Frank Graupe, *Director of Facilities* (ext. 4448)

Nick Sevilla, *Residence Hall Maintenance Manager* (ext. 4710)

Aquiles Rodriguez, *Residence Hall Mechanic 4pm-12am* (ext. 4700 or 4008)

Elena Guzmán, *Facilities Coordinator* (ext. 4526)

Ernesto Espiritu, *Night Maintenance Manager* (ext. 4514)

John Fisco, *Night Cleaning Manager* (ext. 4424) 9 p.m. - 5 a.m. Monday-Friday

Mario Gomez, Roopnarine Hilbert, Hamraj Ramdass, Eric Savarino, Felix Rodriguez, Frank Soto, Marek Szkudlarek, Andrzej Wlodarski, Maintenance staff

Security, Andersen Hall (ext. 4700)

Security, Manhattan School of Music, School Building (ext. 4444)

The Facilities Office is primarily concerned with security, maintenance, and physical improvements of the school and Andersen Hall. Other services offered to the students, faculty, and staff include: coordination and responsibility of specific set-up requirements for classrooms and master classes, lost and found (Room 008 from 9:00 am to 3:00 pm), locker repair, cleaning, mail and copy room services, satellite copiers, telephone, and voice mail systems.

PIANO TECHNICIAN'S OFFICE

Room A/B 26, Andersen Hall

Marc Wienert, *Director of Piano Technical Services* (ext. 4425)

Agim Kola, *Piano Technician* (ext. 4425)

Hide Onishi, *Piano Technician* (ext. 4425)

Kevin Olson, *Piano Technician* (ext. 4425)

Students should report needed piano repairs to this office. Students, staff, and faculty are invited to document any concerns related to pianos by sending an email to:

PianoTech@lists.msmnyc.edu

When the problem has been addressed, you will be notified by return email.

PRECOLLEGE DIVISION

Room 010

Kelly Sawatsky, *Executive Director* (ext. 4077)

Thomas Heflin, *Program Manager* (ext. 4471)

Scott Lindroth, *Performance Coordinator* (ext. 4492)

Tiffany Bizup, *Administrative Assistant* (ext. 4481)

The Precollege Division meets on Saturdays during the academic year. Approximately 450 gifted students ages 5-18 receive intensive training and are a valuable part of the Manhattan School of Music community. For information on accessibility to the main building on Saturdays, please see the section on building hours.

RECORDING

Room 234

Christianne Orto, *Associate Dean of Distance Learning and Director of Recording* (ext. 4401)

Christopher R. Shade, *Recording Studio Coordinator* (ext. 4075)

Kevin Boutote, *Chief Recording Engineer* (ext. 4406)

Dustin Cicero, *Audio Engineer* (ext. 4647)

Yao Lu, *Assistant Audio Engineer* (ext. 4409)

Graceon Challenger, *Chief Maintenance Technician* (ext. 4407)

The Charles Myers Recording Studio (Room 239)

The Charles Myers Recording Studio, located adjacent to Charles Myers Recital Hall, offers a variety of professional digital recording and audio services to the Manhattan School of Music community. The studio features a modern digital multitrack facility equipped to record events taking place in six of the school's performance spaces (Borden, Greenfield, Myers, Mikowsky, Pforzheimer, and Room 610). A new control room adjacent to Miller Recital Hall and the Ades Performance Space serves those venues. It is fully equipped for HD video conferencing as well as multitrack digital recording and interfaces with the custom-designed audio/visual systems incorporated in these new performance spaces. Myers Studio's equipment includes a wide variety of tools identical to those found in the studios of major classical labels including microphones by Neumann, Schoeps, Sennheiser, and DPA (B&K); mic preamplifiers by Hardy, Millennia, and True; recording consoles by Yamaha; and monitor speakers by B&W and JBL. Four digital audio workstations comprised of Steinberg Software, Lynx Sound Cards, and custom-built computers, handle stereo and multi-track recording tasks, including commercial releases. The studio records over 700 events annually, including

concerts, operas, readings, master classes, faculty recitals, colloquia, and special gala events. Samples of such recordings are available on the Manhattan School of Music web site. The studio is also available to record student recitals, private sessions, and audition/demo tapes while also providing editing and duplication services. (e.g., compact disc (CD-R), and minidisc transfers) The studio maintains a permanent archive of the institution's performance history and provides compact disc recordings of the current academic year's performance calendar to the library. Currently enrolled students who have performed in a concert may request a copy of their performance for personal use. Individual advisement on outside videography services and CD duplication/replication is offered. Additional services to the institution include maintenance of all classroom and library stereo systems. Recording requests from the outside community may be accommodated based on availability of facilities and human resources. For a complete guide to all recording services, please refer to the Myers Recording Studio home page, <http://www.msmnyc.edu/recording/default.asp>. The Myers Recording Studio rate card is obtainable in Room 234, Monday through Friday from 9:00 AM to 1:00 PM; or contact the recording and distance learning department at extension 4075.

REGISTRAR'S OFFICE

Room 116

David McDonagh, *Registrar* (ext. 4418)

Barbara Winn, *Associate Registrar* (ext. 4439)

Andrew Madrid, *Associate Registrar* (ext. 4482)

Rita L. Verdecchia, *Assistant to the Registrar* (ext. 4478)

The Registrar's Office serves the academic community at Manhattan School of Music with the following: student information; course scheduling; course registration; academic records; academic policy; degree advisement; certification of enrollment; jury scheduling; faculty schedules; transfer credit evaluation and information; adding, dropping, or withdrawing from courses; leaves of absence; or withdrawing from school.

Students are encouraged to visit this office when questions arise in any of the above-mentioned areas. The Registrar Office's staff will provide the student with a suggested schedule of courses that will lead to the desired degree. However, it is the student's responsibility to maintain a running audit of his or her progress through his or her program.

Disclosure of Institutional Graduation/Completion and Transfer-out Rates

Manhattan School of Music is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation/completion status of students who enrolled during the 2004-2005 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2004, 106 first-time, full-time, certificate or degree-seeking undergraduate students entered Manhattan School of Music. After six years (as of August 31, 2010), 70% of these students have graduated from our institution or completed their programs.

Questions related to this report should be directed to David L. McDonagh, Registrar, at 212-749-2802, ext. 4418.

While reviewing this information, please bear in mind:

- The graduation/completion rate is based on six years of attendance that equates to 150% of our longest program.
- We have elected not to report our transfer-out rate, because our university's mission does not include providing substantial preparation for students to enroll in other institutions.
- The graduation/completion rate does not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who have passed away or were totally and permanently disabled are also excluded.

OFFICE OF SCHEDULING AND CONCERT AND EVENT PRODUCTION

Room 110A

Cathy Thorpe, *Director of Concert and Event Production* (ext. 4496)

Jamie Hogue, *Manager of Scheduling and House Staff* (ext. 4564)

Bryan Greaney, *Scheduling Associate* (ext. 4479)

Jeff Harris, *Director of Production* (ext. 4998)

Mary Kathryn Blazek, *Associate Production Manager* (ext. 4010)

The Office of Scheduling and Concert and Event production houses the Scheduling Department, the Director and Associate Manager of the Production department and the House Staff Manager.

The Scheduling staff oversees and assists MSM Students, Faculty and Staff in scheduling all space usage at MSM except for Academic Classes which are scheduled by the Office of the Registrar. For comprehensive information on Student Practice Policy and Student Recitals, please refer to the MSM Student Website at :

<http://www.msmstudents.com/SchoolOffices/Scheduling.aspx>

The House Staff Manager hires and trains student workers as Ushers, Stage Managers, and House Managers who ensure safety and general assistance to our audience members

at all public events at MSM. If you are interested in becoming an usher at MSM, please inquire with Jamie Hogue, House Staff Manager.

STUDENT LIFE

Room 112–113, main building, and 6th floor, Andersen Hall

Student and Residence Life Office (ext. 4525)

Andersen Hall Residence Life/RA Offices (ext. 4161, 4035)

Andersen Hall Security Desk (ext. 4700)

Elsa Jean Davidson, *Dean of Students* (ext. 4036)

Melanie Dorsey, *Director of Student Life* (ext. 4588)

Wadner Auguste, *Director of Residence Life* (ext. 4161)

Brooke Quiggins Saulnier, *Administrative Assistant* (ext. 3143)

Chanell Crichlow, *Administrative Assistant* (ext. 4035)

Student Life is responsible for all matters pertaining to student support. Students who find themselves faced with difficult challenges—stress, disabilities, roommate problems, emotional concerns, interpersonal conflicts, etc.—can turn to any of the Student or Residence Life staff for advice, assistance, and referral to resources.

Activities and Events

Student and Residence Life is probably best known for the events the office coordinates, which include Orientation, Friends and Family Weekend, Rite of Spring Day, 100 Days to Graduation, Cafe Jazz, numerous events in Andersen Hall, and Commencement. The Office of Student and Residence Life works with student council, the Resident Community Council, and other student organizations to produce many of the social and educational events occurring throughout the year such as the Drag Cabaret, Taste of Culture, Club Claremont, dances, chess tournaments, and concerts. You are encouraged to join an organization or governing body to develop leadership skills and to meet friends.

The Residence Life team in Andersen Hall offers numerous educational, service, and social events for resident students to compliment the learning occurring in the school, enhancing the development of each student outside the classroom, and providing opportunities for students to get to know one another and form a tight-knit community.

Andersen Hall Housing and Off-Campus Housing Registry

Andersen Hall is the Manhattan School of Music residence hall which provides quality housing to students. It offers an opportunity for students to live in a learning community. Students will be able to continue discussions, studies, and musical collaborations outside the classroom in their living environment. First- and second-year undergraduate and first-year transfer students are required to live in the residence hall, and all students, graduate and undergraduate, are welcome to apply to live there. The Offices of Student and Residence Life assist with the housing process and with students living in the residence hall. The staff works hard to facilitate a sense of caring and community with all students living in the hall.

The off-campus housing registry is a regularly updated information source which lists available apartment rental opportunities and apartment share opportunities. Please note that we do not inspect apartments on the list, nor do we take any responsibility for the quality of apartments.

First Aid

First-aid kits are available in the Office of Student and Residence Life (room 112), all of the offices in the 6th floor lounge of Andersen, as well as all security desks in Andersen Hall and in the main school building.

Gym Membership

The Columbia University gym is available to Manhattan School of Music students for a one-semester fee (in the past it has been \$165 per semester). Students who wish to join should go to the Hartley-Dodge Physical Fitness Center at Columbia with their Manhattan School of Music ID and proof of health insurance (if you are on the Manhattan School of Music plan, your paid college bill will serve as proof until your insurance card arrives). Resident students may use the exercise facilities in the basement of Andersen Hall.

Health Insurance

Manhattan School of Music mandates that all students have health insurance that can be easily used in the New York City area. Students who do not waive the MSM sponsored plan by the deadline each year are charged an insurance fee on their college bill. Students can pick up their insurance card from the Office of Student and Residence Life. To learn about the benefits of the Manhattan School of Music plan, refer to the printed materials describing the plan. Any questions you have about the plan or how to file a claim should be directed to the Office of Student and Residence Life.

Meal Plan

All students are required to participate in a meal plan. Money will be applied to the student's ID card. Resident students pay for a resident meal plan; commuting students for a commuter meal plan. The ID card will have a declining balance and once funds are depleted the student can replenish the card by adding additional funds through the Business Office. If a balance remains at the end of the Fall 2010 semester it will be carried over to the Spring. At the end of the Spring 2011 semester, if the balance is not used, then the card is cleared and no refunds will be issued for remaining balances.

Tickets to Concerts, Theaters, and Movies

Manhattan School of Music often gets free or reduced-price tickets to concerts. When tickets are available, notices are posted on bulletin boards in the main building and Andersen Hall. Student and Residence Life regularly distributes discount movie vouchers for Loew's theaters, which can be exchanged at the Bursar's Office for a ticket voucher. (NOTE: some restrictions may apply.)

Wellness Programs

Each semester the Office of Student and Residence Life offers non-credit-bearing courses, such as yoga, Alexander technique, Feldenkrais, etc., which focus on stress relief, relaxation, and enhanced functioning. These courses are offered at minimal cost to the student. In addition, throughout the year, Student and Residence Life offers information about maintaining physical, emotional, intellectual, cultural, and spiritual well-being through educational bulletin boards, pamphlets, and programs.

STUDENT ORGANIZATIONS

Student organizations enhance your education at MSM by providing an arena to discuss common interests, concerns, and ideas. They are designed to afford the opportunity to build leadership and interpersonal skills while contributing to the MSM community. We invite you to obtain a registration packet in the Office of Student and Residence Life, in room 112 in the School, to initiate your own student organization. All student organizations must be open to all MSM students, participate in one community service event, one event in which they work together with at least one other council or organization, and have one representative on Student Council.

GOVERNING BODIES

Student Council

The student council is the umbrella group to which all other student groups report and provide representatives to attend the weekly meeting. It is an organized group of MSM students whose purpose is to work with the Office of Student and Residence Life to enrich and support student and residence life at MSM and to advocate for students. The student council sponsors many diverse and exciting events during the year. The student council provides an opportunity for leadership and event-planning skill development for our students. All students are welcome to join. Check in the Office of Student and Residence Life, Room 112, for more information.

Resident Community Council

The Resident Community Council is an organized group of Manhattan School of Music students who live in Andersen Residence Hall and serve as a governing body that works with the Office of Student and Residence Life to maintain a positive quality of life for students who live on campus. The RCC plans events, suggests policy improvements, and represents the resident student voice at student council meetings and at school committees. The RCC provides leadership opportunities to Manhattan School of Music students living in the hall.

STUDENT GROUPS

Student organizations complete a registration form each year and work closely with an advisor who is a member of the Manhattan School of Music faculty or staff. Student groups must communicate with their advisor, work closely with the Office of Student and Residence Life, be open to all MSM students, work with one other MSM governing body or student group on one activity, and carry out one service project each year to maintain their status as an officially recognized student organization. Students may sign up to get involved with student organizations during orientation and in the Office of Student and Residence Life during the year.

CURRENT AND PAST STUDENT GROUPS INCLUDE :

ALMA: “Awakening the soul of our heritage”

ALMA is a Latino student-run organization that performs and promotes concert repertoire by Spanish and Latin-American composers. This group creates awareness of Latinos at work in the arts and inspires others in the Latino community to pursue the arts. It provides opportunities for the development of a strong community of Latinos and other students who love and embrace the Latino music and heritage. This group will perform at least one concert, one community awareness event, and might perform a zarzuela. ALMA is open to all Manhattan School of Music students. *(At this time, this organization is not active, but is looking for new leaders to bring it back into an active status.)*

American Music Production

The American Music Production, AMP, is a student-run organization that produces one-act American operas and provides general performance opportunities for Manhattan School of Music students. This group hopes to provide new creative experiences such as directing, producing, public relations and promoting, conducting, and accompanying for students. The group hopes to explore practical application of one’s musical education. All Manhattan School of Music students are welcome to audition for this organization. *(At this time, this organization is not active, but is looking for new leaders to bring it back into an active status.)*

Chess Club

The Chess Club educates MSM students about the game of chess, provides opportunities for students to play, practice, and develop their skills. In addition, some members participate in competitions. All Manhattan School of Music students, staff, and faculty are welcome to join this club. This group helps one other student group carry out an event and supports a service event each academic year.

The Fitness and Fun Club

The Fitness and Fun Club provides opportunities for MSM Students who want to incorporate exercise, activities, fitness, and fun into their MSM experience. The students of the Fitness Club help those who like to stay in shape or participate in sports or other outdoor fun events to meet up and participate in activities together. In the past this group of students has coordinated tournaments of frisbee, basketball, volleyball, and softball. They have also started a jogging club and participated in fun walks. This club coordinates a fun Rite of Spring athletic tournament with the Office of Student and Residence Life. All interested Manhattan School of Music students are welcome. *(At this time, this organization is not active, but is looking for new leaders to bring it back into an active status.)*

IQ (GLBT Club)

The purpose of this organization is to foster visibility, political awareness, and collegial understanding of gay, lesbian, bisexual, and transgender students of Manhattan School of Music and between gay and straight community members. This will be achieved by sponsoring educational and awareness programs in addition to social activities dedicated to the lesbian, gay, bisexual, and transgender community. The GLBT Club works with the Office of Student and Residence Life to organize the Drag Caberet. All GLBT Manhattan School of Music students and allies are welcome. (We are seeking new leaders for this student group to keep it active.)

International Student Organization

The purpose of this group is to provide opportunities for students from around the world to get to know one another, to learn about, and to celebrate different cultures.

All Manhattan School of Music students are welcome.

It's About Politics

Politics can be fun! This group provides a forum for Manhattan School students to discuss ideas and opinions about the current political events affecting the United States. This group organizes and hosts discussions exposing students to politics and government. This group also examines how politics influence college students and their daily lives. All levels of knowledge and exposure to political issues are welcome. This group tries to discuss different sides of issues. This group also promotes student involvement in the election process. Like all of the student organizations, this group participates in one community service project during the academic year. All Manhattan School of Music students, staff, and faculty are welcome. *(At this time, this organization is not active, but is looking for new leaders to bring it back into an active status.)*

Pan-African Student Union

The purpose of the Pan-African Student Union is to provide a sense of unity, support, and cooperation among the Manhattan School of Music students of African descent. In addition, this organization will provide educational and social opportunities for the entire Manhattan School of Music community to come together to learn about and celebrate the rich heritage, history, and contributions of persons of African ancestry. This will be done by sponsoring cultural activities and educational workshops relating to African heritage and culture. All Manhattan School of Music students are welcome. Like all of the student organizations, this group participates in one community service project during the academic year. (We are seeking student leaders to keep this group active.)

Soli Deo Gloria

Soli Deo Gloria, named for a phrase that Bach used in signing all of his works, is a student organization that stages concerts and other events celebrating the great Western tradition of sacred music from the Renaissance to contemporary times. The group's performances and the information it provides illustrate how spirituality influenced great composers and how it continues to influence music today. All Manhattan School of Music singers, instrumentalists, and composers at all levels of musical development are welcome to join us to perform, study, and talk about sacred music.

Soli Deo Gloria rehearses on Tuesdays from 6 to 8 pm. There will also be a service project and a concert, lecture, and sing-along during the academic year. *(At this time, this organization is not active, but is looking for new leaders to bring it back into an active status.)*

Student Website and Newspaper, The Score

Students of this club work with the Director of IT, advisors, and the Office of Student and Residence Life to provide exciting content for the School Newspaper and the Student Website. (We are seeking student leaders to keep this group active.)

Start your own group now!

To add a new group, see the Director of Student Life.

Policies regarding authorized and unauthorized groups and cults are listed in the section "Manhattan School of Music Policies" in this handbook. Students interested in starting a student organization are asked to visit the office of Student and Residence Life.

GENERAL INFORMATION

ATM MACHINES

There is an ATM machine in the dining hall and in the lobby of Andersen Hall.

BULLETIN BOARDS AND POSTING

Bulletin boards are an important tool to communicate what is going on in the school and around town that may be of interest to the Manhattan School of Music community. Department faculty and staff are responsible for the postings and maintenance of their departmental bulletin boards. In an effort to organize the posting of announcements and

advertisements, the Office of Student and Residence Life has created several guidelines for the bulletin boards located on the first and second floors of the building.

Posting policies are as follows:

1. The Office of Student and Residence Life approves and posts appropriate materials in the school building. The Director of Residence Hall and his staff approve postings for Andersen Hall. Any item posted without the “Student and Residence Life” stamp will be removed.
2. Any items posted that do not correspond with the title of the bulletin board will be removed.
3. The Office of Student and Residence Life and the Andersen Hall Office of Student and Residence Life reserve the right to refuse permission for posting any material.
4. The Office of Student and Residence Life in no way endorses or approves advertised items or events.
5. Any unauthorized items posted in Manhattan School of Music designated areas will be removed.
6. Posting in the residence hall must abide by residence hall posting procedures and must receive approval from the Andersen Hall staff prior to posting.
7. There is no posting on glass or elevators except for extremely important situations approved by a member of the senior staff. Major events may be publicized on the glass wall between the lobby and the cafeteria with the approval of the Office of Student and Residence Life.
8. There is no posting on the marble walls.
9. The use of the bulletin board at the entrance to Mitzi Newhouse Pavilion is regulated by the Office of Student and Residence Life.

For more information, see “Posting Policies” in the “Policies” section.

CHANGE MACHINE

A change machine is located in the library.

DINING HALL DEBIT CARDS

Students are able to use their Manhattan School of Music identification cards to purchase meals in the dining hall. All students participate in the declining balance meal plan appropriate to their status as a resident or commuter student. Valid Manhattan School of Music ID cards will be activated by the Bursar’s Office on the first day of orientation for new students and automatically for all students in good standing for subsequent semesters. Students arriving after the first day of orientation or who are not in good standing with the school should see the Bursar’s Office to rectify the situation

immediately. To add money to the meal debit account or to report a problem with dining hall debit accounts, students may bring their valid school ID to the Business Office (Rm. 110) during posted hours. The dining account is a “declining balance account.” In other words, every time a purchase is made at the dining hall using a Manhattan School of Music ID card, the transaction amount will be instantly deducted from the student’s current account balance. As the balance nears \$0, students will need to add more funds to their accounts to cover the cost of future meals. Please note: Any money left in the debit meal card account at the end of the spring semester will not be refunded.

EMERGENCY MANAGEMENT

A detailed plan regarding emergency procedures is located on the school’s website and is available in the Facilities Office, the Office of Administration and Human Relations, the Office of Student and Residence Life, and the Andersen Hall Student and Residence Life Office.

HEALTH SERVICES

Full-time students who do not have private health insurance coverage considered to be satisfactory by the school will be required to purchase a health insurance plan. Manhattan School of Music students are offered a student insurance program whereby Manhattan School of Music in association with Beth Israel/St. Luke’s Medical System provides medical care with a co-payment. Students may make appointments by calling 877-420-4209 to visit Dr. Burke and doctors affiliated with Dr. Burke at 114th Street at Amsterdam Avenue. Students covered by this plan can use the number listed to make appointments 24/7. In the case of emergencies, students should call 911. Information regarding this program is distributed to students each year. Students seeking additional information or claim forms should see the Office of Student and Residence life, Room 112.

Students covered by other insurance should seek and utilize the health care professionals in the local area covered by their specific insurance plan. Students are encouraged to organize a list of the medical care providers and the appropriate contact information covered by their insurance plan prior to arriving at Manhattan School of Music. Students should also be clear as to whom they call for services during emergencies and after normal operating hours.

Students are encouraged to keep information about their emergency contacts, medical care providers, insurance cards, and allergies on their person at all times.

A first-aid kit is located in the Office of Student and Residence Life and the Andersen Hall Offices. Please see the Health Insurance Policy and Procedures section for more information.

HOUSING REGISTRY

Students who wish to live in Andersen Residence Hall as new students receive housing information via the acceptance packet through the admission process. Returning students participate in a housing selection process each spring. See the Office of Student and Residence Life or Andersen Hall Residence Life Office for more information.

The Office of Student and Residence Life assists students in locating housing off campus by compiling an off-campus housing registry. Additional information can be found in the off-campus housing notebook, which can be viewed in the Office of Student and Residence Life. If you have a room to rent in your apartment, this is the place to list it.

NOTE: The school assumes no responsibility for the condition of apartments listed, does not make inspections, and is not involved in any way with the contractual relationship between the student and landlord.

IDENTIFICATION CARDS

The Manhattan School of Music photo identification card with a current validation sticker is required for access to the building and an “R” validation sticker is required for access to the residence hall. The Manhattan School of Music identification card must be shown on request to school officials or designees. The identification card can be used as a meal debit card. New and replacement identification cards are available at Student and Residence Life (RM 112) between the hours of 9:00am-5:00pm. Replacement cards cost \$40.00, payable to the Bursar’s office. Students should bring their receipt to the Office of Student and Residence Life to receive their replacement ID.

LOCKERS

Lockers are signed out through the Office of Student and Residence Life and are assigned with consideration of the student’s instrument. Paperwork to sign up for lockers is distributed in the summer orientation e-mail. Students who return the form and are in good standing can start using their assigned lockers in the beginning of fall semester as soon as they are assigned a locker. Lockers will be assigned to students during the first two weeks of class. A registration list will be maintained by the Office of Student and Residence Life.

The student is responsible for providing his/her own lock. If a lock is not placed on the unit after the second week of classes, the locker may be reassigned, and the student forfeits the right to use the locker. The locker is signed out for the academic year only, and any contents remaining in the locker after commencement will be removed. If the status of the student changes and/or the student is no longer a student in good standing, he/she must remove all items from the locker immediately. The student is responsible for emptying and cleaning the locker at the end of the occupancy. The only students who may have lockers for the summer are doctoral students. Doctoral students must sign up for locker access for the summer months in the Office of Student and Residence Life two weeks before the end of each spring semester.

All lockers will be emptied immediately after commencement, and the contents will become the property of the school. Manhattan School of Music is not legally responsible for the contents of any locker. All lockers must be cleaned out and cleared by commencement.

Students arriving in the spring may also apply to use a locker; accommodation will be made on the basis of availability.

If there is any problem with the lock, surrounding area, or the locker itself, the Department of Facilities should be contacted.

Manhattan School of Music is the owner of the locker and retains the right to assign, reassign, and inspect the locker at any time. While respecting the student's interest in using the locker, the school may enter a locker at its discretion. The following items are prohibited from lockers: illegal contraband; drugs; firearms; combustible materials; anything that could be of danger or a health hazard to the community; or anything that violates Manhattan School of Music policies, federal, state, or local laws, codes, or regulations.

LOST AND FOUND AND PERSONAL PROPERTY

Lost and found items are kept in the Facilities Office, Room 008. Manhattan School of Music is not responsible for losses of personal property. Students are strongly advised not to leave instruments or personal items unattended. The security guard cannot accept any personal items or instruments for safekeeping.

MAIL

The mail room, Room 006, will not meter mail for students. First Class Stamps are available in the mail room. Resident students receive their mail in the residence hall mailboxes, and all students receive internal campus mail in their mail folders on the second floor of the school. Commuters should set up a mailbox or address for receipt of mail, as external mail will not be delivered to nonresidents.

PSYCHOLOGICAL COUNSELING

Short-term counseling and referral services are available on-campus during specified times. Contact the Dean of Students for more information.

Counseling services are also available off-campus. A list of community counseling centers and counselors in the immediate area is available from the Office of Student and Residence Life. The counselors listed are often familiar with the unique pressures encountered by musicians. For assistance in finding a counselor that meets your needs, feel free to make an appointment with the Dean of Students, the Director of Student Life, the Director of Residence Life, or a Resident Assistant.

Students who use Manhattan School of Music health insurance are offered some coverage for psychological counseling. Students are suggested to use counselors in the network of

the insurance provider. Students must file an insurance claim after each visit. Additional support for counseling services is provided by a grant from the Ruth Knight Fund; contact the Dean of Students for details.

RELEASE OF INFORMATION

It is the policy of Manhattan School of Music to screen all requests for information concerning students. Students who wish to restrict the release of such information are required to notify the office of the registrar in writing. Refer to the FERPA policy or the Office of the Registrar for more information.

RELIGIOUS AND CIVIC HOLIDAYS

Manhattan School of Music is sensitive to the needs of students who wish to observe religious and civic holidays during the academic year. To accommodate the planning needs of studio teachers, classroom teachers, and ensemble directors as well as to fulfill the educational and artistic requirements of the semester's work, students who anticipate being absent for religious and civic holidays need to inform in writing their teachers and ensemble directors during the first week of classes at the beginning of each semester. The exact date/dates that the student will be absent need to be included in the written request. If students follow the preceding policy and understand that they are responsible for classroom work and ensemble obligations missed, absence for religious and civic holidays will be excused. Students who do not inform their teachers, ensemble directors, and the Dean of Academics during the first week of classes will not be excused.

SCHOOL CLOSINGS

During inclement weather, the school follows the policy of the New York City public schools. When they are closed, classes are canceled at Manhattan School of Music. Whenever possible, an announcement will be made on radio station WINS, 1010 am.

If you do not hear a specific announcement regarding Manhattan School of Music, listen for the closing of New York City public schools. When classes are canceled, the building usually remains open for study and practice unless circumstances dictate otherwise. Important notifications of school closings or delayed openings may be accessed by dialing 212-749-2802, ext. 4444. Information about class cancellations or delayed start times or room changes may be obtained by dialing 212-749-2802, ext. 7981 or by accessing the student website at www.msmstudents.com.

STUDENT E-MAIL

Each MSM student is assigned an MSM email account that should also be checked **daily**. The faculty/staff communicate with students in this media. If you have problems with your email, or you forget your password, visit the MSM student website at www.msmstudents.com

STUDENT MAIL FOLDERS

Student mail folders are located in the 2nd-floor hallway. Each registered student has a personal mail folder. Each student is expected to check his or her mail folder daily as fellow students, staff, and faculty often use this as a means of communication with students. Please do not place valuables or library materials in folders. Students should empty folders weekly and must clean out all items before graduation. Items remaining in the folders after graduation will be discarded. Mail folders are maintained by the Office of Student and Residence Life.

STUDENT PHILANTHROPY PROGRAM

The Student Philanthropy Program provides leadership experience, information about fundraising, and interactions with alumni and donors. This program offers students opportunities to help strengthen MSM. Events have included specifically-designed workshops on fundraising strategies for emerging young artists and an annual Thank-a-Thon, where students write notes of gratitude to MSM donors. Graduating students receive early access to the Online Alumni Community to assist them in networking and they also help raise support for MSM's Annual Fund through their Class Gift donations. For more information, see John Blanchard, Director of Alumni Affairs.

STUDENT WEB SITE

Students can access important information from the MSM Student website, www.msmstudents.com. The student initiated on-line School student newspaper, *The Score*, is also available through the student website.

TEACHER ASSIGNMENTS AND MAJOR TEACHER CHANGE

Teacher assignments are made with great care and consideration for each student and are subject to change based on teacher availability. Changes must be made in writing via the Change of Teacher form and submitted first to the Dean of Students and then to the appropriate Vice President of Faculty. No changes will be processed after the conclusion of the add/drop period. Applications and information on changing teachers may be obtained from the Vice Presidents of Faculty or the Dean of Students. After a student changes teachers, the former teacher is excluded from grading the student at subsequent juries and auditions.

WORK FOR STUDENTS

Students who wish to work in administrative offices or assist in other areas of the school must visit the staff in the financial aid office. They will determine the eligibility of each student to participate in the Federal Work Study program, provide information about

on-campus work, and explain how students can apply for positions on campus. Students who are not eligible for work study may still be eligible for on-campus work.

Applications and job postings for on campus positions are available in the Financial Aid Office. Positions that do not require work-study eligibility often include positions related to ushering, outreach, and theater operations. Occasionally, part-time on-campus positions for students are posted as needed. All student workers are required to sign a statement of confidentiality (FERPA form) in order to be employed.

International students have specific restrictions on work and must check with the Director of International Student Services in Room 118 for details before taking any job.

MANHATTAN SCHOOL OF MUSIC POLICIES, PROCEDURES, AND STANDARDS OF PERSONAL AND GROUP CONDUCT

The following policies, procedures, and standards of conduct are established to enhance the quality of life and to optimize the educational mission of the institution. Illegal or inappropriate conduct or any violations of established policies and procedures are prohibited by Manhattan School of Music and are subject to disciplinary action. Any investigations or disciplinary matters in any of the listed categories which involve discrimination, sexual harassment, sexual misconduct, or other similar matters will be handled by the administration under the provisions regarding complaints, investigations, and discipline in the antiharassment policy.

I. ACADEMIC COMPUTING

A. Academic Computing: Definition

Manhattan School of Music defines “academic computing” as all computing activity conducted by registered students on the school’s premises—using school or privately owned hardware, software, or other computer peripherals or technologies—for academic research and productivity, musical creativity, communication, and career-related or incidental personal use.

B. Academic Computing Resources

Students are encouraged to own and use personal computers, as these are increasingly important tools for academic and artistic endeavors. To enhance student computing capabilities, the school also provides resources of physical space, hardware, software, and network infrastructure for student use. These resources are enumerated and described below. In order to ensure the integrity, safety, and appropriate, equitable use of these resources, students are required to abide by specific school policies concerning their use, described below in Part C.

In certain school facilities, students are expected to observe specific procedures, described below in Part D. Violation of the policies or procedures may be punishable as described below in Part E. (Technology and equipment used in electronic music studios or classroom instruction are not treated in this document and are not necessarily subject to the policies and procedures stated herein.)

The school's academic computing resources (the "Resources") include an Internet and computing center, library computers, a wireless network within the library, and Internet connectivity from residence hall rooms. The school's Department of Information Technology ("I.T.") or its contracted agents maintain these Resources, often in collaboration with other administrative departments.

ON-CAMPUS COMPUTING RESOURCES

1. Internet and Computing Center

The Internet and Computing Center (the "Center") is located in the library. The center is devoted primarily to serving the basic computing, Internet research, and communication needs of students. It is open during regular school semesters Monday through Thursday from 9:00am to 9:00pm, Friday 9:00am to 6:00pm, Saturday 9:00am to 5:00pm, and Sunday 2:00pm to 8:00pm.

The Center is equipped with between 9 computers that can be used for document creation, word processing, access to the school's library catalogue, e-mail, and Internet browsing. A high-bandwidth connection enables users to access the Internet efficiently. Information Technology personnel are available to assist students during some of the hours of operation. The center is also used occasionally for presentations and training events for administration and staff.

Common tasks such as document creation, word processing, electronic communications, and Internet searching can be performed using the software applications available on these systems. A high bandwidth connection enables users to assess the Internet efficiently. The Center is equipped with at least one laser printer to which users may print documents at will. Users should exercise discretion when printing materials of a personal or proprietary nature and should be considerate of the needs of other users during times of heavy use.

Software

The following software applications are installed on the Center's PCs:

Microsoft Windows XP or Mac

Microsoft Office 2003 (on Windows PCs)

Open Office (on Macs)

Internet Explorer, Firefox, Safari

Finale and Sibelius

Adobe Acrobat Reader

Contact information

Questions and problems related to the Computer Center are addressed Monday through Friday during business hours and should be directed to the I.T. office (Room 001) in person, by phone (ext. 4420 or 4539), or by e-mail (sjanifer@msmny.edu or lmorel@msmny.edu).

2. Libraries

The Music Library has a variable number of PCs that students may use for searching the school's library catalogue and Internet research. Catalogue searching is given priority over other uses.

Library users who operate laptop computers or hand-held devices equipped for wireless access can take advantage of the library's wireless network, which provides high-bandwidth Internet access, including access to the library catalogue.

Contact information

Questions and problems related to the computing resources of the library should be directed to the reference librarian or other available library staff.

3. Residence Hall Computing Resources: Ethernet/Internet Connectivity from Residence Hall Private Rooms

The residence hall is provided with a fiber-optic network backbone propagated across a 100Base-T Ethernet and WiFi network (the "Network") on each floor occupied by Manhattan School of Music administrators or students. I.T. maintains and monitors the Network and oversees, either itself or with third-party assistance, the configuration and maintenance of the Network's hardware equipment, wiring, and Internet connectivity.

Contact information

A special telephone message box has been established at extension 7938 to facilitate reporting of Internet connectivity problems in the residence hall. To ensure efficient communications and handling of incidents, residents are asked not to contact the Office of the Resident Life Director or the Office of Information Technology directly.

Response times will vary, but every effort is made to address incidents within 24 hours (Saturday and Sunday excluded). Students will be notified if more information is required and when the problem is resolved.

OFF-CAMPUS COMPUTING

I.T. neither offers nor warrants technical support to students who operate computer equipment off-campus. The school and its representatives assume no responsibility of any kind for student computing activities off-campus.

Contact information

Questions about policies regarding off-campus computing should be directed to the Director of I.T. (Room 001) in person, by phone (ext. 4571), or by e-mail (sobrien@msmny.edu).

C. ACADEMIC COMPUTING POLICIES



1. Ownership and Licensing

All computer hardware, software, peripherals, and network infrastructure, and licenses for their use, deployed in the facilities described in this document, are the exclusive property of Manhattan School of Music.

2. Privacy and Safety

The school implements basic security and privacy measures as part of routine operations to help protect, to the extent possible, both the school and its students from service degradation and from the effects of illegal activities such as computer attacks. These measures may include, but are not limited to: routine testing of services and facilities, monitoring for activity patterns commonly indicating misuse, and placing temporary or permanent limits on bandwidth use consistent with maintaining stable and reliable services.

The school does not guarantee the security or privacy of students' electronic data, including but not limited to documents and e-mail communications, whether produced on equipment owned or provided by the school or privately owned. The school is not liable for loss or damage of students' electronic data incurred while using the school's technology Resources, nor is it obligated to recover or restore such lost or damaged data. Moreover, the school reserves the right to access and inspect its technology Resources, and in so doing may obtain information stored or otherwise contained in them without the permission of, or notice to any user.

The school will at its discretion impose usage quotas, filters, or other controls on network traffic as needed to provide an adequate level of service to all students.

3. I.T. and Academic Computing

- a. I.T. purchases, deploys, and maintains all computer hardware and software.
- b. I.T. will investigate and endeavor to correct or eliminate network problems and threats, which include, but are not limited to (1) complete loss of Internet connectivity, (2) slow or otherwise impaired Internet connectivity, (3) virus propagation, and (4) malicious or inadvertently destructive computing activity. I.T. reserves the right to deny network access to individuals or to all residents collectively whenever I.T. believes circumstances may warrant such action. In such an event, I.T. will endeavor to restore network access to students individually or collectively once it is judged safe and advisable to do so.
- c. I.T. will contact service providers and monitor repair efforts in situations where Internet connectivity failures appear to have causes external to the school's networks and network devices.
- d. I.T. addresses Andersen Hall residents' questions about Internet connectivity and connection problems and describes in written form the hardware, software, and steps necessary to prepare residents' personal computers for connection to the network. These steps, as well as recommended service and supply vendors, are given in the I.T. document, "Residence Hall Ethernet and Wireless Network Access Configuration Guide."
- e. During business hours, I.T. staff, if available, may provide on-demand instructions and advice to students concerning the school's technology Resources.

4. Acceptable Use

- a. Internet and Ethernet connectivity is provided for student educational, research, and incidental personal use, provided such use does not interfere with the school's business, academic, artistic, and information technology operations, or burden the school with incremental costs or excess bandwidth utilization, or interfere with student employment, status, or other obligations to the school.
- b. Each student must take reasonable security and privacy precautions to protect against computer viruses and other computer attacks which may result in loss of data, unintentional release of personal information, or a negative impact on services and equipment. The school requires specifically that all residence hall inhabitants install and maintain antivirus software on any personally owned computer they operate in school facilities or premises. Four recommended vendors of high-quality antivirus software are McAfee, Symantec (Norton), F-Prot, and Grisoft

AGV. Antivirus software can be purchased at retail outlets such as those listed in the school's "Orientation General Information Guide." The Office of Student and Residence Life can provide students with information about vendors as well.

- c. Each student must ensure that his or her Internet practices (e.g., site browsing) and e-mail communications conducted using the school's resources do not violate any of the standards and protocols of Manhattan School of Music or statutory law. Violators may be subject to disciplinary, civil, or criminal penalties. The school's policies against sexual or other harassment apply fully to e-mail: no e-mail communication should be created, sent, forwarded, or received that contains intimidating, hostile, or offensive content pertaining to gender, race, religion, color, national origin, sexual orientation, age, marital status, disability, or any other classification protected by law.
- d. Students must comply with all pertinent laws and regulations concerning the copying, downloading, and uploading of copyright material when using technology Resources. Students may not copy, transfer, download, upload, send or receive copyrighted information, documents, or software without the copyright holder's permission.

5. Prohibited Activities

Students are prohibited from engaging in the following activities:

- a. Permitting or abetting the use of the school's technology Resources by any individual who is not a currently registered student of the school.
- b. Using file sharing software to share copyrighted materials such as music or video files.
- c. Using a computer, computer account, or system (including scanning systems for security loopholes, user accounts, passwords, etc.) without authorization.
- c. Using the school's Ethernet to gain unauthorized access to any computer.
- d. Knowingly performing an act that will interfere with, damage, or otherwise degrade the normal operation of other systems and/or networks, including but not limited to, running, installing or distributing programs such as computer viruses, Trojan horses, and worms.
- e. Attempting to monitor or tamper with another entity's electronic communications, including scans and probes of the main building, residence halls, and other networks.
- f. Attempting to circumvent data protection or security mechanisms.
- g. Misrepresenting your identity to avoid accountability (e.g. falsifying your e-mail address).

- h. Using another's computer account identity for any purpose.
- i. Violating applicable software licensing agreements or copyright protection laws, including the making available of materials such as music, videos, text, or software without appropriate permission.
- j. Taking any action that invades the privacy of individuals or entities that are creators, authors, users, or subjects of information resources.
- k. Violating any federal, state, or local law or regulation, or school codes of conduct.
- l. Using the network for commercial purposes or charging for any service provided across the network.
- m. Facilitating access to the Network from off-campus.
- n. Using an unauthorized or static IP address without the explicit permission of I.T.
- o. Using electronic mail, services, or facilities to harass others by means including, but not limited to sending unsolicited mass mailings (spam) over the network (chain mail, solicitations, etc.).

(Certain activities will not be considered misuses when explicitly authorized by I.T. for the purposes of security or performance testing.)

6. Conduct

The following guidelines specifically concern student conduct in the Center.

- a. Students should conduct conversation only as needed and quietly in deference to others. Cell phones should not be used.
- b. Consumption of food or beverages is not permitted.
- c. Computer equipment, furnishings, or accessories may not be removed from the Center without the authorization of I.T.
- d. The use of peripheral devices not provided in the Center, including but not limited to laptops, digital cameras, and scanners, is prohibited without the prior, explicit authorization of I.T.
- e. Users must comply with written and verbal instructions given by the I.T. staff and its student employees.
- f. Users may not install software of any kind on any PC in the Center without prior, explicit authorization from I.T. Requests for permission or assistance to install new software must be made to the I.T. in writing. Such requests may be approved only in very exceptional circumstances and as a rule will be denied to protect the interests of other users.
- g. Antivirus and any other security software must run at all times, and students must not attempt to disable them.

7. Urgent Recommendations

To ensure uninterrupted, efficient Internet connectivity in the residence hall, students are asked to observe the following recommendations:

- a. Do not use file-sharing software (e.g., Napster, Kazaa).
- b. If you choose to use file-sharing software, run it only when you are actively using your computer. Close file-sharing software when you leave your computer for any length of time (going to class, to sleep, etc.).
- c. Restrict computer gaming to off-peak hours. Peak hours are approximately 6:00 pm to 12:00 am.
- d. Do not play Internet radio.
- e. Limit your viewing of streaming videos.

D. ACADEMIC COMPUTING PROCEDURES

The following procedures apply to the Center.

1. Students may use PCs in the Center for one continuous hour, but may extend this time indefinitely if no students are waiting for a PC. Whenever students are waiting to use PCs, anyone who has occupied a PC for one hour or longer should yield a workstation to a waiting colleague.
2. Equipment failures in the Center should be reported to I.T. staff (ext. 4420 or 4539) so that repairs can be made. Repairs will be made at the earliest opportunity during business hours.
3. On leaving the Center, users should (1) save and close all of their files, quit applications, and leave the PC running; (2) remove personal disketts from the PC; (3) dispose of all rubbish in the trash receptacles provided; and (4) position chairs neatly under the work surface.

E. ACADEMIC COMPUTING SANCTIONS

Violations of the policies, rules, and procedures set forth in this document, as well as other illegal or inappropriate conduct, are prohibited by Manhattan School of Music and are subject to disciplinary actions to be determined by the school's administration at its discretion. A student may be liable for any and all damages he or she causes to equipment, network infrastructure, or furnishings belonging to or provided by the school.

II. ACADEMIC HONESTY

All students have an obligation to behave honorably and to respect the highest ethical standards in carrying out their academic assignments. Academic dishonesty is defined to

include any form of cheating and/or plagiarism. Disciplinary sanctions, probation, dismissal, or a failing grade may be administered in cases involving academic dishonesty or falsification of academic information. A referral will be made to the Dean of Academics who shall then bring the case to the Dean's Council. The council may elect to conduct a hearing in the case, mediate the case between the complainant and the student(s) referred, or to establish a hearing panel of three faculty members to render an opinion. In any case, the decision of the Dean's Council will be final.

III. ACADEMIC PROGRESS

All students are expected to maintain good academic progress throughout their degree studies. Good academic standing includes a grade of at least B- in the major subject, performance ensembles, and American Language Program courses and grade of C or better in all other subjects. If a student fails to meet the requirements for good standing, his or her records will be brought under review by the Committee on Academic Progress. Please review the sections on probation and dismissal in the school's catalogue for additional information.

IV. APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all members of the Manhattan School of Music community and affect the image of the school. Therefore, members of the Manhattan School of Music community are expected to present a clean and neat appearance at all times. For reasons of safety, footwear must be worn at all times.

V. ATTENDANCE

Regular and punctual attendance is required at all lessons, classes, and rehearsals. Any exceptions, such as an excused absence for reasons of illness or other compelling emergencies, may be considered and granted at the discretion of the individual faculty member. In order to be excused, absences due to illness must be reported by the student to the Office of Student and Residence Life and should be accompanied by documentation from a physician. Any student who misses lessons, classes, and rehearsals for more than twenty percent of the meetings for reasons that the teacher considers insufficient, will be sent to the Dean of Students for permission to continue in the class. Students with excessive or unexcused absences from lessons, classes, or rehearsals may receive a withdrawal or a failing grade, or, in extreme cases, will be subject to probation or dismissal. No student may be absent from the school for professional engagements unless permission for such absence is granted by the Dean of Students or Dean of Academics well in advance of all such engagements. The professional leave may not extend for more than two weeks. Any student who has two consecutive unexcused absences in his or her private lessons must see the Dean of Students before lessons may resume. Students who exhibit a pattern of absences will be required to see the Dean of Students.

VI. BIAS CRIME PREVENTION INFORMATION

Efforts to Proactively Prevent Bias Crimes

Manhattan School of Music is committed to developing as an artistic educational environment that balances respect for the individual, the community, and the artistic learning process. It encourages reflection, discussion, expression, questioning, and learning that are not discriminatory or harassing. The school carries out discussions and/or presentations in and out of the classroom that encourage respectful interactions between individuals. In addition, education to inform the community about issues of bias-related harassment or crimes will occur via the sharing of literature and through the use of bulletin boards. Students will be informed of presentations, films, seminars, performances, or discussions that complement the classroom experience and take place in the residence hall or through the Student and Residence Life Office by postings in the school and/or Andersen Hall. The purpose of these programs is to disseminate information about bias-related crime, promote discussion, encourage reporting of incidents of such crime, and facilitate prevention.

Bias-Related Incidents and the NYS Hate Crimes Act of 2000

Applicable laws, ordinances, and regulations on bias-related crime, including the provisions and coverage of the Hate Crimes Act of 2000 codified in article 485 of the New York State penal law.

The laws on and penalties for the commission of bias-related crimes can be viewed at http://criminaljustice.state.ny.us/legalservices/ch107_hate_crimes_2000.htm

A person commits a hate crime when he or she commits a specified offense and either:

- (1) Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- (2) Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Nature of and Common Circumstances concerning Bias-related Crime on College Campuses

Such crimes can involve racial epithets, disparate treatment based on racially or gender-related assumptions, or sexually discriminatory behaviors in terms of “hostile

environment” (sexual harassment), and intolerance toward openly gay students (in language and action).

Penalties for Commission of Bias-related Crimes

When a person is convicted of a hate crime, the crime shall be deemed to be a higher category than the specified offense the defendant committed. Specific penalties and terms of imprisonment can be viewed at www.assembly.state.ny.us/leg/?cl=82&a=18.

Procedures in Effect at the College for Dealing with Bias-related Crime

Students should notify Manhattan School of Music’s security staff (ext. 4700 in Andersen Hall or ext. 4444 in the school) immediately of all incidents of bias-related crime so that protection—including police protection—can be provided if needed. When the accused is a Manhattan School of Music student, the victim should meet with the Director of Student and Residence Life, the Dean of Students, or the Director of Administration and Human Relations as outlined in the Harassment section of the Student Handbook. The student can be advised of procedures to report incidents, options for counseling support, and medical assistance if needed. Students may file formal charges with the police as well. The Office of Student and Residence Life or the security staff can assist students with obtaining information to contact the appropriate precinct of the New York City Police Department.

Students, staff, and faculty are encouraged to report any violation of policy or behavior that is outside of the community standards in a timely fashion so that the school can investigate and react in an optimal fashion. Students may pursue a bias-related incident through both the school and through the New York State criminal justice system. The school has no jurisdiction over the New York State criminal system process, so both processes may proceed on different timelines and with different outcomes.

Support Services for Those Who Have Experienced or Witnessed Bias-related Crime

Support services for those who have experienced or witnessed bias-related crime is available in the Office of Student and Residence Life and the Andersen Hall Residence Life Office. Both offices can supply students with a list of counselors in the area. In addition, Riverside Church Counseling Center is in close proximity and often works with our students. They can be reached at 212-870-6750.

VII. BUILDING HOURS

The school is open for operation from 6:00 am to 12:00 midnight, Monday through Friday, and Sunday. It is open from 6:00 pm to 12:00 midnight on Saturday. Students must be out of the building by the designated time. Hours during the summer and vacation periods vary and will be posted. All hours are subject to change.

The building is completely closed on Memorial Day, Fourth of July, Thanksgiving, Christmas, New Year’s Day, and other days as posted.

College students are not permitted in the main building until 6:00 pm on days that the Precollege Division is in session. Students who wish to use the library on the Saturdays must sign up in the library no later than Friday afternoon. Percussion students and students using the electronic studios may enter the building only if they are on an approved list at the security desk. Tuition payment provides access to Manhattan School of Music facilities only when classes are in session, and does not include either the intercessions or summer vacation. Manhattan School of Music reserves the right to enforce rules for facilities usage at all times which may include closure of rooms, performance spaces and the entire building. Because of the high demand, only current students are allowed to use practice spaces unless an arrangement has been made through administrative offices. Once a student graduates from MSM, practice rights cease effective May 31st of each year and entrance to the building is as a visitor.

VIII. CELLULAR PHONES

Out of respect to the entire Manhattan School of Music community, the school requires that all cell phones, beepers, and other electronic devices that emit sound be turned off while in offices or the library and during all classes, rehearsals, performances, and school events. If a telecommunication device needs to be in operation, it must be switched to the vibrating or silent alert mode. Cellular phones are not allowed in bathroom facilities or in changing areas. When answering a phone in an approved area, please be courteous to others by speaking as softly as possible, by limiting the duration of the call, and by taking the call outside. Security and school officials reserve the right to confiscate any devices that unnecessarily interrupt any activity.

IX. CONCERT ATTENDANCE

Attending concerts is a vital part of the educational experience at Manhattan School of Music; students must attend at least seven per semester. To encourage completion of this requirement in a timely manner, all students are registered for concert attendance (CA1000) during their first semester at the school and each subsequent semester until the requirement is fulfilled.

Undergraduates

BM/DP: 6 semesters required

Transfer BM2: 4 semesters required

Transfer BM3: 2 semesters required

Graduate Students

MM/PG: 2 semesters required

PS: 1 semester required

Performance in any portion of a concert *does not count* toward the concert attendance requirement.

Procedure

1. The Office of the Registrar registers every student for concert attendance each successive semester until the requirement is fulfilled. A student who has no intention of meeting the requirement in any given semester must petition to drop it from his or her schedule that semester; otherwise a grade of F will result and *will remain on the student's transcript even after the requirement is fulfilled*. Since no credit is attached to concert attendance, such failures will not affect the student's grade point average.
2. All students obtain the list of approved concerts for each semester from www.msmstudents.com or from the Office of the Registrar. ***Not all concerts are approved for concert attendance. Be sure the concert you attend is on the approved list. We cannot be responsible for erroneous or misleading information in individual concert advertising. The official list is the ONLY guarantee that a concert is approved for Concert Attendance credit.***
3. For each approved concert on the concert attendance list that you attend, you must bring your MSM ID card, as this will be the ONLY way your attendance at the concert can be recorded. If you have lost your ID card, you must get a new one. You will not be able to receive credit for the concert at a later time. Similarly, if you forget your ID card at home, you will not be able to receive concert attendance credit.
4. At the end of the concert, the house ushers will scan the barcode on your MSM ID card with a scanner, similar to the ones in the cafeteria. This will record your attendance for that concert into a central database that will keep a running tabulation of your concerts. As the house ushers will not wait long after the concert has ended and ID card scanning has been completed, you should get your card scanned immediately at the end of the concert, after which point you may go attend to other business (congratulating friends, meeting conductors, etc).
5. Attendance at fewer than 7 concerts in any given semester will result in a failure, as we do not roll over concerts from one semester to the next. Additionally, only concerts in multiples of 7 will fulfill additional concert attendance requirements.
6. At any time in the semester, you may check your concert attendance online at www.msmstudents.com. Attendance is posted within 48 business hours of the end of the concert.

You will not graduate until you have successfully completed your concert attendance requirement.

Manhattan School of Music rules of academic honesty apply to required concert attendance. Any student misrepresenting attendance at a concert will immediately receive an F for the semester.

Students who wish to attend 14 concerts and receive two semesters of credit during one semester may do so. Note that in any given semester, students are not permitted to receive credit for more than two sections of concert attendance (that is, 14 concerts for two semesters' credit). For more information regarding concert attendance, please see the academic catalog.

X. CULTS, MANIPULATIVE ORGANIZATIONS, UNAUTHORIZED GROUPS, AND MISCONDUCT OF AUTHORIZED GROUPS

A cult is any organization which uses manipulative techniques to gain and retain membership. Below are some characteristics which are listed to help you identify cults or other unauthorized groups.

- The group seems to be perfect. Everyone agrees and follows all orders cheerfully.
- The group claims to have “all the answers” to your problems.
- You are invited on a retreat with the group, but they can't give you an overview of the purpose, theme, or activities before you go.
- They make you feel guilty, ashamed, or unworthy.
- The group asks you to put their meetings and activities before all other commitments, including school-related commitments.
- The group speaks in a derogatory way about your past religious affiliation.
- Your parents and friends are defined as unable to understand and help you with religious matters.
- Doubts and questions are seen as signs of weak faith. You are shunned if you persist in these doubts.

Private clubs or organizations of any nature that are not specifically supervised by a member of Manhattan School of Music's administrative staff are not allowed to recruit and/or meet on school premises. Religious meetings and proselytizing of and by our students are prohibited.

The school reserves the right to take action against a student group for conduct prohibited by the school's standards of personal and group conduct. Such acts of misconduct by students engaged in organized activities of registered student groups, whether committed on or off campus, are subject to disciplinary action. An organized activity is any activity which is conducted under the auspices, sponsorship, or supervision of a registered student group.

XI. DISRUPTIVE BEHAVIOR

Manhattan School of Music will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with school personnel or orderly school processes and functions. Such conduct includes fighting, unreasonable noise, public intoxication, lewd or indecent conduct, or conducting any activity in such a manner that disturbs the peace of the campus, the community, or the public in general.

XII. DRUG AND ALCOHOL POLICY

Manhattan School of Music is committed to maintaining a drug-free school and workplace. The school is dedicated to excellence in musical performance and academic achievement; to promote this goal, the school requires that faculty, staff, and students maintain the highest standards of personal and professional conduct. The illegal or abusive use of drugs and alcohol by members of the community adversely affects the quality of campus life and the mission of the institution and is therefore prohibited.

The unlawful manufacture, distribution, dispensing, possession, solicitation, or use of illegal drugs or alcohol is prohibited at all times in the school and in the course of any school- or work-related activity.

Employees and students are prohibited from appearing on school premises or property owned or leased by the institution while intoxicated or impaired by the use of alcohol or illegal drugs. This prohibition includes, consistent with New York State law, the consumption of alcohol by individuals under 21 years of age and the knowing distribution of alcohol to individuals under 21 years of age. In accordance with the Drug-Free Schools and Communities Act, and with the safety and well-being of members of our community in mind, Manhattan School of Music has established guidelines for dealing with the issues of alcohol and drug use.

Manhattan School of Music expects all staff and faculty members and students to become familiar with the law and school policy and the penalties and risks that can result from violations. The law places major responsibility and liability on both the person who serves and the person who buys the alcohol. Included in these laws are those that govern driving under the influence of alcohol, purchasing alcohol by and for persons under the legal drinking age, and serving alcohol to persons who are either underage or intoxicated. Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age shall be in violation of school policy and subject to disciplinary action and may be liable for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students.

Students living in Andersen Residence Hall, their guests, and all who enter the hall must also abide by policies stated in the Residence Life Handbook.

Institutional and Legal Sanctions for violations of the Drug and Alcohol Policy

Disciplinary sanctions for violation of the Drug and Alcohol Policy that may be imposed on students include warning, residence hall fine, disciplinary probation (NOTE: Students

on disciplinary probation are not eligible for Manhattan School Music scholarships.), community service, removal from residential facilities, suspension, and dismissal or expulsion. A student found engaging in any of the above offenses will be subject to disciplinary actions, up to and including expulsion.

The institution will also consider as a possible sanction referral of the matter to law enforcement, which may result in criminal prosecution. The penalty imposed as a result of criminal prosecution depends on many factors, including the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration and imposition of substantial monetary fines.

The school will offer no protection or immunity from prosecution by federal, state, or local law enforcement agencies.

Federal, State and Local Laws Regarding Alcohol and Other Drugs

Some of the federal, state, and local laws regarding alcohol and other drugs that apply to all members of the Manhattan School of Music community and, as applicable, their guests are listed below. Federal, state, and local penalties may change and are adjusted to circumstances of the persons involved. Repeat offenders may be obligated to stiffer penalties than those listed.

LAW PENALTIES

Minimum Drinking Age Law (21) Fine—up to \$50

Alcohol Awareness program

30 hours community service

Procurement of Alcohol and Serving

Alcohol to those under 21 Fine—up to \$200

Imprisonment—up to 5 days

Suspension of liquor sales license and/or \$1000 fine

False Identification Laws Fine—up to \$100

Community Service

Alcohol Awareness Program

Open Container/Public

Consumption Law Fine—\$250 for first time violators, more for others

Driving While Intoxicated Fines—up to \$1000

Driver's license revoked for at least

Six months

Imprisonment—up to 1 year

Driving While Ability Impaired Fine—up to \$1000

Revocation of driver's license for 90 days

Imprisonment—up to 15 days

Zero Tolerance Law Fine—up to \$225

Suspension of driver's license for 6 months

Illegal Use, Possession and

Distribution of Drugs Law Depends on amount and type of drug

 Possession of 25g marijuana

 Fine of \$500

 Imprisonment—3 months

 Possession of 1 mg LSD

 Imprisonment—15 years

Other: possession, use, distribution, sale, etc., of controlled substances

and other illegal substances Depends on amount and type of drug

Fines—up to \$100,000 for first offence

Imprisonment—at least 15 days, up to 2 years

Forfeiture of property possible

Forfeiture of federal benefits such as student loans possible

Forfeiture of federal licenses and benefits possible

General Obligations Law

Anyone involved in selling, procuring, or providing controlled substances, illegal drugs, or alcohol for others may face civil liability if injuries result in a situation with the impaired individual. Those helping those under 21 or those already intoxicated to obtain alcohol may be liable for injuries to the individual or others.

Harmful Effects of Drug and Alcohol Abuse

Manhattan School of Music believes that activities involving alcohol or illegal drugs have the potential to damage the quality of life at our institution in the following ways:

- By injuring the physiological and psychological well-being of individuals.
- By disrupting and endangering the welfare of those in the immediate environment of the illegal activity.
- By attracting criminal activity to the campus.

Manhattan School of Music discourages the irresponsible use of alcohol under any circumstances. Binge drinking—drinking several drinks in one sitting, often with the intent of getting drunk—is significantly associated with reduced academic/musical performance, property damage, injury (to oneself or others), and sexual assault. The use of drugs and alcohol adversely affects the student and employee’s health and is potentially a safety hazard to coworkers and other students. Persons will be held fully accountable for any actions they may take while intoxicated which violate the school’s standards of individual and group conduct.

The use of alcohol and all drugs, regardless of type, presents the risk of physical or psychological dependency. Every effort will be made by the school to help a student or an employee seeking and undertaking treatment or rehabilitation, although the decision to accept treatment is the responsibility of the employee or student. Individuals who do suffer from alcohol and drug addiction are not alone and can be helped. Students should see the Office of Student and Residence Life, Room 112, for referral; employees should see the director of administration and human relations.

XIII. ENDANGERING THE HEALTH AND SAFETY OF OTHERS

The school will hold individuals or groups responsible for actions which endanger the safety, health, or life of any person.

XIV. EQUAL EMPLOYMENT AND EQUAL EDUCATIONAL OPPORTUNITY POLICY

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination

because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.

This policy of equal opportunity applies to all policies and procedures relating to recruitment, hiring, admission, financial aid, compensation, benefits, termination, and all other terms and conditions of employment and education.

The Office of the Director of Administration and Human Relations maintains reporting and monitoring procedures for these policies. Questions or concerns should be referred to the Director of Administration and Human Relations or to the Chief Financial Officer. Students may also direct their questions and concerns to the Dean of Students or the Director of Student and Residence Life.

Appropriate disciplinary action may be taken against any faculty/staff member or student for violating this policy after review and investigation by the administration.

XV. ETHICS CODE

The ethics code was created by the faculty of Manhattan School of Music and is contained in its entirety in the faculty handbook. Unlike the standards of individual and group conduct, which applies only to students, the ethics code applies equally to all members of the community. The information below is extracted selectively from the faculty handbook and is provided here for the information of the student body.

- No teacher may tutor a student for a fee while that student is enrolled in the teacher's class for which the tutoring is being given.
- Studio teachers may not compel students to take extra lessons for a fee. It is the duty of faculty to assess each student's progress accurately and if, on the basis of the teacher's assessment, a student wishes to take supplemental lessons on a private basis he or she may request them from the teacher. The teacher must immediately inform the student of his or her fee. While the code does not prohibit the teaching of extra lessons for a fee, it prohibits any actions by the teacher which would make the payment of money from student to teacher a requirement for a student to remain in good standing in the studio. To avoid misunderstandings, studio teachers who feel that a student requires extra lessons will bring any issues pertaining to the student's musical progress to the attention of the Dean of Academics. The dean will assess the situation together with the teacher and the student and then decide on a course of action.
- Teachers are forbidden to bill the school for untaught lessons unless arrangements for make-up lessons have been made with the Dean of Academics.
- No one may alter the grades or degree requirements of a student without the knowledge and consent of the teacher(s) affected.
- Faculty will not use their positions as faculty for the purpose of encouraging students currently enrolled in their classes or studios to attend meetings of any

particular religious, political, or philosophical groups or organizations or to adopt any particular religious, political, or philosophical views.

- No form of academic dishonesty will be tolerated. Academic dishonesty might include, but is not limited to, issues such as (in the case of students) plagiarism, cheating on exams, taking exams for others, procuring exams, selling stolen exams, or seeking to ascertain selections on an audition list before that list is publicly released. (In the case of faculty/administration) seeking to discover identities of students in a “blind,” anonymous, or screened audition; seeking to improperly alter or influence audition, seating, or examination results; enticing, coercing, or improperly influencing students in matters of teacher or program choice. Written guidelines will be made available by the administration and/or department chairs detailing what will be considered appropriate and inappropriate comments, evaluation criteria, and criticisms at juries, auditions, recitals, entrance examinations, etc.

XVI. FACULTY RESPONSIBILITIES TO STUDENTS

A document was prepared by the Faculty Council and approved by the general faculty and Board of Trustees as a statement of faculty responsibilities as members of a professional community of music educators. Listed below are excerpts relating to students:

- We believe that all students are entitled to an educational environment that is conducive to learning; to the free exchange of ideas (where appropriate); and to courteous, respectful, and fair treatment in compliance with the school’s nondiscrimination and anti-harassment policy.
- We will help students find the proper channels for airing any complaints they might have relating to academic or any other school-related matters. A student who believes he or she has experienced conduct that is contrary to the school’s nondiscrimination and anti-harassment policy should file a complaint with the Dean of Students or with the Director of Administration and Human Relations as soon as possible before the conduct becomes severe and pervasive.
- We recognize that all evaluations of students’ achievements must be rendered objectively and impartially.
- We must avoid the exploitation of students for private advantage; and we will encourage respect for the work of others by insisting that collaborative work, especially that with students, is always properly acknowledged.
- When classroom course materials or presentations involve an exploration of subjects of a sensitive nature which may reasonably be deemed offensive to some students, we will make every effort at the beginning of every semester to alert students to these possibilities and to encourage them to speak with us about any difficulties they may anticipate.

- We recognize the necessity to evaluate student progress regularly and then communicate these evaluations to students and, when necessary, to the Dean of Academics and the Dean of Students.
- While we recognize the legitimate need of faculty to recruit students for their studios, ensembles, and classes, such recruitment should be limited to the dissemination of information that will help students make informed decisions for themselves. We condemn the use of coercion, enticements and false or misleading promises for the purpose of attracting or retaining students.

XVII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

A. *The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.* Students should submit to the Registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. *The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.* Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, collection agent, or security guard); a person serving on the Board of Trustees; or, when deemed appropriate, a student serving on an official committee (such as a disciplinary or grievance committee), assisting another school official in performing his or her tasks, or employed as a worker. Legitimate educational interest is defined as the determination of the right of a school official to review an educational record in

order to fulfill his or her professional responsibility. In addition, the official must be able to demonstrate that the review is directly related to the student's educational welfare or the safety of the student and/or other members of the school community

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan School of Music to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, D.C. 20202-46055

Schools may disclose, without consent, directory information including a student's name, telephone numbers (permanent, primary, and cellular), addresses (including electronic mail), date and place of birth, major, honors (including Dean's List), awards, photograph, classification, dates of enrollment, degrees conferred, dates of conferral, graduation, distinctions (including Deans' List), and the institution attended immediately prior to admission. Students who wish to restrict the release of such information are required to notify the Office of the Registrar in writing within 10 days of the first day of the semester of enrollment. A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request.

Furthermore, having read about the privacy issues mandated by FERPA, it should be understood that, in certain situations, the school may not be able to provide information that may be of interest to students, parents, staff, or faculty, etc. In addition to FERPA privacy rules, health care, and other privacy-related limitations may apply in some situations. For example, the school may not be able to provide all of the details and background related to an incident or accident involving a student. However, please be assured that the school takes great care to provide the school community with the information it needs for safety or other reasons, while at the same time respecting privacy rights.

XVIII. FAILURE TO COMPLY AND DUTY TO REPORT

The school requires that any individual or group comply with a reasonable request from authorized personnel or their designees in the performance of their official duties. Ignoring or refusing reasonable requests of authorized personnel or emergency management professionals in the performance of their duties is a violation of policy. In addition, students have a responsibility to report any person, object, or situation that concerns them. They also have an obligation to report and seek help from school personnel if they observe behavior that violates academic or behavioral policies and procedures.

XIX. FIRE SAFETY POLICY

Fire alarms are located on the west side of the school building (near the elevators) on each floor and throughout Andersen Hall. In the event of a fire alarm or emergency, proceed in a calm manner to the nearest stairway, and exit the building. Do not use the elevators during an emergency, as they may shut down. Follow directions of authorized emergency personnel. Alarms are tested on a routine basis, and the school will make a good-faith effort to inform the community in advance of such testings.

XX. FOOD AND DRINK POLICY

- Food and drinks are available for sale in the Mitzi Newhouse Pavilion and the Campus Store. No food or drink may leave the cafeteria or come into the building without being in sealed containers.
- Food and drinks are not allowed on any pianos or any other instruments in any room in the building.
- Food and drinks are prohibited from certain areas of the campus: Greenfield Hall, Borden Auditorium, Pforzheimer, Myers Recording Studio, piano lab, computer lab, Blue Room, Hecksher Library, the lobby, the libraries, Rooms 322, 607, and 610 and during classes. Bottled water will be allowed in most areas of the building except the piano and computer labs, library and the electronic studios, and some performance spaces.
- There should be no eating in transit, and everyone is responsible for proper disposal of all items.
- Food and drinks at special events, some meetings, and receptions are acceptable if previously arranged with the administration. Persons who have scheduled rooms for meetings and receptions and received permission to bring food and drinks are responsible for cleaning these spaces.
- Students, faculty, and administration are asked to adhere to this policy with the necessary respect for the school's property.
- Violation of this policy may result in the school's taking appropriate corrective action which may include fines.

XXI. HARASSMENT AND DISCRIMINATION: NONDISCRIMINATION AND ANTIHARASSMENT POLICY

Manhattan School of Music is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to teach, learn, work, and/or study in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment. Therefore, Manhattan School of Music expects that all relationships among persons in the school will be professional and free of bias, prejudice, and harassment. It is the policy of the school to ensure equal opportunity without discrimination or harassment based on race, creed,

color, national origin, sex (whether or not of a sexual nature), age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local laws. The school prohibits and will not tolerate any such discrimination or harassment.

Definition of Harassment

a. Sexual harassment is strictly prohibited. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, instruction or participation in work- or education-related or artistic activity; (2) submission to or rejection of such conduct is used as the basis for employment or education-related decisions affecting the individual; or (3) such conduct has the purpose or effect of interfering with the individual's work or academic or artistic performance or creating an intimidating, hostile, or offensive working, learning or performing environment.

Conduct may constitute harassment or discrimination if it is severe or pervasive and directed at faculty, staff, students, or guests of the school because of their sex or other protected characteristic—even if it does not involve conduct or language explicitly referring to the protected characteristic.

Sexual harassment may include a range of subtle and blatant behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the school or in any school-related setting (including through e-mail) of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

b. Harassment on the basis of any protected characteristic is strictly prohibited. This type of harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, national origin, alienage or citizenship status, sex, age, disability, marital status, sexual orientation, or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work or learning or artistic environment; (2) has the purpose or effect of interfering with an individual's work or academic or artistic performance; or (3) otherwise adversely affects an individual's employment or academic or artistic opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and the display or circulation in the school or in a school-related setting of written or

graphic material that denigrates or shows hostility or aversion toward an individual or group.

Individuals and Conduct Covered

The school's policies apply to faculty, staff, and applicants for employment or enrollment, and students in the school and in school-sponsored settings outside the school facilities, such as school-sponsored artistic and social events. The school's policies prohibit unlawful discrimination, harassment, and retaliation, whether engaged in by faculty, staff, or students; or, to the extent the school exercises control over the nonaffiliated individual, by someone associated with, although not directly employed or enrolled by, the school (e.g., an outside vendor, consultant, guest artist, competition judge, etc.).

Faculty, department chairs, and supervisory and managerial staff are responsible for taking reasonable steps so that no faculty, staff member, or student is subjected to conduct that constitutes discrimination or harassment in the school and in school-sponsored settings. Any faculty or staff member or student who has knowledge of any discriminatory, harassing, or retaliatory conduct is encouraged to make a report in accordance with the complaint procedure set forth below.

Retaliation is Prohibited

The school prohibits retaliation against any individual who reports discrimination or harassment or participates in any investigation of such a report. Retaliation against an individual for reporting harassment or discrimination or for cooperating with an investigation of such a report is a serious violation of this policy and, like discrimination and harassment, will be subject to disciplinary action.

Complaint Procedure: Reporting an Incident of Harassment, Discrimination, or Retaliation

Manhattan School of Music strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position in the school. Any faculty, staff member, or student who believes he or she has experienced conduct that is contrary to the school's policy or who has concerns about such matters should file a complaint as soon as possible before the conduct becomes severe and pervasive. Faculty may address their complaints to the Director of Administration and Human Relations or the Vice President/Dean of Faculty and Performance. Staff may address their complaints to the Director of Administration and Human Relations or the Chief Financial Officer. Students who experience conduct they believe is contrary to the school's policy may address their complaints to the Director of Administration and Human Relations, the Dean of Students, the Dean of Academics, or the Director of Student and Residence Life. This procedure, including its investigation and disciplinary processes, supersedes all other grievance procedures otherwise

applicable, with the exception of that associated with the standards of personal and group conduct set forth in the student handbook.

Faculty, staff, and students should not feel obligated to file their complaints with their department chairs or supervisors before bringing the matter to the attention of the Director of Administration and Human Relations, the Vice President/Dean of Faculty and Performance, the Dean of Students, or the Director of Student and Residence Life.

Important Notice to all Faculty, Staff, and Students

Faculty, staff, and students who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An individual's failure to fulfill this obligation could affect his or her rights in pursuing legal action within the time frames established under federal, state, or local laws or ordinances.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, harassment, and retaliation. Therefore, while no fixed reporting period has been established, Manhattan School of Music strongly urges the prompt reporting of complaints or concerns so that a fair investigation can be conducted and appropriate action can be taken in a timely manner. The school is committed to making significant efforts to stop alleged harassment before it becomes severe or pervasive, but it can only accomplish this with the cooperation of its faculty, staff, and students.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to discriminatory, harassing, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be stopped.

The Investigation

Any report of discrimination, harassment, or retaliation in violation of the school's policies will be documented in writing and investigated promptly, thoroughly, and impartially, as appropriate in the circumstances, by the school's administration. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, but is not limited to, training, referral to counseling, monitoring of the alleged offender, and/or disciplinary action such as warning, reprimand, probation, withholding of promotion or pay increase, reduction of salary or wages, demotion, reassignment, leave of absence or temporary suspension with

or without pay, or dismissal, as the school believes appropriate under the circumstances. Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including dismissal, discharge, or expulsion.

If an individual making a complaint does not agree with its resolution, he or she may appeal to the school's president.

Romantic or Sexual Relationships

Romantic or sexual relationships within the school community may lead to unhappy complications and significant difficulties for all concerned, including but not limited to tension and poor morale among coworkers. Therefore, the school strictly prohibits such relationships between a supervisor and a subordinate and between faculty or staff and student(s), including work-study students, subject to the guidelines stated below. The school discourages such relationships between staff members, between faculty and staff, and between faculty members.

It is essential to understand that romantic and sexual relationships between faculty or staff and any student or subordinate, without regard to gender or sexual orientation, may lead to unforeseen complications. Even if a relationship is wholly consensual while ongoing, it can have nuances that are not evident at the time and can create expectations that, when unfulfilled, can lead to charges that are detrimental to all concerned, including the participants, the school, faculty, staff, and students. The respect and trust accorded a more senior/supervisory person by a lower-level faculty or staff member or student, as well as the power held by any faculty member or staff member in relation to students or by a more-senior individual to evaluate or otherwise supervise the lower-level individual, could diminish the extent to which the student or lower-level individual feels free to choose. In addition, even when both parties wholly welcome the relationship, their coworkers and/or fellow students may perceive and resent conflicts of interest.

This policy applies to romantic or sexual relationships between faculty or staff and any student or subordinate, without regard to gender and without regard to the sexual orientation of the participants. If such a relationship exists when this policy is promulgated, develops subsequently, or is subsequently brought within the scope of this policy by personnel action or academic enrollment, it shall be the responsibility and obligation of the party more senior in rank to promptly disclose the existence of the relationship to the Director of Administration and Human Relations or the Vice President/Dean of Faculty and Performance. The participant lower in rank may make the disclosure as well, but the burden of doing so shall be upon the more senior participant. Individuals in positions of authority must not allow these relationships to develop or continue.

Upon being informed or learning of the existence of such a relationship, the school may take any steps that, in its discretion, it deems appropriate. At a minimum, the individual more senior in rank must withdraw from participation in activities or decisions that may reward or disadvantage any staff member or student with whom the more senior in rank has or has had a relationship. Examples of such activities or decisions include hiring,

evaluations, grading and other academic evaluation, promotions, compensation, work and academic assignments, performance opportunities, and referrals and discipline.

In addition, the school may reassign or rearrange reporting functions or other roles to limit potential problems. Where this is not possible, the school may terminate one party or take such other steps as the school, in its sole discretion, determines to be appropriate in the circumstances. While the school will attempt to accommodate the preferences of the parties concerned, the decision is solely at the school's discretion. In unusual circumstances, the President may grant an exemption from this policy when termination of the school relationship would create undue academic or financial hardship.

The ambiguity of and the variety of meanings that can be given to the term "romantic or sexual relationship" are acknowledged. The school expects that either or both of the parties to such a relationship will appreciate the meaning of the terms as they apply to either or both of them and will act in a manner consistent with this policy. If needed, clarification may be obtained from the director of administration and human relations.

The school's faculty, staff, and students are responsible for the implementation and active support of this policy. Faculty, staff, and students are encouraged to express their ideas and concerns about this policy. Any faculty or staff member with questions or concerns about any type of discrimination in the school is encouraged to bring these issues to the attention of his or her department chair or supervisor or directly to the Director of Administration and Human Relations. Any student with questions or concerns about any type of discrimination in the school is encouraged to bring these issues to the attention of the Dean of Students or the Director of Administration and Human Relations or the Director of Student and Residence Life. Any faculty member, student, or staff member can raise concerns and make reports without fear of reprisal.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in school business, work- or education-related activities, or discussions or artistic activities in order to avoid allegations of harassment. The law and the policies of Manhattan School of Music prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment or education. The prohibition against harassment, discrimination, and retaliation is intended to complement and further these policies, not to form the basis of an exception to them.

XXII. HIV/AIDS POLICY

Persons with HIV (human immunodeficiency virus) in any form will not be excluded from or restricted in enrollment, employment (including benefits, promotion, and other terms and conditions of employment), or access to university services or facilities unless medically based judgments in individual cases establish that some exclusion or restriction is necessary to protect the individual or the school community.

With respect to HIV or AIDS infections, Manhattan School of Music is committed to:

- Protecting the rights of all members of the school community

- Educating students and the school community about HIV disease
- Providing a humane response to those with any form of HIV infection
- Taking every reasonable precaution to provide a safe environment on campus

Current medical knowledge and experience establish that HIV infection does not pose a health risk in ordinary academic, occupational, or residential environments. HIV is not easily transmitted.

HIV infection applies to all forms of HIV infections including AIDS (Acquired Immune Deficiency Syndrome), as well as to individuals perceived to have any form of HIV infection. HIV infection is a disabling condition that is recognized and protected under applicable federal, state, and local laws (e.g., American with Disabilities Act, Section 03 and 504 of the Rehabilitation Act of 1973).

Appropriate school officials will review instances of HIV infection on a case-by-case basis and reasonable accommodations will be made. School officials will make every effort to ensure confidentiality of individuals with HIV infection. The school will provide education regarding HIV infection for students, staff, and faculty to prevent the spread of HIV and to increase understanding of and compassion for those with HIV disease. The Dean of Students will administer this policy as it affects students and the Director of Administration and Human Relations as it affects faculty, staff and student employees.

For an anonymous HIV/AIDS test, call 1-800-541-AIDS.

XXIII. HOUSING AND RESIDENCE LIFE

Manhattan School of Music requires that all first-year undergraduate, second-year undergraduate, and first-year transfer undergraduate students reside in the residence hall, as space allows. Students will be considered for housing if housing forms and deposits are received in the Office of Student and Residence life by the stated deadlines. Students who do not abide by deadlines will jeopardize their ability to reside in Andersen Hall. Applications are considered on the basis of availability of desired type of housing, the stipulations stated in the housing process, and the time that the residence hall agreement, information card, and \$500 housing deposit are received by the Office of Student and Residence Life.

Exemptions from the housing requirement are rare. To be considered for a housing exemption, student must submit a written request that is received by the deadline outlined in the housing process for each year they are required to live in the residence hall. The memo must clarify the following: the name of the student, the cell phone, address, email, what the memo is about, and why the student believes they should be considered for an exemption from the housing requirement. The student should submit supporting documents.

Appeals regarding the housing deposit refunds must be made within four months of the conclusion of the academic year.

. IMPROPER USE OF XXIV SCHOOL FACILITIES

School rooms and facilities including, but not limited to, private studios and practice rooms, may not be used for anything other than sanctioned school activities. Manhattan School of Music reserves the right to eject from the campus individual(s) who are misusing school rooms or facilities.

Unauthorized entry or attempted entry of students into school rooms or facilities during hours when such facilities are locked or closed to the student body and the public is prohibited. Failure or refusal to leave a school facility during or after normal operating hours, after being reasonably requested to do so by authorized school personnel, is similarly prohibited.

Student Use of Manhattan School of Music Facilities

Tuition payment provides access to Manhattan School of Music facilities only when classes are in session and does not include either the intercessions or summer vacation. In addition, college students have limited access to Manhattan School of Music facilities on Saturdays, when the Precollege Division is in session as well as audition week for the College Division. Current students auditioning for a new program may use the practice rooms the evening prior to their audition time beginning at 6 p.m. and during the day of their audition. In general, practicing privileges apply to MSM current students and not to alumni or the general public. Manhattan School of Music reserves the right to enforce reasonable rules for facilities usage at all times.

Practice Rooms

Practice rooms, some equipped with studio upright or grand pianos, are available to students throughout the school year while school is in session. Information about reserving practice rooms is available in the Scheduling Office and the Student Handbook. Special rooms are provided for Double Bass, Organ, Harp and Percussion majors. Provision can be made upon request to the Scheduling Office when school is in sessions. The demand for practice facilities exceeds availability. Therefore, students are advised to make arrangements for practice outside the School whenever possible.

XXV. IMMUNIZATION

New York State Public Health Law 2165 passed in June 1989 requires post-secondary students to demonstrate proof of immunization against measles, mumps, and rubella. The law applies to students born on or after January 1, 1957. Proof must be on file in the Registrar's Office before entering the residence hall or starting enrollment for the 2008–2009 academic year. Students without the proper immunity papers on file will not be allowed to attend or register for classes or enter a residence hall until immunization documents are received and approved by the Registrar. Students are encouraged to receive these vaccinations as well as a meningitis vaccination prior to their arrival. See the Admission Office for vaccination locations in New York.

XXVI. INDIVIDUALS WITH DISABILITIES ACCOMMODATION

Policy Statement

Manhattan School of Music is committed to complying with the Americans with Disabilities Act (the ADA) and state and local law—New York State Human Rights Law, (NYSHRL) prohibiting discrimination against qualified individuals with disabilities. Consistent with this policy of non-discrimination, the school will provide reasonable accommodations to an otherwise qualified student or prospective student with a disability who has made the school aware of his or her disability, provided that such accommodation will not fundamentally alter the academic or artistic standards or the nature of the good, service, facility, privilege, or advantage offered by the school or result in an undue burden upon the school.

Qualified students or prospective students with disabilities should address their requests for reasonable accommodation to the Dean of Students. The school encourages individuals with disabilities to come forward and request reasonable accommodation.

Definition of Disability

An individual with a disability is defined by the Civil Rights Division of the U.S. Department of Justice within the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

The NYSHRL defines disability as physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or a record of such an impairment or a condition regarded by others as such an impairment

Procedure for Requesting an Accommodation

A student or prospective student who wishes to seek an accommodation based on a disability is responsible for requesting an accommodation by completing a *Student Request for Accommodation Form* and submitting it to the Dean of Students.

On receipt of an accommodation request from a student, or a prospective student, the Dean of Students will meet with the individual to discuss and identify the precise limitations resulting from the claimed disability and the potential accommodation that the school might make to help overcome those limitations. The procedures described herein may also be found in the Administrative Staff Handbook.

It is the responsibility of the student or prospective student to provide the requested medical, psychological, and/or educational documentation regarding the request for accommodation to the Dean of Students. The documentation requested for purposes of verification and analysis may vary depending on the nature and extent of the disability and the accommodation requested. In the case of a student or a prospective student who

has been diagnosed with a disability before entering Manhattan School of Music, a high school 504 plan or Individualized Education Plan (IEP) is not sufficient documentation, although the school encourages the student or prospective student to include such documentation as part of a comprehensive assessment. The school encourages submission of documentation well before the start of the first semester to allow sufficient time for review and follow-up where required.

In some cases the school may need to discuss the nature of the applicant's disability and accommodation with the physician or attending professional to address the request for accommodation. If necessary, the office can also request an independent medical evaluation of the case. Once all documentation has been received, the school will evaluate the requested accommodation using legal guidelines and school policy. From time to time, the school may request updated documentation.

As part of the accommodation process, the school will consider the essential functions of core educational and/or performance related tasks of the individual's position; the educational and/or performance related tasks of former and current students in that same position; the associated student file (s); and any other potential issues. For students or prospective students, this analysis may utilize input from the Admissions Department, the student's teacher(s) and the Department of Student and Residence Life. The school will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation; the duration of the request; alternative accommodations; the availability of outside funding that may offset some or all costs; the school's overall financial resources and organization; the impact of the accommodation on the ability of other faculty, staff and students to perform their duties; the school's ability to conduct business and other legally permitted factors. In the case of an otherwise qualified student or prospective student, the school may consider whether the steps required would fundamentally alter the student's academic program or fundamentally change academic or artistic standards, or otherwise fundamentally alter the nature of the good, service, facility, privilege, or advantage offered by the school or result in an undue burden on the school, its faculty, staff, or other students

The school will inform the individual requesting accommodation of its decision in writing within a reasonable time period after the submission of the completed form and related documentation. If accommodation is granted, the nature of the accommodation and the expected implementation date of this accommodation will be indicated.

If the accommodation request is denied, the individual making the request will be advised of his or her right to appeal to the school's President by submitting a written statement explaining the accommodation requested and the reasons for the request. If the school's President denies the request on appeal, that decision is final.

The ADA does not require the school to make the best possible accommodation, to reallocate essential job functions or to fundamentally alter its offerings or requirements, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

A student or prospective student who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Dean of

Students. All such inquiries or complaints will be treated as confidential to the extent consistent with adequate investigation and appropriate corrective action.

Confidentiality and Records

All school officials have a responsibility to maintain the confidentiality of medical information regarding an employee, prospective employee, student, or prospective student's disability. To that end, materials related to an applicant's disability, including the Request for Accommodation and any medical information, will be placed in a separate student medical file. This file will be held in a separate, distinct, and secure location.

XXVII. NOISE POLICY

In order to maintain an environment conducive to learning and working, noise that is deemed disruptive will not be tolerated. Examples of such noise are practicing outside of designated practice spaces, excessive volume leaking from designated practice spaces, loud musical devices, loud conversation, and running in hallways. Windows must be closed in all practice or performance rooms so that the school may be respectful of its neighbors and their desire for reasonable quiet. The school and its inhabitants must comply with the New York City Noise Control Code or face penalties. Anyone found disregarding this policy is subject to disciplinary action. Administration has the right to modify policies and procedures on a case-by-case basis if there are noise/music leakage problems that impact the school, the community, or the neighborhood.

XXVIII. OBSTRUCTION OF THE RIGHTS OF OTHERS

Manhattan School of Music is committed to the maintenance of freedom of speech, press, expression, association, and access to the established education facilities and processes. At the same time, Manhattan School of Music will not tolerate willful efforts of individuals or groups to limit the exercise of those freedoms by others or to disrupt the normal processes by which the school fulfills its educational mission.

XXIX. OFF - CAMPUS STUDENT BEHAVIOR

Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. It is expected that students will conduct themselves in a manner that demonstrates their respect for the rights of others. The school reserves the right to take appropriate action when behavior of an individual, group, and/or organization interferes with the mission of the school and presents a danger to the health, safety, and well-being of others.

XXX. PERFORMANCE RELEASE POLICY

Student performances are an integral part of the educational program at Manhattan School of Music. The school owns the rights to performances that are announced by or take place under the supervision of the Office of the Dean of Faculty and Performance. All students are required to sign a performance release that grants the school and its authorized designees all rights to these performances (including recording, broadcast, and distribution; and the right to use the student's name, likeness, biography, etc.)

Students are encouraged to use the school's recording facilities for private projects and recitals and may have the opportunity to participate in recording projects of private persons who have permission to use the school's recording facilities. All recordings in these situations are subject to a separate recording release agreement that addresses the rights and obligations of users of the recording facilities and services.

XXXI. PETITIONS

A student has the right to petition the administration regarding any topic that is not covered in the current school catalogue, yet pertains to study at the school. Forms are available in the Office of the Registrar, the Office of Student and Residence Life, the Office of the Dean of Academics, and the Office of the Dean of Students.

XXXII. POSTING POLICIES

All postings in the school must be appropriate for the designated purpose of each bulletin board. Many boards are for the use of a designated department only. All postings must be approved by the department responsible for the bulletin board. The Office of Student and Residence Life, Room 112, is responsible for many of the non-departmental bulletin boards. Flyers need to be approved by Student and Residence Life before being posted. Approved flyers posted in inappropriate areas will be taken down. Flyers for services, items for sale, or places to rent will only be posted on boards on the second floor and in the locker room. All posters should be appropriate and respectful of self, MSM, and others.

The use of the bulletin board at the entrance to Mitzi Newhouse Pavilion is regulated by the Office of Student and Residence Life. The board is separated into nine 8x11 spots and two 11x17 spots (all dimensions are based on a portrait orientation). Each Manhattan School of Music-sponsored department, committee, class, and organization is eligible to sign up for a spot(s) on the board to post deadlines, notices, invitations, or any information relevant to a specific department. Individual personal announcements, notices of meetings not open to the public, and recital notices are not permitted on the glass enclosed side of the board. Events must be sponsored by Manhattan School of Music. This board will be one of the first visual displays seen by anyone walking in the main door; therefore, information should be laid out professionally and should be readable at a 4-foot distance for maximum effect. Materials will not be edited and are subject for approval by the Office of Student and Residence Life.

Items that are affixed to the board independently will be removed. See Bulletin Boards in the General Information Section for more information.

XXXIII. PRACTICE ROOM POLICIES

Visit <http://www.msmstudents.com/SchoolOffices/Scheduling.aspx> for detailed information.

XXXIV. RECITAL POLICIES

Visit <http://www.msmstudents.com/SchoolOffices/Scheduling.aspx> for detailed information.

XXXV. RESIDENCE HALL BEHAVIOR

The terms and conditions of contracts for housing affiliated with Manhattan School of Music and the rules and regulations established by the residence hall affiliated with Manhattan School of Music will be incorporated into the school standards of personal and group conduct for those students who live in Manhattan School of Music–sponsored housing. Students not living in Manhattan School of Music–affiliated housing will also be expected to abide by the rules and regulations of Manhattan School of Music–affiliated housing when visiting.

XXXVI. SECURITY POLICIES AND PROCEDURES

Advisory Committee for Campus Safety

The Advisory Committee for Campus Safety is appointed by the President and consists of a minimum of six members of the school community. The Advisory Committee is comprised of students, staff, and faculty and works to maintain an environment that is safe for all who enter. The committee tries to operate in a proactive manner and strives to be appropriately reactive. This committee reviews current security policies, support services, and reporting mechanisms and makes written recommendations annually to the president.

Campus Crime and Security Survey

The Campus Crime and Security Survey is a compilation of the crimes reported at Manhattan School of Music each year. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. For further information, you may visit the United States Department of Education’s website for campus crime statistics at:

<http://ope.ed.gov/security/.space>.

This website will provide you information about the campus crime report that Manhattan School of Music submitted to the Department of Education. You may also contact the Director of Facilities at 917-493-4448 or the Director of Student Life at 917-493-4588. Hard copies of the campus crime statistics and other campus safety policies and procedures of the school can be obtained from the Office of Student and Residence Life.

Identification Policy for Students, Faculty, Staff, and Visitors

Manhattan School of Music is committed to providing safety and security for all members of the Manhattan School of Music community and the facilities of the school. Restricting unauthorized visitors helps maintain safety standards; protects against theft; ensures security of equipment; protects confidential information; and safeguards student, faculty, and staff welfare.

All students, faculty, and staff members are requested to show school identification with a current validation sticker in order to gain entrance to the building. Only authorized visitors are allowed in the school. Students, faculty, and staff are responsible for the conduct of their visitors. The security staff will enforce this policy.

From time to time, the school may be required to conduct internal investigations or bag searches pertaining to security. Students, faculty, and staff are expected to cooperate fully and assist in these investigations if requested to do so. If an unauthorized individual is observed on the school premises, students, faculty, and staff members should immediately direct the individual to the reception area and/or notify security.

Identification Procedures for Entrance to and Within the Building

- **Students, Faculty, and Staff Identification**

Students, faculty, and staff and administrators must show a Manhattan School of Music photo identification card with a current validation sticker to enter the building and on request while in or around school facilities. If a pattern of students arriving at the school without ID becomes apparent, it will be brought to the attention of the Dean of Students, Dean of Academics, Vice-President/Dean of Faculty and Performance, or the Director of Administration and Human Relations.

- **Visitor Identification: Expected Guests**

All students, faculty, and staff expecting a visitor must fill out the shaded portions of the Expected Guest sign-in log. When the visitor arrives, security will ask if the visitor is expected. If the guest is expected, security will ask the visitor for identification and verify that he/she is the expected person. Security will locate name in the log and ask for the visitor's signature and time of arrival on the corresponding line. Security will ask the visitor to complete a visitor pass that has been stamped with the current date, indicating the guest's name and destination. Security will direct the visitor to his/her destination and remind the guest to sign out upon departure and return the visitor badge.

- **Visitor Identification: Unexpected Guests**

When the visitor arrives, security will ask if the visitor is expected. If the guest is unexpected, security will request the visitor to fill out the Unexpected Guest sign-in log. Security will call the extension of the person the visitor wishes to see and inform him/her of the guest. The guest will complete a visitor pass with security. The student, faculty, or staff member will meet his/her visitor at the security desk and escort him/her into the building. Security will remind the guest to sign out upon departure and return the visitor badge. Guests who have arrived to pick up concert tickets will not have to be met and escorted to the box office from the security desk.

- **Delivery Personnel Identification**

All delivery people must be met at the security desk and be escorted at all times by a Manhattan School of Music student, faculty, or staff member.

- **Alumni**

Former students are welcome to visit their alma mater, but they should realize that their status in visiting the school as alumni is different from that of current students. There are restrictions on the use of the building as well as other policies specific to alumni. Whenever possible, former students should make appointments with the Office of Alumni Affairs, and any other offices they wish to visit at least one business day in advance. Policy details, restrictions, and procedures can be found on the school's website (www.msmnyc.edu/ouralumni). The Office of Alumni Affairs can be reached at 917-493-4502.

Personal Safety

All students are asked to alert appropriate staff and faculty when they will be absent from commitments. In addition, resident students are asked to check in with the Residence Life Staff by the first day of classes each semester. All international students must check in with the international student advisor at the start of each semester. All students should keep emergency contact numbers current on their Emergency Contact Forms by visiting the Andersen Hall Residence Life Office and the Office of Student and Residence Life and updating addresses, phone numbers, and cell phones for themselves and their emergency contacts.

For the safety of the Manhattan School of Music Community, all are requested to report suspicious activity to Security. Please be aware of any automobiles, trucks, parcels, or individuals that are in the school's vicinity and report any that concern you. Please pay special attention to any unusual activity by individuals around entrances and exits, particularly those that are not commonly used. Security guards have the authority, at their discretion, to search any bag (i.e., backpacks, handbags, instrument cases) that is brought into the school. Please give them your full cooperation.

Although it is extremely unlikely, it is possible that harmful biological or chemical substances may be delivered in the mail or by messenger. The U.S. Postal Service has compiled a list of typical characteristics of a suspicious parcel that might trigger suspicion as well as procedures for dealing with it. Suspicious parcels include those that:

- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that cannot be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have protruding wires, strange odors, or stains.
- Show a city or state in the postmark that does not match the return address.

If you receive a suspicious parcel in the mail:

- Do not try to open the parcel.
- Isolate the parcel.
- Evacuate the immediate area.
- Call a postal inspector to report that you have received a parcel in the mail that may contain biological or chemical substances.

The Postal Inspection Service office for Manhattan School of Music can be reached at 212-330-3844 or fax number 212-330-2720.

You should immediately call the security desk—ext. 4444 for the school or ext. 4700 for the residence hall—or, if you are unable to contact the security desk, call 911 if you encounter suspicious vehicles, individuals, or parcels. Please be assured that the school is doing everything possible to ensure the safety of its students, faculty, and staff so that we can maintain as normal an environment as possible in these challenging times. Should you have any questions or suggestions regarding these measures, please be in touch with the Director of Facilities, the Dean of Students, or the Director of Administration and Human Relations.

Prohibition of the marketing of credit cards

The advertising, marketing, or merchandising of credit cards to Manhattan School of Music students is prohibited, except pursuant to an official college credit card marketing policy. As needed, Manhattan School of Music will educate students about good credit management practices through workshops, seminars, discussion groups, film presentations, or other means.

Security Around Manhattan School of Music

Manhattan School of Music is located within the 26th Precinct of the New York Police Department (212-678-1311). There are many patrol officers in the area. The

neighborhood is also patrolled by the Morningside Area Alliance (212-222-7121), a community agency partially funded by the various institutions in Morningside Heights. The efforts by the local police precinct and the Alliance are complemented by the work of all institutional security provided (Columbia University, Barnard College, St. Luke's Hospital, etc.). However, no matter how good the work of the area security forces, each individual must pay close attention if he/she is to remain secure. Here are some tips:

In the streets:

1. Attempt to travel in groups of at least two during dark hours.
2. Have your keys in your hand.
3. Know the location of public telephones.
4. Be aware of doormen and guards in the neighborhood; they may help.
5. Remain alert while walking and observe your surroundings.
6. If your suspicions are aroused, do any of the following:
 - a) Call the police (911) on your mobile phone or on a public telephone. This does not require a coin.
 - b) If no phone is available, enter a store or ring the bell of a residence for assistance.
7. Be aware of the confidence games that offer you sums of money for little effort on your part. You get nothing for nothing.
8. Do not carry large sums of money, conspicuous jewelry, or other valuables.
9. Do not dangle a purse at arm's length. Hold it close to your chest area. Wear shoulder bags crosswise over your chest—not just on one shoulder. Do not carry valuables in accessible parts of backpacks.
10. If you hear cries for help, attempt to identify the source and call 911. You may be able to help someone in trouble.

In the classroom and cafeteria:

1. Never leave handbags or briefcases unattended.
2. When taking a break, secure your valuables or take them with you.

In your apartment, room, or residence:

1. Never leave your doors unlocked, even for one minute.
2. Do not lend your keys to anyone.
3. When moving in and out, do not leave your vehicle unattended with possessions exposed.
4. Record serial numbers of all equipment and instruments—computers, stereos, TVs, etc., and keep in a safe place for future reference in the event of loss.

5. It is recommended that you consider obtaining renter's insurance.

If you are a crime victim:

1. Report the crime to the police by calling 911.
2. Attempt to remain calm while the police respond.
3. If you are injured, request medical attention.
4. Obtain the hospital report from the hospital and complaint number from the police.
5. To replace important ID cards:

Manhattan School of Music ID card: 917-493-4525

Social Security Card: 1-800-234-5722

For major credit cards, contact the individual department store or credit card company.

Updating the Manhattan School of Music Community about Security Issues

A variety of communications keep the Manhattan School of Music community up-to-date about safety and security concerns on-campus and in the neighborhood. The local police precinct and the Manhattan School of Music Facilities Office and Office of Student and Residence Life issues "Community Alerts" and posts them at security desks and elsewhere as appropriate. When necessary, student governing bodies such as Student Council and the Resident Community Council are apprised about safety and security issues. In addition, resident assistants and other administrators meet with students, and the Dean of Students or other administrators notify students via memo or e-mail directly about crime prevention, safety concerns, crime alerts, and similar concerns.

XXXVII. SEXUAL ASSAULT

In accordance with the New York State law on sexual assault passed in July 1990, Manhattan School of Music will not tolerate sexual offenses of any type. At the discretion of the school's administration, a sanction of suspension or expulsion may be imposed on any student found by the school to have committed a sexual offense. The school educates students through bulletin boards, orientation activities, educational materials, presentations, and the student handbook. All of these are designed to decrease the potential for sexual assaults and to optimize respectful, consensual intimacy.

Definitions

The basic definitions are as follows:

- "Sexual assault" is defined as sexual acts, including unwanted touching of sexual or other intimate parts of another person. Sexual assault includes forced

sodomy, forced oral copulation, rape, rape by a foreign object, and sexual battery.

- “Rape” is defined as forced or nonconsensual sexual intercourse, which is accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is incapable of consent or is prevented from giving consent or is prevented from resisting due to drug or alcohol consumption, being asleep, or otherwise being physically helpless, mentally defective, mentally incapacitated, or under 17 years of age. A stranger, an acquaintance, or even a friend can perpetrate rape.

Penalties

Under New York Law, depending on the severity of the offense, sexual abuse, aggravated sexual misconduct, or any of the three degrees of rape may be punishable by a prison sentence of up to 25 years and/or a fine of up to \$5,000.

Process and Procedure for reporting sexual assaults

Internal investigations and disciplinary matters related to sexual assault will be handled by Administration under the provisions regarding complaints, investigations and discipline in the antiharassment policy.

Seeking assistance and support services

Rape or other sexual assault can occur at any time without respect to age, gender, or mode of dress. If you are assaulted on campus, you can immediately ask for assistance from the Office of Student and Residence Life, Room 112. After office hours, seek assistance from the guard at the front desk.

When you report an assault to Manhattan School of Music officials:

- Your identity will be kept confidential, subject to any applicable reporting requirements under law.
- The school will aid you in securing transportation for medical assistance if it is necessary.
- Someone will accompany you to the police or court proceedings at your request.

When reporting an assault to the police:

- A member of the Special Victims Squad will speak to you.
- It will be your decision whether or not to sign an official complaint.
- Persons who believe they have been sexually assaulted or harassed can also see the Dean of Students and/or Director of Student and Residence Life if they simply wish to assess, in a confidential manner (subject to any applicable reporting requirements under law), their options under law and under school policy.

If you are assaulted outside of the school:

If you are assaulted outside of the school, or are assisting a friend who has survived an assault, contact the Crime Victims Treatment Center at St. Luke's/Roosevelt Hospital (212-523-4728), or the NYPD 26th Precinct (212-687-1311).

If you are seeking counseling services

Referral to the phone numbers of counselors and other support service providers can be obtained at the Student and Residence Life Office. Students often find support services at Riverside Church Counseling Center because of its exceptional service and proximity to the school. The Riverside Church Counseling Center can be reached at 212-870-6750.

XXXVIII. SEXUAL OFFENDERS IDENTIFICATION POLICY

Manhattan School of Music, in compliance with the Campus Sex Crimes Prevention Act, makes the following information available to the university community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. The Campus Sex Crimes Prevention Act description is listed below.

The Campus Sex Crimes Prevention Act, CSCPA, supplemented the Wetterling Act's general standards for sex offender registration and community notification programs by enacting provisions which are more specifically designed to ensure that the members of campus communities have information available concerning the presence of registered sex offenders.

Manhattan School of Music will work with the 26th Precinct New York City Police Department to appropriately deal with situations related to registered sex offenders. Information about registered sex offenders can be obtained by the computer network address listed below.

- The link regarding student notification of registered sex offenders is:

<http://www.ed.gov/policy/gen/guid/fpc0/hottopic/ht10-24-02.html>

- New York State's website for registered sex offenders is:

<http://criminaljustice.state.ny.us/nsor/>

This site contains the New York State Sex Offender Registry information center. The following information is quoted from the site.

"The Sex Offender Registration Act, New York's version of Megan's Law, was signed by Governor George E. Pataki in July 1995 and became effective on January 21, 1996. The text of the statute is contained in Correction Law Article 6-C (Section 168 et seq.)

Registered sex offenders in New York are classified by the risk of reoffense. A court determines whether an offender is a level 1 (low risk), 2 (moderate risk) or 3 (high risk).

The court also determines whether an offender should be given the designation of a sexual predator, sexually violent offender, or predicate sex offender. Sex offenders registered on or after March 11, 2002 register for a minimum of 10 years unless they have been given a designation. If they have been given a designation, they register for life. Level 1 and 2 sex offenders registered prior to March 11, 2002 register for 10 years while level 3 offenders register for life.

There are 4 ways to obtain information about sex offenders in New York State:

1. You can call 1-800-262-3257 to determine if someone is on the Registry. You will need the name of the offender and one of the following: an exact address, a complete date of birth, a driver's license number or a social security number.
2. You can access the Subdirectory of Level 3 Sex Offenders on the website by clicking on the "Search for Level 3 Sex Offenders" button. You can search for level 3 offenders by name, county or zip code. Please note that a federal court injunction currently prohibits the release of information on this website concerning sex offenders who committed their crime prior to January 21, 1996 and were assigned a risk level prior to January 1, 2000.
3. The local law enforcement agency in the area that the offender currently resides can, if it chooses, release information on sex offenders residing in the community to "entities with vulnerable populations related to the nature of the offense". The law enforcement agency can only release information on level 2 and level 3 offenders through this method. Also, while the exact address of level 3 offenders can be provided, the law provides that only an approximate address based on zip code can be provided for level 2 offenders. Please note that a federal court injunction currently prohibits the release of information through this method concerning sex offenders who committed their crime prior to January 21, 1996 and were assigned a risk level prior to January 1, 2000.
4. Each local law enforcement agency receives from the New York State Division of Criminal Justice Services a copy (electronically or on a CD ROM) of the Subdirectory of Level 3 Sex Offenders which is maintained on this site. Local law enforcement is required to maintain the Subdirectory for the public to view upon request."

(Information provided by: NYS Division of Criminal Justice Services, 2004).

Registered sex offenders must identify themselves to the Human Relations and Administration Office, the Admissions Office, Dean of Students Office, and the 26th Precinct before visiting any Manhattan School of Music institutional events or buildings. In addition, anyone applying for enrollment or a position on campus must self identify as a sex offender and register with all the appropriate and required authorities including the 26th precinct and Manhattan School of Music.

The FERPA amendment makes it clear that FERPA does not prevent educational institutions from disclosing information about registered sex offenders enrollment or employment at institutions of higher education.

XXXIX. SMOKING POLICY

- The school prohibits smoking throughout the workplace, school, and residence hall.
- Employees and students are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise their rights under the smoking policy. Any violation of this policy may result in disciplinary action.
- Any questions regarding the smoking policy should be directed to the Director of Administration and Human Relations.
- Smokers should stand six (6) feet from entrances and windows of the school.
- Students, including smokers, are not allowed to congregate in front of neighborhood buildings.

XL. SOLICITATIONS AND DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business and academic environment and preventing interference with work, learning, and causing inconvenience to others, no individual or group may distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause without the express authorization of a member of the Manhattan School of Music senior staff. This includes but is not limited to electronic communication, phone solicitation, and personal contact. Unauthorized solicitation should be reported promptly to the Office of Student and Residence Life or the Director of Administration and Human Relations.

XLI. THEFT, DESTRUCTION, AND ABUSE OF PROPERTY

Those responsible for damage or theft of school or private property will be held accountable by the school and legal authorities as deemed necessary.

XLII. USE OF MANHATTAN SCHOOL OF MUSIC FACILITIES

Tuition payment provides access to Manhattan School of Music facilities only when classes are in session or at other times as posted and does not include either intercessions or summer vacation. In addition, college students have very limited access to Manhattan School of Music facilities on Saturdays, when the Precollege Division is in session. The library, percussion rooms, and electronic studios may be available to college students on Saturdays only by prearrangement through a sign-out procedure. Manhattan School of Music reserves the right to enforce reasonable rules for facilities usage at all times.

XLIII. VIOLATION OF CAMPUS FIRE ALARM SYSTEMS AND PROCEDURES

The school and the State of New York prohibit the tampering with, removal of, setting off, or damage to fire equipment or alarm systems in the school building when no fire or immediate danger of fire exists. Violations of other campus safety regulations are also prohibited by this section. These include but are not limited to:

1. Setting unauthorized fires.
2. Turning in false fire alarms or falsely reporting the presence of explosive devices.
3. Failure to properly evacuate a building during a fire drill.

At the discretion of the school's administration, a sanction of suspension or expulsion may be imposed on a student found by the school to have committed an improper use of fire alarm systems or equipment.

XLIV. VIOLATION OF PUBLIC LAWS AND SERIOUS CRIMINAL OFFENSES

The school reserves the right to take appropriate disciplinary action against students convicted of violations of public laws on- and off-campus. Students accused of serious criminal offenses on- or off-campus shall be subject to school disciplinary action, including interim suspension, pending review and determination by the school's administration. Serious criminal offenses shall include behavior which (a) is defined as a felony under New York law, and (b) indicates that the student constitutes a substantial danger to the safety of property of the school or members of the campus community. The school reserves the right to take action prior to the disposition of any action that may result from criminal proceedings.

XLV. VIOLENCE TO PERSONS, INVESTIGATION OF VIOLENT FELONY OFFENSES, AND MISSING PERSONS

The school will not tolerate acts of violence to other persons by individuals or groups. Actions with reckless disregard for human life and safety or any act which places a person in fear or which has the effect of harassing or intimidating a person will not be tolerated. At the discretion of the school's administration, a sanction of suspension or expulsion may be imposed on a student found by the school to have committed such a violation on- or off-campus.

Investigation of Violent Felony Offenses and Missing Persons

Manhattan School of Music works closely with the New York City 26th Precinct to investigate alleged violent felony offenses occurring at the school. There will be a

coordinated effort to investigate alleged crimes and share information as appropriate. There will be a prompt investigation of all reports of violent felony offenses, including missing students.

When students are reported missing, a prompt investigation of missing students will ensue.

The security staff will work with the Office of Student and Residence Life or precollege staff, as appropriate, to conduct an internal investigation about the student and his/her whereabouts. Often, friends and teachers of students provide helpful information that locates students. If a student is still missing after following internal leads and procedures, or if a situation does not appear appropriate, the local law enforcement agency will be contacted in a timely fashion for assistance.

XLVI. WEAPONS AND EXPLOSIVES

Possession or use of firearms or potentially dangerous weapons or explosives is not permitted on Manhattan School of Music property. Any potentially dangerous weapon, including but not limited to a rifle, pistol, hunting knife, bowie knife, switchblade knife, penknife with a blade exceeding three inches, a sand club, blackjack, brass knuckles, straight razor, martial arts weapons, live ammunition, paintball gun, or any other weapon considered illegal by the State of New York is not permitted. Fireworks are considered explosive devices and are also not permitted on campus.

XLVII. WINDOWS

Where such notice is posted, windows in practice rooms and studios are not to be opened at any time. Opening windows in these areas is not advised and is done at one's own risk.

CAMPUS JUDICIAL POLICY

In order to maintain the effective functioning of the school and residence hall, the school administrators and their designees have the right to require students to change behavior that the administration deems inappropriate, unhealthy, destructive, dangerous, or disruptive to the school, the individual, others in the community, or the neighboring community. The President, Dean of Students, Dean of Faculty, the Director of Residence Life, the Director of Student Life, and their designees are the administrators who typically are involved in the process to change behavior through the judicial process or other method deemed to be most appropriate.

The school has the option of handling situations that arise in many ways. Usually the administrator or a designee will learn about a situation of concern from faculty,

administrators, students, or off-campus sources. The administrator may investigate the situation further and may recommend or require that the student participate in mediations, counseling assessment and recommended treatment, medical assessment and recommended treatment, educational training, judicial hearings, and/or other assessments and/or changes of behavior as deemed appropriate.

If the students(s) are deemed to be displaying behavior that might be destructive, dangerous, unhealthy, or disruptive to the community, the student, the school, or the neighboring community, the administrator may meet with the parties involved and require participation in mediation, educational, medical and/or counseling services, treatment, or other required action or risk losing their status as a student at the school.

The administrator may put the required actions in writing as an official request and may call the parent or guardian as is deemed appropriate. The administrator may also require the student to leave the school to take care of a situation. Prior to reentry, the Dean of Students, Dean of Academics, and/or the Director of Residence Life reassess the progress of the student to determine if reentry into the school and/or residence hall is appropriate. The administrator(s) may require a medical or psychological evaluation to ensure that the individual(s) are deemed healthy and safe to return to the school. The administrator(s) may also mandate that a student undergo ongoing treatment, counseling, medical services, evaluations, assessments, educational sessions, etc. as deemed appropriate in order to maintain their status as a student. A student's return must meet readmission requirements if the leave is for a duration that warrants such action.

Campus Judicial Process

The school has policies governing academic progress, standards of conduct, ethics, antiharassment and nondiscrimination, and many other matters. Some of those policies include provisions for investigations, meetings, and other responses when problems or violations occur. With respect to all matters related to the school and student progress and conduct, assessment and determination of the appropriate course of action is within the discretion of the school's administration. In appropriate cases, Administration may take action without invoking the Campus Judicial Process, or may follow the process provided in this or other policies. For example, any investigations or disciplinary matters in any of the listed categories which involve discrimination, sexual harassment, sexual misconduct, or other similar matters will be handled by administration under the provisions regarding complaints, investigations, and discipline in the antiharassment policy. Where administration deems it appropriate, instances of student violations of the Manhattan School of Music Standards of Personal and Group Conduct or Rules and Regulations not involving violations of law may be referred to the Campus Judicial Process. The Campus Judicial Process does not override the admission agreement, the ethics policy, any lease or contract, or any school policy.

Documenting an Incident or Making a Referral

When a student is alleged to have violated the Manhattan School of Music Standards of Personal and Group Conduct or Rules and Regulations, a student and Residence Life staff member, an Andersen Hall Residence Life staff member, or anyone who observed the incident may file an incident report with the Dean of Students, the Director of Residence Life, the Director of Student Life or their designees. Any behavior that draws concern may also be documented on an incident report. Documented incidents may result in action by administration or may proceed to a counseling session, a referral for outside assistance, mediation, or a prehearing and hearing with a judicial administrator. Manhattan School of Music, in its sole discretion, may handle situations as it deems appropriate.

Judicial Administrators

The judicial administrators will review incident reports, set up appropriate meetings, and hear cases regarding alleged infractions that involve Manhattan School of Music students. The judicial administrators will include the Dean of Students, Director of Residence Life, the Director of Student Life or their designees.

Situations involving academic matters will be referred to the Dean of Academics to be addressed in accordance with the school's academic policies. Academic matters are not within the scope of this Campus Judicial Policy unless the situation also involves non-academic matters. Often situations arise that are both academic and nonacademic in nature. The administration may handle those situations through the processes they deem most appropriate. Some situations may be handled through administrative, judicial, academic, and local law enforcement channels.

Judicial Hearing Panel

The judicial hearing panel will be chaired by a judicial administrator. The hearing panel will be composed of three students and three faculty or administrators. The judicial administrator selects and trains all participants in the judicial system, serves as the nonvoting chairperson of the hearing panel, and keeps records of the judicial proceedings.

I. HEARING PROCEDURES

A. The Prehearing

The judicial administrator reviews the incident report and collects all pertinent data concerning the incident. If there is information indicating that an alleged infraction of policy has occurred, the student will be notified that he/she has been cited for an infraction. The student will be informed of the date, time, location, incident, and policies, procedures, or agreements alleged to have been violated. The judicial administrator meets with the student(s) to discuss the report. If a student fails to attend the prehearing, it will be conducted in the student's absence. In this preliminary meeting, called a "prehearing,"

the judicial process and the sanctions allegedly violated are explained if needed. The entire case is usually not discussed at this time. The student is given the opportunity in the prehearing to accept responsibility for any charges he or she agrees were violated. The student may sign on the prehearing form to waive a formal hearing if he or she agrees that the policies and procedures were violated as claimed in the incident report. At the end of the prehearing, the student may request three things:

1. If he/she agrees that he/she is responsible for the incident charged, he/she may request to waive the right to an official judicial hearing;
2. He/she may request an official judicial hearing by a judicial administrator; or
3. He/she may request an official judicial hearing by the hearing panel.

If the judicial administrator accepts the waiver of a formal hearing, the judicial administrator may ask for more information, if needed, and then will decide on appropriate course of action. The judicial administrator may decide on an appropriate sanction or required course of action to which the student must adhere.

If the student does not accept responsibility for the charges, the judicial administrator will accept the case him/herself, assign it to an alternate hearing officer, or assign it to the judicial hearing panel. The judicial administrator is not limited by the request of the student. The administrator may decide on an alternate course of action instead of a hearing that he/she deems appropriate for the situation.

B. The Hearing

In the hearing, the student will have the opportunity to meet with the assigned judicial administrator or the judicial hearing panel, to hear all relevant information regarding his/her infraction, and to offer an explanation. The student will be given at least two working days to prepare for the hearing unless the student waives this time period. The hearing will ordinarily be held within a reasonable time of the initial prehearing in the judgment of the administration. The hearing will be held after students have been notified. If a student fails to attend his/her hearing, he/she will be deemed to have waived the opportunity to be heard, and appropriate action will be determined by administration based on the facts gathered.

The student will have the right to invite one adviser of his/her choice to all disciplinary meetings. The advisor may not interrupt the hearing process. The student speaks for himself or herself at the hearing. Legal counsel for anyone involved in any part of the hearing process is not permitted to attend the hearings with the exception that the school's counsel may provide advice concerning procedural and other matters related to the hearing. The formal rules of evidence applicable in courts of law shall not govern judicial hearing procedures. Hearings are closed to the public. The judicial administrator shall exercise control over the hearing to maintain order, to prevent harassment or intimidation, and to avoid needless consumption of time. Anyone who disrupts the hearing may be excluded from the hearing.

The student will have the opportunity to call witnesses on his/her behalf who are directly related to the incident(s) in question. The judicial administrator will decide if a witness or particular testimony is relevant to the incident and will determine if information thus provided should be presented and considered. Documentary evidence may be accepted, in the discretion of the judicial administrator. The judicial administrator can request that additional witnesses be called and determine the scope of information to be sought from such witnesses.

The judicial administrator or judicial hearing panel will try to clarify any discrepancies in information provided. They will listen to information provided and review all documentation relevant to the case to determine whether standards of conduct have been violated. If the Manhattan School of Music standards of personal and group conduct, rules or regulations, housing agreement, or Residence Hall Handbook policies or procedures are found to have been violated, the judicial administrator or hearing panel will make a recommendation to the Dean of Students or designee concerning a fair and appropriate sanction. The Dean of Students and designees will make the final decision concerning sanctions.

The student will receive written notification of the outcome of the hearing and the sanction imposed within a reasonable time of the hearing from the hearing officer, judicial panel chair, Dean of Students, or designee.

If a student is found responsible for a policy violation, a sanction or combination of sanctions may be imposed. Violations are cumulative. An accumulation of violations may result in additional and more severe sanctions including dismissal from Manhattan School of Music or from the residence hall.

II. SANCTIONS

A list of potential sanctions is described below. The school may impose these sanctions directly for incidents not referred to the judicial process, or at the conclusion of a hearing process. Any other relevant sanctions as deemed appropriate by the judicial administrator or Residence Life judicial hearing panel may also be imposed. When a student is asked to leave the school to address a situation, prior to reentry, a committee or administrator designated by the school will reassess the progress of the student to determine whether reentry into the school and/or residence hall is appropriate. The administrator may require a medical or psychological evaluation to ensure the individual is deemed healthy and safe to return to the school. The student's return must meet readmission requirements if the leave is for a duration that warranted such action.

- A. *Disciplinary Warning.* Verbal or written reprimand stating that the behavior was inappropriate and additional violations may result in more severe disciplinary action.
- B. *Disciplinary Probation.* Assigned for a specific period; future violations while on probation may result in dismissal from the residence hall or from the school. This is a period of time during which the individual must prove him/herself able to live in the school or residence hall community without violating policy. Any violation of policy that occurs while a student is on

probation is a violation of the sanction, with further disciplinary consequences.

- C. *Suspension of Privileges.* Specific privileges (for example, guest privileges in the residence hall, use of practice rooms, etc.) are revoked for a designated period of time, ranging from days or weeks to the entire semester or academic year.
- D. *Educational or Community Service.* A defined learning experience that must be completed by a certain date. It is usually an opportunity for the student to think about the situation, how it impacted him/her or others, and how the situation could have been handled differently.
- E. *Community Service/Work Hours.* Community service projects at Manhattan School of Music or in the neighboring community may be assigned as a sanction. This sanction provides students with an opportunity to learn through helping others. Projects assigned must be completed in a quality fashion by a specified date.
- F. *Restitution.* Payment to the school or to other individuals or groups for theft and/or damages incurred.
- G. *Fines.* Fines up to \$500 may be imposed for various infractions (i.g. Drug violations such as marijuana) and will be deducted from students housing deposit.
- H. *Relocation from the Residence Hall.* Requires the student move to a new location as designated by the Office of Residence Life by a set date and time.
- I. *No Contact.* Requires that the student have no contact with a certain person, room, apartment, hallway, or building for a set period of time.
- J. *Suspension from the school and/or Residence Hall.* Requires that the student temporarily remove himself/herself from the school and/or residence hall within 24 hours for an assigned period; alternate housing must be secured without the assistance of any school official. **NO PORTION OF A STUDENT'S TUITION, ROOM AND BOARD FEES, OR SECURITY DEPOSIT IS REFUNDABLE IF SUSPENDED FROM THE SCHOOL AND/OR RESIDENTIAL LIFE.**
- K. *Dismissal from the school and/or Residence Hall.* Requires that the student remove himself/herself and all belongings from the school and or residence hall within 24 hours; he/she may not reside in or visit the school and/or the resident hall, and may not attend any school and or Residence Life functions. Housing accommodations outside of the Manhattan School of Music residence hall must be secured without the assistance of any school official. **NO PORTION OF A STUDENT'S TUITION, ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF THE STUDENT IS DISMISSED FROM THE SCHOOL AND/OR FROM RESIDENTIAL LIFE.**

- L. *Full Suspension.* A formal separation of the student from Manhattan School of Music, including the residence hall, during a specific period. NO PORTION OF A STUDENT'S TUITION, ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF A STUDENT IS DISMISSED FROM THE SCHOOL AND/OR RESIDENTIAL LIFE.
- M. *Expulsion.* Permanent separation of student from Manhattan School of Music including the residence hall. NO PORTION OF A STUDENT'S TUITION, ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF THE STUDENT IS DISMISSED FROM THE SCHOOL AND/OR FROM RESIDENTIAL LIFE.
- N. *Other.* The school may mandate steps with which a student must comply in order to maintain status as a student at Manhattan School of Music. Sometimes these steps are to help the student change his/her behavior or life skills because the student's actions have been deemed inappropriate, unhealthy, or detrimental to the community, and the individual or are impeding the individual's ability to pursue academic goals or life skill development.
- O. *Sanction held in abeyance.* A student may receive a sanction that is held in abeyance as long as the student completes specified actions in a designated time frame. If the student completes the actions in their entirety on time, the sanction is decreased as outlined in the sanction letter. If the student fails to complete the requirements or fails to complete them by the set time, the sanction is implemented at the first instance of failure to meet a deadline or complete the action. This is occasionally used to give students a last chance to learn or grow from a situation before they are suspended, terminated, or expelled.

III. THE APPEAL PROCESS

A request for an appeal shall be filed with the judicial administrator within five working days of the date on which the written decision was sent. Grounds for appeal, as stated in the written request, shall be based on either of the following:

- A. A substantial irregularity or denial of basic rights that effectively precluded a fair hearing.
- B. New evidence has emerged which, if true, would substantially alter the decision made by the hearing panel.

In the absence of extraordinary circumstances, which shall be judged by the judicial administrator, the severity of the sanction imposed initially shall not constitute grounds for an appeal. The Dean of Students or a designee will hear all appeals with the exception of those cases where academic dishonesty is alleged. The appeals of these cases will be heard by the Vice President/Dean of Faculty and Performance.

General Notes

Please keep in mind that any intent to sell or distribute illegal drugs or controlled substances illegally may warrant immediate suspension or dismissal from Manhattan School of Music as well as arrest by New York City police. Possession of large amounts of illegal drugs or unauthorized controlled substances and drug paraphernalia may also warrant similar outcomes.

Alcohol and drug violations for nonresident Manhattan School of Music students may be treated with more severity. If found responsible for violating alcohol and drug policies, a nonresident student may lose visitation privileges. Guests of Andersen Hall who violate any policy including the alcohol and/or drug policies while visiting school housing will lose visitation privileges and be placed on the banned list. Students may face school judicial proceedings in addition to being placed on the banned list. The Assistant Director of Student and Residence Life or other judicial administrator determines the length of time a student is placed on the banned list.

Manhattan School of Music may take extreme measures to protect the school and residence hall community. Depending on circumstances and the nature of the alleged incident, Manhattan School of Music resident students or students involved in alleged violations of state, city, or national law or Manhattan School of Music policy, procedures, or contracts may be suspended immediately from the residence hall and/or school until a matter is fully resolved. The student is responsible for securing his or her own housing in this situation without the assistance of any school office. No portion of a resident's room and board fees or security deposit is refundable if a student is suspended, dismissed, or expelled from the school or residence hall.

Right to Modify

The school reserves the right to make modifications in this document as may be dictated by unforeseen circumstances.