



MUSIC ACADEMY

2022–2023

Student Handbook and Catalog

COLBURN

SCHOOL

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INTRODUCTION

History of The Colburn School

The Colburn School began as a preparatory program for the University of Southern California in 1950. In 1980 it became an independent community school for the performing arts, accredited as a non-degree-granting institution by the National Association of Schools of Music (NASM).

The Colburn School continues its community arts mission through its various divisions, including the Colburn School of Performing Arts (CSPA), offering fee-based enrollment in music, drama, early childhood classes; Adult Studies; the Trudi Zipper Dance Institute and Dance Academy; the Music Academy; and the Colburn Conservatory of Music, which is the highly-selective, college-level division of The Colburn School. The School's website (www.colburnschool.edu) provides complete information on all of the School's programs.

Established in 2010, the Colburn Music Academy offers a comprehensive curriculum of courses taught by a prestigious, world-renowned artist faculty. Courses are designed to develop pre-college age students as well-rounded musicians.

School's Mission and Purpose

The mission of the Colburn School is to provide the highest quality performing arts education at all levels of development in an optimal learning environment. The mission is one of access and excellence: to enable all students to reach their highest potential in the performance of music, dance, and drama.

The Colburn Music Academy provides a superior musical education to highly gifted, pre-college musicians. The Music Academy's curriculum aims to develop these students not only to their highest musical potential, but also to become positive contributing members of our society.

Music Academy Student Catalog and Handbook

The Student Catalog and Handbook of the Colburn Music Academy provides students with important information regarding policies and procedures. Any subsequent changes to the policies, procedures, or content in this handbook will be communicated to students; should circumstances, such as the Coronavirus, greatly affect information herein pertaining to the Music Academy program, a revised Student Catalog and Handbook may be issued to students. Note that other academic units within the Colburn School have separate policies and procedures; these may differ from those defined in this Student Catalog and Handbook specifically for Music Academy students.

All students enrolled in the Music Academy are responsible for reading, becoming familiar with, and abiding with all policies and procedures stated herein.

GENERAL ACADEMIC INFORMATION

Application and Admission Information

Admission to the Music Academy is achieved through a highly selective audition process. Applicants are required to submit an application, pre-screening video, and one letter of recommendation. Selected applicants are then invited to the Colburn School for a live audition. Complete information regarding application and admission to the Music Academy is available at www.colburnschool.edu/music-academy. Students applying to the Music Academy should not have begun collegiate studies in degree or diploma programs.

The Colburn School does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin or religious belief in its admission, retention, student aid, scholarship, or other educational policies and other school-administered programs.

Music Academy Diploma Program

The **Music Academy Diploma** program is a two-year curriculum focusing on the academic and musical development of highly skilled performing musicians. A minimum of 99 semester units is required for completion of the program.

Music Academy Diploma Program Course Requirements

Year One: Fall Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC1	1	2	2
ACAD AL1	1	14	8
ACAD APL	1	1	1.5
ACAD AUR10	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM1	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH1	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE10	1	1	1.5
Total	14.5	13*	27.5

*Credit earned for practicum is ½ of actual number of hours

Year One: Spring Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC1	1	2	2
ACAD AL1	1	14	8
ACAD APL	1	1	1.5
ACAD AUR10	1	1	1.5

ACAD CD1	1	1	1.5
ACAD CM1	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH1	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE10	1	1	1.5
Total	14.5	13*	27.5

*Credit earned for practicum is ½ of actual number of hours

Year Two: Fall Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC2	1	2	2
ACAD AL2	1	14	8
ACAD APL	1	1	1.5
ACAD AUR20	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM2	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH2	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE20	1	1	1.5
Total	14.5	13*	27.5

Year Two: Spring Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC2	1	2	2
ACAD AL2	1	14	8
ACAD APL	1	1	1.5
ACAD AUR20	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM2	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH2	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD RE6**	0	2	1
ACAD SC1	1.5	0	1.5
ACAD TE20	1	1	1.5
Total	13.5	14	27.5

**optional

The **Music Academy Advanced Diploma** program is a four-year in depth curriculum focusing on the academic and musical development of highly skilled performing musicians. This curriculum builds upon the groundwork laid in the Music Academy Diploma. A minimum of 198 semester units is required for completion of the program.

Year One and Two (see Music Academy Diploma)

Year Three: Fall Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC3	1	2	2
ACAD AL3	1	14	8
ACAD APL	1	1	1.5
ACAD AUR30	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM3	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH3	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE30	1	1	1.5
Total	14.5	13*	27.5

*Credit earned for practicum is ½ of actual number of hours

Year Three: Spring Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC3	1	2	2
ACAD AL3	1	14	8
ACAD APL	1	1	1.5
ACAD AUR30	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM3	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD MH3	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE30	1	1	1.5
Total	14.5	13*	27.5

*Credit earned for practicum is ½ of actual number of hours

Year Four: Fall Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC4	1	2	2
ACAD AL4	1	14	8

ACAD APL	1	1	1.5
ACAD AUR40	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM4	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD VM1	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD SC1	1.5	0	1.5
ACAD TE40	1	1	1.5
Total	14.5	13*	27.5

Year Four: Spring Semester

<i>Course</i>	<i>Lecture Hours</i>	<i>Practicum Hours*</i>	<i>Total</i>
ACAD CPC4	1	2	2
ACAD AL4	1	14	8
ACAD APL	1	1	1.5
ACAD AUR40	1	1	1.5
ACAD CD1	1	1	1.5
ACAD CM4	1.5	1	2
ACAD CO1	.5	1	1
ACAD ER1	1	0	1
ACAD VM1	1	1	1.5
ACAD ORC	2	2	3
ACAD PS1	1	1	1.5
ACAD RE6**	0	2	1
ACAD SC1	1.5	0	1.5
ACAD TE40	1	1	1.5
Total	13.5	15	27.5

**optional

2022-23 COLBURN MUSIC ACADEMY FACULTY AND STAFF

Applied Faculty

Margaret Batjer; Violin, Academy Virtuosi
Martin Beaver, Violin
Richard Beene, Bassoon
Fabio Bidini, Piano
Vanessa Fadial, Piano
Yehuda Gilad, Clarinet
Clive Greensmith, Violoncello
Henry Gronnier, Violin
Eugene Izotov, Oboe
Fabiola Kim, Violin
HyeJin Kim, Piano
Joan Kwuon, Violin
Teng Li, Viola
Robert Lipsett, Violin
Tatjana Masurenko, Viola
Jim Walker, Flute
Micah Yui, Piano

Academic Faculty

Georgia E. Bell, English as a Second Language
Deborah Devine, Presentational Skills
Michaela Eremiasova, Music Theory and Aural Skills
Samuel Grodin, Keyboard Harmony
Vera Ivanova; Music Theory, Aural Skills, Composition
Rodolfo Leone; Piano Duo, Chamber Music
Régulo Martínez-Antón, Keyboard Literature
Leila Núñez-Fredell, Music History
Amy Schadt, Movement for Musicians
Hui Wu, Keyboard Skills

Music Academy Administration

Dr. Adrian Daly, Provost
(213) 621-1011; adaly@colburnschool.edu
Jenna Gundersen, Administrative Manager
(213) 621-4544; jgundersen@colburnschool.edu
Lin Phoong, Registrar/Student Services Manager
(213) 621-4788; lphoong@colburnschool.edu
Lauren Woodward, Manager of Admissions and Recruitment
(213) 621-4761; lwoodward@colburnschool.edu

COURSE DESCRIPTIONS

Course offerings are subject to change without notice. Refer to the Class Schedule for courses offered in a given year.

Academy Virtuosi Orchestra

ACAD ORC

The Academy Virtuosi string ensemble provides students with a unique opportunity to explore string chamber orchestra repertoire in a conductorless ensemble. Students will be exposed to varying viewpoints on interpretation and style, and will have the opportunity to hone their leadership and listening skills while learning to play together as a cohesive ensemble.

Applied Lessons

ACAD AL1, AL2, AL3, AL4

All Music Academy students enroll in applied lessons in their principal instrument. Music Academy students receive individualized instruction from Colburn Music Academy faculty. Applied lessons constitute the core of the Colburn Music Academy's ethos of providing conservatory-level musical training to pre-college musicians. A required performance jury will take place at the end of each school year to assess progress in applied studies.

Career Development Seminar

ACAD CD1, CD2

In this seminar, students will learn about building a career in music. Each class will cover different topics such as writing effective bios and resumes, how to make professional recordings, online presence, and social media. Course will culminate in the development of an online presence through a website or social media page.

Chamber Music

ACAD CM1, CM2

Students work in small chamber ensembles under the guidance of a faculty member, developing collaborative skills and musicianship, in addition to an increased knowledge of core instrumental repertoire. Students are assigned to groups, and participate in weekly coaching. Weekly group rehearsals are required.

Chamber Music in the Classical Era

ACAD MHB

This class will cover the history of chamber music in the Classical period (ca. 1750-1827). Students will explore key concepts such as Viennese classical style, the Enlightenment, sonata style, and Beethoven's string quartets. Students will learn how to read 18th-

century manuscripts and first editions, as well as looking at primary source documents such as historical performance practice treatises. Students will be expected to prepare a final presentation applying concepts they have learned in the class to a specific chamber work from the Classical era.

Chorus and Basics of Conducting

ACAD CBC

With group singing, this course is designed to provide students with an introduction to both vocal and conducting techniques through the study of the physiological and anatomical processes involved in each. Students will develop an understanding of physical gesture as it relates to leading choral rehearsals and performances by singing and conducting a variety of choral literature. The course is broken down in units, with each unit corresponding to a particular part of the vocal mechanism and conducting challenges.

Not offered in 2022-2023

Community Outreach

ACAD CO1, CO2

Music Academy students work with students from the Para Los Ninos charter school each week, providing them with one-on-one instrumental instruction and culminating in a joint recital at the end of each school year. Music Academy students have the opportunity to explore teaching pedagogy and communication skills. *Not offered in 2022-2023*

Composition

ACAD COMP

In the Introduction to Music Composition course, students will learn the foundations of music composition through a progressive sequence of analytical assignments and music composition projects. The course combines three main approaches to the study of music composition: mastering the craft of music composition, enhanced by the music performance experience and reinforced by practical application of music theory concepts on a deeper level. Additionally, students will expand their knowledge of counterpoint, harmony, musical form, instrumentation, and improvisation by studying examples of representative works and applying what they learn in short compositions. These short compositions, created by students, as well as a final project (a longer concert piece), will be composed for and read by an ensemble of students enrolled in the class, and may be included in future concert performances outside of the class with approval of students' instructors.

Weekly assignments will consist of guided listening, reading (accompanying listening), and composition assignments related to the

concepts covered in class. The instructor will provide weekly listening and reading assignments and uploads class materials on a designated Google Drive. The assignments will draw on a wide range of musical styles and techniques, coming from different cultures, traditions, and historical periods, and are designed to familiarize students with a wider scope of musical styles and ideas and deepen the understanding of the music they perform and compose through the practice of music composition.

Not offered in 2022-2023

Continuo and Figured Bass

ACAD CFB

This course will introduce students to the basics of basso continuo playing. While the course will be taught from a historical perspective, with students playing exercises taken directly from sources from the Baroque era, it will also emphasize a hands-on approach, with the majority of instruction taking place actively at the keyboard (rather than on paper). We will also briefly explore issues of harpsichord playing and touch, as well as the wider role that basso continuo plays in improvising and composing Baroque music. The ultimate goal is for students to gain a basic fluency in realizing a figured bass and accompanying in a stylistically-appropriate manner, as well as to gain a broader view of basso continuo and its role in Baroque music.

Not offered in 2022-2023

Diploma Recital

ACAD RE6

All students are expected to perform a recital in their final year of study. The diploma recital represents the culmination of a student's musical training at the Music Academy. Recitals must be approved by the student's applied teacher and the Music Academy Office. See the Recital Handbook for information on scheduling a recital.

English as a Second Language

ACAD ESL

English as a Second Language courses are designed to help non-native English-speaking students develop their English academic reading, writing, speaking and listening skills. The course will cover writing and grammar skills; reading and vocabulary skills, and listening and speaking skills through a variety of in-class and independent exercises and assignments.

Enrichment Studies

ACAD ER1

Masterclasses, concerts, and workshops with internationally recognized visiting artists throughout the year; includes guest artist

masterclasses and Performance Enhancement Seminars, as well as other events throughout the year. Attendance may be required.

Eurhythmics and Improvisation

ACAD EUI

In Eurhythmics/Improvisation class, students focus on developing analytical listening skills and strong cognitive function such as memory, processing speed, and spontaneity. Kinetic explorations sink into the body as "muscle memory" and improvisational studies are linked to physical and mental flexibility as musicians. Music is the center of the class activities and students' own discovery in music brings joyful and powerful musicianship. The following subjects are included, but not limited to meter shape, phrase shape, argumentation and diminution, complementary rhythm, syncopation, chords qualities, 2 voice listening, polyrhythm, modes, hemiola, octatonic improvisation, etc. Consistent attendance is required. There will be a short assignment for each class.

Not offered in 2022-2023

Fundamentals of Voice I

ACAD ACV1

An introduction to the basics of singing. Class will build vocal strength and stamina, and will include group and individual singing, body awareness (including movement for stage: what is your body telling the audience?), lecture, breathing skills and posture, performance opportunities and an exposure to different styles of singing. Potential concert field trip to L.A. Opera and final recital included. Class is especially beneficial to instrumentalists working on breathing/phrasing and tension-free playing. *Not offered in 2022-2023*

Fundamentals of Voice II

ACAD ACV2

Prerequisite: ACV1. A continuation of ACV1 with more emphasis on the physiology of singing, more performing opportunities, sight reading, and classical repertoire. *Not offered in 2022-2023*

Introduction to Music History and Listening Seminar

ACAD MH1

This course provides students with a basic framework of knowledge for the study and performance of musical works. Students will situate music-making in a historical context and learn about key terms, genres and styles. Students will listen to and discuss important works by a wide range of composers and from a variety of time periods. Students will learn to put their original reflections and ideas about the music into short written assignments and identify stylistic and historical traits by ear.

Introduction to Music Technology

ACAD MT1, MT2

Students attain a fundamental working knowledge of music technology in order to perform tasks with notation software (Finale), recording and editing (ProTools - Mbox), and accompaniment play-along software (Smartmusic). The class includes hands-on work with iMac computers, midi-keyboards, and the Mbox digital interface. A brief look at GarageBand, Audacity, and Band-in-a-box will also be presented.

Not offered in 2022-2023

Keyboard Literature

ACAD KBL1, KBL2

A four-semester course in the appreciation of Western keyboard classical music from the Baroque to the present day. The course focuses on a select group of keyboard composers and covers their major works, technical studies, performance issues, and historical context. The first semester will be an overview of piano literature with the following semesters covering specific composers (i.e. Bach, Beethoven, Chopin and other major figures). Weekly attendance is required.

Keyboard Skills

ACAD KBS

Students will be given a basic acquaintance with keyboard geography, and will be taught to sight-read simple pieces. Students also will be given exercises in keyboard improvisation, and instructed on how to play major and minor scales (two-octave in parallel motion) and chord progressions in all keys. Students will be able score read adjacent voices, and will be able to provide accompaniment patterns to given melodies. Students will be able to provide accompaniments to short pieces, and be able to simplify and reduce a simple score.

Movement for Musicians

ACAD MFM

Modern class for the Academy students will be in Cunningham technique, with the focus on building strength and flexibility; on correct alignment throughout the body for maximum use and minimum stress; on musicality through a variety of meter and tempo; and spatial awareness through the use of phrase work. The goal, poetically, in Merce Cunningham's words: "To transmit the tenderness of the human spirit through the disciplined action of a human body."

Music for Visual Media

ACAD VM1

This course will cover the history, art, technology, and business of creating original music for visual media such as film, television, and video games. Students will analyze and discuss music composed by established film composers from classic films and learn to recognize the techniques involved in elevating a scene's emotion. Tools of the trade including digital audio workstation (DAW) software, notation software, and recording hardware will be introduced along with analysis of modern recording techniques. Students will also be introduced to basic orchestration and electronic music creation. Finally, students will be given a scene to which they will compose their own original music. A presentation of their work and class analysis conclude this course. *Not offered in 2022-2023*

Music History: Special Topics

ACAD MH2

This class will cover special topics throughout the history of music. Students will explore the connections of music across many time periods through three topics: Program Music, Popular Styles, and Water Music. We will build on the terms and skills students learned in Introduction to Music History and cover music by composers such as Debussy, Casulana, Weelkes, Joplin, and Beethoven. Students will be expected to prepare a final presentation and research paper applying concepts they have learned in the class.

Music in the 20th Century

ACAD MHA

This course will explore the many musical trends of the 20th century. We will discuss the music and lives of composers including Schoenberg, Ravel, Stravinsky, Berberian, Prokofiev and Babbitt. This class will feature regular short reading and listening assignments. Students will choose a 20th-century stylistic period on which to research and write a final paper. Students will be introduced to graphic notation, extended techniques, and concepts such as twelve-tone technique, minimalism, postmodernism, and serialism. *Not offered in 2022-2023*

Music Academy Young Artist Performances

ACAD APL1

Students perform recital-ready pieces for their peers, teachers, and the public. Performers must also introduce themselves and their pieces to the public at each concert prior to performing, integrating the skills they learn in Presentational Skills seminars. Participation requires a high degree of preparation in order to perform at the required level. Students must submit a Performance Request form to the Music Academy Office one week prior to the requested performance date and must receive approval from their applied lessons instructor in order to perform. Attendance at each session is required of all students.

Students are required to perform in one session each year, at a minimum.

Piano Duos
ACAD PND

This course's objective is to provide Music Academy pianists with the basis and tools for success in the collaborative aspect of piano playing at a pre-professional level. Through the studying and performance of the piano duo repertoire which includes original works for two pianos as well as transcriptions of chamber and orchestral works by their authors, the students will learn to communicate musical intentions, negotiate different ideas about a piece with their colleagues as well as learn to rehearse efficiently. The students are expected to perform in a public recital once per semester.

Presentational Skills Seminar
ACAD PS1, PS2

Using the same body, voice, and imaginative process actors apply but designed specifically for musicians, Music Academy students experience themselves as both performers and presenters. These performance/presentational skills help students develop a deeper connection to the music, the audience, and their fellow musicians. Students also explore the role of the 'teaching artist.' They learn how to identify the entry point of 'engagement before information' in their work as mentors for the Music Academy's Community Outreach course. Students are advised to wear comfortable clothing.

Sonata Seminar
ACAD CPC1, CPC2

The Sonata Seminar is designed to provide training in the multifaceted art of performing with other musicians. Participants will learn various repertoire and work toward refined duo playing. This class is performance based, so a well-prepared performance is expected in each class. Students will be given advice on balance, ensemble, style, and artistic interpretation. *Not offered in 2022-2023*

Studio Class
ACAD SC1

Weekly instrumental studio classes. Music Academy students participate and perform in weekly studio classes with Colburn Music Academy and Colburn Conservatory students. Participation requires a high degree of preparation. Studio class procedures and policies vary per instructor.

Theory and Aural Skills I
ACAD TE10, AUR10

Theory and Aural Skills II

ACAD TE20, AUR20

A comprehensive study of the fundamental materials of tonal music. Emphasis will be placed on part writing of diatonic harmonic progressions, nonharmonic tones, realization of figured bass, melodic analysis, and basic compositional analysis. Also to be included will be the study of smaller forms and the linear origin of standard harmonic progressions. Introduction to the instruments of the orchestra and their various transpositions will also be included.

The sight singing component will include melodies in the treble and bass clefs. The dictation component will focus on melodic and harmonic intervals within the octave; diatonic, melodic and harmonic dictation; and rhythmic dictation. Quality of triads and seventh chords will also be included.

Theory and Aural Skills III

ACAD TE30, AUR30

Theory and Aural Skills IV

ACAD TE40, AUR40

An intensive study of modulation, secondary dominants, including the half- and fully-diminished 7th chords, the deceptive resolution of all chromatic dominants, the Neapolitan chord and the Augmented Sixth chords. An emphasis on enharmonic spelling and its relation to advanced modulation will be studied during the second semester. The relation of ultra-chromaticism to the breakdown of tonality will also be a focus of study. An analysis of larger forms will also be included.

Sight singing will include chromaticism and the introduction of the alto and tenor clefs. Melodic and harmonic dictation that involves chromatic chords, modulation to related and unrelated keys, and keyboard harmony exercises will also be included.

Theory: Individual Instruction

ACAD TE6

Private music theory instruction for the highly advanced student. Completion of ACAD TE4 & AUR4 is required before students may enroll. An additional fee may be required in order to enroll.

Viola for Violinists

ACAD VIOL

An introductory course on viola that is designed to build technique and greater understanding of the instrument's role in an ensemble. Instruction consists of individual mini lessons in tandem with group classes.

ACADEMIC POLICIES AND PROCEDURES

Academic Freedom Policy

The Colburn School is committed to the protection of the academic freedom of its faculty. Academic Freedom includes the protection of the opportunity for the teacher to teach, and for the teacher and the student to study, without coercion, censorship, or other forms of restrictive interference. Academic freedom encourages the flow of ideas with the recognition that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law and the policies and curricular objectives of the Colburn School.

Instructional faculty, as citizens, members of a learned profession, and representatives of the Colburn School, shall be free from censorship and discipline when speaking or writing. However, the position of faculty imposes certain obligations. Faculty, as representatives of Colburn, are responsible to be accurate and objective, to exercise appropriate restraint, to encourage a spirit of respect for the opinions of others, and to ensure the relevancy of subject matter to their instructional areas.

Within the School's mission to educate performing musicians to the highest level, the principles of academic freedom and freedom of inquiry are upheld. In turn, each faculty member is expected to adhere to the institution's ethical standards in all teaching, research, performance, and mentoring, and to discharge responsibly his/her obligations to the institution as a teacher, scholar, performer, and member of the community.

Any questions, violations, or clarifications needed of this policy should be reported to the Provost. Discussion, review, clarification, or sanction shall be decided by the Provost, with input from the faculty.

It is noted here that academic freedom and freedom of inquiry are limited to no greater degree in electronic format than in printed and oral communication. However, school-owned computers may not be used to infringe upon material protected by copyright, or to access sites whose content is illegal.

Academic Integrity

The Colburn School expects its students to act with integrity in their academic work at all times. Academic dishonesty consists of any action that unfairly advances one's academic progress. Cheating and falsifying information are examples of academic dishonesty, as is plagiarism. Plagiarism is using anyone else's work, words or ideas and presenting it as one's own.

Violations of this policy shall result in the following disciplinary action:

- A student's first Academic Integrity violation shall result in probation (see "Probation" below), and a record of the violation shall be placed in the student's permanent file.
- Additionally, the student may receive a failing grade for the course, at the instructor's discretion.
- Upon a second violation, the student may be dismissed from the School.

Academic Progress

The Colburn Academy curriculum is designed to give each and every student a series of courses in a specific order to ensure optimal learning. Evaluation for appropriate levels of progress is established by:

- Class grades and attendance (see Attendance Policy below);
- Satisfactory completion of assignments both in and outside of class;
- Satisfactory performance during juries;
- Attainment of the expected level of accomplishment in performance as demonstrated in concerts, recitals, performance juries, and applied lessons.

Accompanying Policy

The Provost may approve the cost of an accompanist for up to 10 hours per year, when accompanied by Conservatory piano students. These hours may be used for rehearsals, lessons, studio class, Academy master classes, juries, and MAYAPs. The Music Academy does not cover the cost of any off-campus and/or non-Colburn related events. Accompanying hours are calculated in one half hour increments. Any number of minutes under 30 will be calculated as one half hour.

Unless approved by the Provost in special circumstances, the Music Academy does not cover the accompanying fee for any non-Conservatory pianist. Any desired accompanying beyond the 10 hours per year is the financial responsibility of the student. Please note that international Conservatory students may not receive payment for services, except through payment by the Colburn School. International students must consult Colburn's designated student officer, Christine Tanabe, with any work-related questions.

When seeking accompanists, remember to plan ahead! Once a performance has been confirmed, accompanist arrangements should be made soon after.

Attendance Policy: Absences and Tardiness

Students are expected to approach all studies in a professional manner. Attendance and punctuality is expected at all scheduled classes, lessons, coachings, rehearsals, and performance. All absences must be approved via the process described below.

General Absence Policy

- o Students are required to attend a minimum of 85% of any individual class that is in person or meeting synchronously (in person via video-conference). Attendance below the minimum of 85% of class hours may result in the student receiving a grade of F in the class.
- o Students should follow all appropriate procedures in this Handbook and the individual course syllabus to notify the appropriate faculty member of illness or for a request for an excused absence.
- o It is important to note that not all synchronous classes will be automatically recorded, and if recorded, that viewing a recording of a class session does not count as attendance unless agreed upon in advance by the instructor.
- o For classes meeting via synchronously, students are required to have their camera on at all times during class, with their full face visible. Failure to do so may either impact how attendance is counted and/or grading for participation.

Absence for religious observance

Students may be excused from class for observance of religious worship, duty, holiday, or ceremony. Students will not be excused from completing required assignments, but if the holiday coincides with a test or other required assignment, accommodation will be made to make up that work. Students planning on being absent from class due to religious observance should notify the Academy Office no less than one week in advance of the absence.

Individual class policies

Individual instructors may set attendance policies for a specific class. Such policies may include provision for a grace period and/or specific details about how tardiness affects the grade for that particular class. All classes share the minimum 85% attendance requirement as described in the General Absence Policy above.

Artistic attendance policy

Unexcused absences for artistic classes shall be defined as any absence from a requirement presided over by an applied faculty member (including but not necessarily limited to lessons, chamber music rehearsals and coachings, ensemble rehearsals, or MAYAPs) for which an absence request was not submitted and approved in advance. Unexcused absences from artistic classes shall result in disciplinary action as follows:

- First violation – A warning letter from the Provost shall be sent to the student and the student's applied teacher.
- Second violation – The student shall be placed on probation.
- Third violation – The student may be dismissed from the school.

Conflicts between applied courses and academic courses

It is every student's responsibility to ensure that there is no conflict between scheduled academic class times and times set for rehearsals,

recordings, lessons, and concerts. ***Rehearsals, recordings, lessons, and concerts must NOT conflict with academic classes.*** If a student is asked to participate in a school-related performance that conflicts with an academic class, there should be no assumption on the part of the student that the performance takes precedence over the academic class. Though the Colburn staff involved in the booking should verify with the Academy staff as to a student's availability, it is the student's responsibility to inform the Colburn staff of potential class conflicts with the engagement or rehearsals.

Tardiness

Students are expected to attend all scheduled classes, rehearsals, and examination periods on time. Excessive tardiness, like unexcused absences, shall negatively affect the student's grades. Specific policies are listed in class syllabi.

Request for excused absence

In the case of an attendance conflict arising due to participation in competitions, auditions, or other such activities, a student may request an excused absence by completing the Absence Request Form a minimum of 7 days in advance of the absence. *If the Absence Request Form is not completed and submitted within the appropriate time-frame prior to the first day of absence, then the absence is unexcused.* Unexcused absences will affect the student's grade and may result in sanctions up to and including probation and/or dismissal. Please note that excessive excused absences may still adversely affect the student's grade, and count in the overall requirement of 85% attendance (see the General Absence Policy).

Documentation

All requests for excused absences must include documentation of the reason for the absence. Documentation may be in the form of a letter or invitation, a concert/recital program, advertising, or other proof of the reason for absence. This documentation must be submitted with the Absence Request Form.

Illnesses and Emergencies

In the case of illness or family emergency, a student is required to notify all of his/her teachers and the Academy Office at the time of the absence, and to provide written documentation as proof of illness or emergency; such documentation should be provided to the teacher(s) after the student returns to classes. Acceptable documentation includes doctor's notes, a note from a family member in residence with the student, or proof of family emergency.

Make-up work

Students who are absent from classes are required to make up all assignments and tests that were missed during the absence and are solely responsible for doing so. This applies to both excused and unexcused absences. In the case of an unexcused absence,

depending on the circumstance, individual teachers may or may not allow make-up work.

Teacher-cancelled lessons: Students should notify the Music Academy Office after two cancelled lessons, in instances where a make-up lesson has not been scheduled.

Building Hours

The information provided below may change in response to the Coronavirus and be replaced with protocols informed by guidelines from health and government officials; any changes will be communicated to all students.

Building hours vary depending on the time of year. In general, the Grand and Olive buildings are open to the public during the academic term as follows:

Monday – Friday	7:00am – 10:00pm
Saturday	7:45am – 10:00pm
Sunday	8:00am – 10:00pm

After 10pm, the school is closed to the public. Academy students do not have access to the practice rooms after 10pm. Residents of the 12th floor must meet a member of the Residential Life staff in the lobby of the 12th floor every night at 10pm unless the resident's parent/guardian has previously coordinated the excusal with the office of Residential Life. For more information regarding curfew for residential students, refer to the Residential Life Guidebook. Access to Thayer Hall, the Olive Rehearsal Hall, and faculty studios is prohibited after closing unless special arrangements have been pre-approved by Academy Office, in coordination with the applied teacher and Production.

Change in Status (Informational)

All students should notify the Academy Office when a change in status occurs; e.g., a change in address, phone number, attendance, or any other change that may have an impact upon the completion of the student's education or the student's permanent record.

Copyright Policy

The copying of sheet music, books, articles and sound recordings is generally prohibited. Exceptions to this rule apply if the purpose for duplication is for classroom use under the "fair use" clause. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;

- And the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. In addition to the fair use rule, copying is acceptable if one of the following conditions applies:

Music scores:

- Single copies for library reserve use (academic purposes other than performance): An entire performable unit (section, movement, aria, etc.) may be copied if the unit is out of print or available only in a larger work.
- Multiple copies for classroom (non-performance) use: Excerpts may comprise no more than 10% of a whole work and may not constitute a performable unit.

Sound recordings:

- Non-music recordings: Cassettes or disks may not be copied unless there is no replacement recording available commercially. However, recording brief excerpts is considered fair use.
- Music recordings: A single copy may be made by faculty for the purpose of constructing aural exercises or examinations. Otherwise, the restrictions on copying non-music recordings apply.

Students are expected to purchase original scores using an edition approved by their applied teacher. Students should understand the importance of building their own personal library collection for lifelong use.

Cost of Attendance and Fees

The cost of attendance per academic year in the Colburn Music Academy is as follows:

Enrollment deposit for new students (non-refundable): \$275

Tuition: \$16,500

Room (Double): \$9,500

Board: \$4,500

Tuition and fees are subject to change. See the Schedule of Student Charges for a complete list of charges and fees.

All students residing in the Residence Hall are required to have health insurance, a meal plan, and attend Oak Crest Academy. Refer to the Office of Residential Life or Academy Office for more information on this requirement.

Refund Policy

If written notice of withdrawal is received by the Provost before the first day of classes of either semester, the student is eligible for a 90 percent refund of the semester's tuition. Students who withdraw during either semester are eligible for a partial refund, depending on the date of withdrawal:

Prior to the first day of classes	90%
Within the first week:	85%
Within the second week:	75%
Within the third week:	50%
Within the fourth week:	25%
After the fourth week:	No refunds

Only tuition fees are eligible for a refund.

Refund of health insurance: Students who have signed up for the School's health insurance plan are covered for the entire year, even if the student leaves the School during that year. Therefore, health insurance is not prorated or refunded. The only exception to this is if a student leaves to enter the armed forces. This policy is set by our insurance carrier. Questions about health insurance should be directed to the Manager of Residential Life.

Extension of Music Academy Diploma Program

A request to extend the Music Academy Diploma program beyond its normal two- or four-year limit can be made using the Diploma Extension Request form available in the Music Academy Office. Program extensions must be approved by the Provost, in consultation with the Music Academy faculty. The student must describe the reason for the extension request; approval is not guaranteed.

External Instruction Policy

Students who are enrolled in individual lessons at The Colburn Music Academy may not study the same instrument at another institution, or with another private teacher, without the prior approval of the Provost. Students who violate this policy may have their enrollment in the Music Academy terminated without refund of tuition or fees.

Fall and Spring Recitals

Held at the end of each semester, featuring select student performers from the Music Academy. The fall recital will be dedicated solely to

chamber music, while the spring recital will feature seniors in ensemble and solo performances.

Financial Assistance Policy

The Colburn School makes a limited amount of need-based financial aid available to qualifying students. To be considered for financial aid, applicants must submit a financial aid application, in addition to supporting financial documents as detailed on the application. Additional documentation not outlined on the Financial Aid application may be requested. Students are responsible for meeting all deadlines and for providing all required documentation as listed on the application form, and as requested by the Music Academy Office. Forms are available in the Music Academy Office and on the Music Academy's website.

Prior to considering requests for aid, the Financial Aid Committee shall review the student's account for holds. If the student's account is current, the Financial Aid Committee shall then determine if the School can provide support for the student's request.

Gap Year

Students may attend the Music Academy for one (1) gap year in exceptional circumstances. Gap year students must be under 19 at the start of the school year. Any student intent on pursuing a gap year must notify the Provost by the 15th of October in the year before the desired gap year. If a residential student applies for a gap year, on-campus housing is not guaranteed.

Grading System and Policy

Grades are assigned according to the following system of evaluation:

<i>Grade</i>	<i>Percentage Value</i>	<i>Interpretation</i>
A+	100%	Excellent
A	93-99%	
A-	90-92%	
B+	87-89%	Good
B	83-86%	
B-	80-82%	
C+	77-79%	Fair
C	73-76%	
C-	70-72%	
D+	67-69%	Poor
D	63-66%	
D-	60-62%	
F	0-59%	Fail
P	67-100%	Pass
F	0-66%	Fail
INC		Incomplete

Grades are intended for tracking progress and performance benchmarks. Grades are also considered in cases of disciplinary action, probation, or dismissal from the program.

Holds on Student Accounts

Charges may be applied to student accounts. Examples of such charges include but are not limited to Music Academy fees (tuition, room and board), library fines, parking fees, and charges for damages to residential areas. It is the responsibility of the student to pay any charges incurred. Unpaid charges may result in a hold on a student's account. If a hold is in place, until such a time as the outstanding amount is paid and the hold is removed, student will not be able to:

- Register for classes
- Reside on campus
- Use Colburn facilities, including practice rooms
- Be awarded a diploma
- Perform in Music Academy events
- Receive financial assistance

Students who cannot make payment due to financial hardship may arrange a payment plan with the Music Academy Office.

Identification Badges

Music Academy students are issued a Colburn School ID badge at the start of their enrollment at the Music Academy, offering them access to School facilities, including practice rooms and, if residential, dormitory housing areas. Identification badges must be worn at all times and the fee for replacement badges, whether lost, misplaced, damaged, or stolen, is \$25. Replacement badges will not be issued until the fee has been remitted.

Indemnity

Students agree, for the student and his/her respective heirs, assigns, and legal representatives, to indemnify, defend and hold The Colburn School and its parties harmless from and against any and all damages (except damages caused solely by the gross negligence or intentional misconduct of Colburn School parties) that may be incurred or sustained by The Colburn School parties arising from or related to any injuries to the student, or the student's acts or omissions.

Information Technology (IT) Acceptable Use Policy

The Information Technology (IT) Department of the Colburn School provides computing, networking, and information resources to students, faculty, and staff. The IT Department requires all students to read and sign policies regarding acceptable use of technology on the School campus. All IT policies and standards are part of this Student Catalog and Handbook, whether contained herein or issued separately. Students are required to abide by these policies; violators

of these policies shall be disciplined through the campus disciplinary process, in accordance with School policy and based on the severity of the violation.

NOTE: The complete IT Acceptable Use Policy may be found at the end of this book in APPENDIX A and on the School's website.

Juries

Performance exams judged by a faculty jury are held at the end of each school year. These exams allow faculty to assess the progress of the student in his or her applied area; a jury may be waived at the discretion of the applied teacher. Unsatisfactory progress in juries may lead to a probationary period.

Leave of Absence (Long-Term)

Students who provide adequate evidence of extenuating circumstances may interrupt their studies and apply for a Leave of Absence (LOA). This is a long-term absence, as opposed to a short-term absence requested using the Absence Request Form. Long-term leaves may be granted for academic, artistic, medical, military service, or personal reasons. In general, long-term leaves are granted for one semester or one academic year. The student may petition for an extension of leave beyond the time granted. Depending on the circumstances, a student with an extended leave may be required to re-apply and/or re-audition. Academic progress towards earning the Academy Diploma following a long-term leave of absence shall be assessed on a case-by-case basis.

Requests for long-term leaves must be made by a written letter to the Provost, and must be approved in writing. The written request must include the length of absence, the purpose of absence, and documentation verifying the purpose. Only students making satisfactory progress in their studies shall be granted leave. Students who do not contact the Provost for leave approval shall be dismissed after five school days of consecutive absences.

Library Policies

All library policies, services and resources can be found on the Colburn School website (www.colburnschool.edu) under "Library." Please use the website to search the library catalog, explore online resources, and post interlibrary loan and purchase requests. Library hours and borrowing rules are as follows:

Library hours:

Monday and Friday	9:00 am - 5:00 pm
Tuesday – Thursday	9:00 am - 7:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	Closed

Borrowing library materials: Academy students are entitled to check out up to 25 items (parts, scores, books) at any given time. Books and scores are checked out for three weeks and may be renewed once for an additional three weeks per renewal period. If another library user has put a hold on an item it may not be renewed. Items needed for course reserve are subject to immediate recall and overdue fees will be charged immediately. Audio-visual materials are for library use only and are not available for home check-out. A fee of \$.20 per day is charged for each overdue title. If items are overdue for more than 28 days, they are considered lost; replacement, billing, and processing fees shall be added to the overdue charges on the student's account. A student with library charges on his/her account shall be subject to the Holds on Student Accounts policy (above).

Following are the policies for library material check-out:

	<u>Loan period</u>	<u>Renewal period</u>
Circulating books and scores	3 weeks	3 weeks
Audio-visual	4 hours (in-house only)	no renewal allowed
Reserve	3 hours (in-house only)	no renewal allowed
Reference	In-library use only	

Meal Plans

Meal plans activate on residence hall open dates and end on the residence hall closure date, as listed on the Residential Life calendar. Any unused balances at the end of the academic year are non-refundable.

Practice Room Policy

Practice rooms at The Colburn School are shared by the Conservatory of Music, the Community School of Performing Arts (CSPA), and the Music Academy. In an effort to balance the needs of all students, the following policy is in effect. Any changes to this policy will be posted and students will be notified. Please be respectful of all practice room users, and direct any issues or concerns to the Music Academy Office staff.

- Usage of certain practice rooms is restricted.
 - **CSPA Exclusive – Available for use exclusively by CSPA students Monday-Friday 1:00-8:00pm and Saturday 8:00am-2:00pm.** Conservatory and Academy students are not allowed to practice in these rooms during CSPA priority hours.
 - **CSPA Priority – Available for use on a priority basis by CSPA students Monday-Friday 1:00-8:00pm and Saturday 8:00am-2:00pm.**

Conservatory and Academy students are not allowed to practice in these rooms during CSPA priority hours. During all other times, Conservatory and Music Academy students have priority. A reservation code from the computer sign-out system authorizes a CSPA student to ask a Conservatory or Music Academy student to leave a practice room *only during CSPA hours*. CSPA students who need a practice room during non-CSPA priority hours must first find an available room and then reserve it in the computerized system.

- **Piano Priority** – Any Conservatory or Music Academy student may use a Piano Priority room but must vacate if requested to do so by a Conservatory or Music Academy piano student.
 - **Specialty Rooms** – Certain practice rooms are designated for particular instruments only. These include rooms for harp, percussion and chamber music. Academy students may reserve chamber music rooms through the Production Office.
 - All other practice rooms in the Grand and Olive buildings are available for use by Conservatory and Music Academy students.
- Food and drink are prohibited in the practice rooms at all times.
 - Students are prohibited from covering practice room windows.
 - Do not place any items on top of pianos. This includes instrument cases, metronomes, and writing utensils. Students may be fined for violations of this policy.
 - CSPA students may reserve practice rooms for up to 60 minutes. Conservatory and Academy students do not have a time limit on practice room use. However, instruments and all personal belongings must be removed if a student will be leaving a practice room for more than 15 minutes.
 - Students must not sign out or give access to practice rooms to non-Colburn students. Guests must request practice room access through the CSPA Office.
 - Conservatory and Academy students access practice rooms by key card. CSPA students access practice rooms with a computerized reservation code.
 - Practice rooms are accessible during building hours.
 - Conservatory and Music Academy students may practice in their rooms in the Residence Hall during the hours designated in the Residential Life Guidebook, following all rules and procedures noted in the Guide.

Students who encounter any issues with practice room usage at The Colburn School are asked to complete a Practice Room Incident

Report form (available at the Security desks and in the Conservatory, Music Academy, and CSPA offices). Practice room users are expected to respect the rights of all Colburn students to practice. Repeated violations of this policy may result in disciplinary action.

Probation, Suspension, Dismissal

A student in the Colburn Music Academy may be placed on probation, suspended, dismissed, or given a lesser sanction for failing to meet the standards of the School. Decisions regarding probation, suspension and dismissal are based on the terms and policy stated herein.

Probation

- This is a temporary status, lasting usually one semester, but it may be extended for a second semester.
- The reason(s) for probation and the requirements to have it lifted are set according to the individual's situation.
- A student may be placed on probation due to unsatisfactory progress in his/her academic and/or applied studies, as determined by the faculty and the Provost.
- While on probation, the student's scholarship, if applicable, may also be suspended.
- Violation of any of the non-academic policies stated in this Student Catalog and Handbook may result in probation for disciplinary causes. Whether probation is imposed shall depend on the nature of the disciplinary violation, as determined during the disciplinary review process.
- Faculty shall be provided with the names of students on probation, as appropriate.
- The progress of all students on probation at the end of each semester shall be reviewed, after which it will be determined whether:
 - Probation is lifted; the student returns to normal status;
 - Probation is extended for a second semester;
 - The student is removed or suspended from the Academy Diploma program; or
 - The student is dismissed from the School.
- Students who are placed on probation more than one time, or who are on probation for more than one semester, risk dismissal from the School.

Suspension

- This is a temporary status. The length of a suspension is determined on a case-by-case basis depending on the circumstances leading to the suspension.
- In general, students may be suspended for conduct that:
 - is detrimental to the academic environment;
 - is detrimental to the well-being of the individual student;

- is detrimental to the well-being of other students, faculty or staff members;
 - or that causes damage to the School's physical facilities.
- Once the decision is made to suspend the student, the Provost shall inform the student of the terms to be fulfilled before the student is allowed re-entry.
- In order for suspension to be lifted, the student must demonstrate to the School that all of the terms of the suspension have been met.
- While on suspension, the student's scholarship, if applicable, is also suspended. The student shall not be permitted to participate in classes, rehearsals or performances, and will be asked to leave the residence hall.
- Prior to re-entry, the student is required to meet formally with the Provost to review the terms of reinstatement and determine whether they have been met.
- Once the student has met with the Provost and has been approved for reinstatement, s/he may return to campus.
- A student returning from suspension is automatically placed on probation for a length of time to be determined by the Provost, in consultation with the faculty.
- The Music Academy Office may require regular meetings with the student in order to provide support for successful progress.

Dismissal/Expulsion

- This is a permanent status: The student's enrollment is terminated, stipends and financial support cease, and all amounts owed to the School by the student come due.
- Dismissal from The Colburn School is a step not taken lightly, and is generally the result of either severe lack of progress in applied or academic areas, or of an egregious disciplinary violation.
- The decision to dismiss is made by the Provost in consultation with the faculty and other administration as needed in the specific circumstances.
- Re-entry after dismissal: Students who have been dismissed must re-apply and re-audition if they wish to return; re-admission is not guaranteed. Any exception to this requirement must be approved by the Provost. Students who are granted permission to return shall be placed on probation for a minimum period of one semester after re-entry, and must demonstrate satisfactory progress in order to continue in attendance. Other stipulations may be set by the Provost, in consultation with the faculty, on a case-by-case basis.

Publicity

By enrolling at The Colburn School, all students consent to be filmed, recorded digitally or by video tape or other technology, and/or photographed (collectively, "recorded"), by The Colburn School (the "School"). The student grants the School the non-exclusive right to use and license others to use the student's recorded performances, name and likeness in connection with such performances, as applicable, for promotional purposes as well as for broadcast, distribution, exhibition, in all media, and formats including, without limitation, electronic and digital media, television, the worldwide web and the Internet, throughout the world in perpetuity, and waives any right to inspect or approve performances as recorded.

Students are required to credit The Colburn Music Academy in their resumes, program bios, and in non-School programs as a condition of enrollment, using the following or appropriately similar wording:

"[Student name] is a student of [applied teacher's first and last name] at The Colburn Music Academy." Example: "Joseph Smith is a student of Robert Lipsett at The Colburn Music Academy."

Recital Policies

All students in the diploma program may perform a recital in their final year of study pending approval by the Provost. The diploma recital represents the culmination of a student's musical training at the Music Academy. Specific information detailing information and procedures required for arranging recitals can be found in the Music Academy Recital Handbook, available at the Academy and Production Offices. Students are responsible for all associated costs including, but not limited to, staffing (required for Thayer), marketing, accompanist fees and recording fees.

Halls book fast! In order to schedule a recital, contact the Facilities Scheduler M-F 8:30 am to 4:30 pm.

Recording/Photography of Lessons, Performances, etc.

Recording and/or photography of classes, lessons or performances may take place with the teacher's permission. Recordings and/or photographs of lessons, performances, etc. featuring other Music Academy students and/or faculty may not be posted online or in other public venues without permission from the Academy Office and appropriate faculty members.

Reporting Hotline

The Colburn School is committed to an environment where open, honest communications are the expectation, not the exception. The School offers multiple pathways for communication and encourages you to come to the Dean or Provost with any concerns. However we realize that there may be times when you don't feel comfortable reaching out directly and prefer to remain anonymous. Our reporting hotline, operated by an independent company, was established for this

type of circumstance. Any student can submit a report via phone or online.

Provider of Hotline Services: The Network
To contact by phone: 877-749-2895
To report online: colburnschool.ethicspoint.com

The information provided will be sent to us on a totally confidential and anonymous basis if the person making the report should so choose. Students making a report have our guarantee that their comments will be heard.

Right to Change Student Catalog and Handbook

The information in this Student Catalog and Handbook is up-to-date at the time of publication. The Colburn School reserves the right to make changes in its course offerings, program requirements, regulations, policies and procedures, and fees and expenses as educational and financial considerations require.

Room Usage Policy

The Colburn School has several large rooms/halls:

- Zipper Hall (seats 435)
- Thayer Hall (seats 189)
- Mayman Hall (seats 75)
- Olive Rehearsal Hall
- Grand Rehearsal Hall
- Olive and Grand Classrooms

These spaces are shared with all members of the Colburn community. It is recognized that there may be times when students may need the use of these spaces in preparation for performances that will occur in the near future (including juries) or for making recordings. The above-listed spaces are not to be used as practice rooms. Students must obtain permission before using any of the spaces listed above.

Use of all halls and classrooms is coordinated by the Production Office, located across from the Zipper Hall stage entrance. The Facilities Scheduler is responsible for confirming space reservations.

• Zipper Hall

- This is a performance space. It is not a practice space. It is the School's responsibility to protect and maintain this space as our public performance space.
- Teachers may use Zipper Hall for teaching. Teachers are required to confirm with the Facilities Scheduler that the hall is available. A Production Assistant will make any adjustments to the stage set-up; faculty and students may not

move pianos, nor may they change the stage set-up that is in place when they enter.

• **Thayer Hall**

- Thayer Hall is the preferred recital and recording space for the School. Students must use the room request form, and must have the applied teacher's signature on the form to show approval before the hall will be reserved for them.
- Use of Thayer Hall must be reserved ahead of time by the student. Same-day usage by students is not permitted unless the teacher is present the entire time. The Production Assistant shall make any adjustments to the stage set-up; faculty and students may not move pianos, nor may they change the stage set-up that is in place when they enter.

• **Mayman Hall**

- This room is a performance space, and may also be used for recordings. The School must maintain it as such, especially considering use of the pianos in the hall. For example, if the piano is tuned for an evening performance, it must not be played or moved prior to that performance.
- Students are permitted to request use of Mayman Hall, even on the same day.
- Use of Mayman Hall is requested through the Facilities Scheduler. If the Facilities Scheduler states that the piano is not to be used or moved, students must abide by that statement.
- The Facilities Scheduler may tell a student that he/she cannot use the room, regardless of whether the room appears to be used or unused at that moment. The decision of the Facilities Scheduler is final.

• **Rehearsal halls and classrooms**

- Rehearsal halls and classrooms must be reserved ahead of time with the Facilities Scheduler.

Abuses of policy: The following is a partial list of behaviors that are considered an abuse of this policy:

- Booking a room and not using it. Performance spaces require Production staff. If a staff member is scheduled to work and the student does not show up to use the room and does not cancel the reservation, the student shall be billed for the cost of the staff member's time.

- Booking a room and using it for only part of the time. If a student books a room, uses it and leaves early, the student should notify the Production staff that he/she is done. If the student books a room and fails to show within 30 minutes of the reservation start time, he/she shall be charged as noted above.
- Using a room without prior reservation.
- Moving an existing stage set-up without the permission of a member of the Production Office staff.
- Using a piano without permission. Pianos may be tuned in the morning for an evening event, or in the evening for an event the following day. Unauthorized use may require that the piano be tuned again prior to the event. In such cases, the student shall be billed the cost of the additional tuning.
- Damaging a hall or any instrument(s) or equipment in it. Students shall be charged the cost of repairs, and may be disciplined depending on the nature and extent of the damage.

Safety

- If you feel that you are being followed, cross the street or get to a brightly lit area and remain alert.
- Avoid walking near dark doorways, abandoned buildings, or other locations where someone could be hiding.
- Avoid shortcuts and stay in well-lit areas.
- If a vehicle stops and the occupant asks for directions, remain on the sidewalk and do not approach the car. To get away from the vehicle, walk in the opposite direction of the car.
- If someone is loitering in front of or inside your residence or if someone may have followed you home, notify the security officers in the lobby of the building. Officers are posted 24 hours in both the Olive Building and Security Command Center.
- Before entering an elevator, check to see who is inside. If your suspicions are aroused, wait for the next elevator. If a suspicious person enters the elevator, stand near the control panel, and if you are attacked, press as many buttons as possible and exit as soon as you can.
- Do not use the stairs unless an emergency has been declared and the building is being evacuated.
- LiveSafe App
 - You may download the [LiveSafe app](#) and create an account with your email address or phone number. The LiveSafe app also offers a way to reach Colburn security with COVID-related questions or concerns, contains additional COVID resources from the CDC, and provides a SafeWalk

function that allows anyone with the app to share their location with a friend or parent who can track their route in real time.

- Panic buttons are located in the Olive Building practice rooms. Pressing a panic button notifies Security of the need for assistance and the location of the button pressed. Misuse of panic buttons may result in fines or disciplinary action.

Security

The Colburn School is not responsible for loss or damage to personal property. Students are advised not to leave items unattended; this includes musical instruments.

Security Command Center: 213-621-4500
200 Grand Reception Desk: 213-621-4504
201 Olive Reception Desk: 213-621-4503

Student Grievance Procedure

A grievance is a complaint that a student makes arising out of a decision or action taken by a faculty or staff member in the course of his or her official duty which, in the student's opinion, a) is in violation of written campus policies or procedures; or b) constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

The School strongly believes that grievances should be resolved promptly in order to keep communication open and to avoid resentment and ill feelings within the School community. The School states here that there will be no retaliation against a student for presenting a grievance, and that all parties shall proceed toward resolution of the grievance in a spirit of mutual cooperation. All decisions are final and not subject to an appeal process. Grievances may be made in writing or in person to Music Academy Office.

Student Responsibilities

Students enrolled in The Colburn School accept the following responsibilities as part of the contract of their enrollment:

- Students are responsible for conducting themselves in accordance with accepted standards of professionalism, honesty, and propriety, with proper regard for the rights of others, and for knowing and abiding by the standards and policies in this Handbook. Violations of the standards and policies of The Colburn School may result in sanctions that may include, but are not limited to, a warning, fine, probation, suspension, or dismissal.
- Students agree to follow all policies and protocols put in place in response to the Coronavirus to ensure the health and safety of the community. These policies and protocols will evolve as conditions evolve; updates will be communicated to students by email and the latest

information can be found at colburnschool.edu/returntocampus. Students who disregard policies and protocols will be subject to immediate disciplinary measures.

- The Colburn School abides by all state and federal laws regarding the use, manufacture, and/or sale of alcohol and drugs. Students are expected to comply with all such laws, and with School policy. Violations shall be dealt with according to the policies and procedures described in this Handbook.
- Students are expected to attend all scheduled classes, rehearsals, and examination periods on time. (See Attendance Policy above.)
- Students are encouraged to exhibit good taste and discretion in their attire. Appearance should be appropriate and should contribute to the academic and professional atmosphere of the school. In addition, students must observe the dress code found above in this Student Catalog and Handbook.
- In addition to the rights and responsibilities stated here, students at the Colburn School have all the rights assigned by the State of California and the United States as they may apply, and have the responsibility to abide by all laws of the State of California and of the United States.

Student Rights

Students enrolled in The Colburn Music Academy have the following rights as part of the contract of their enrollment:

- Students have the right to equal treatment, without regard for race, color, nationality, gender, sexual orientation, gender expression, ethnic origin or religious belief.
- Students have the right to an environment free from discrimination, harassment, and bullying.
- Students have the right to expect academic and musical evaluation free from prejudice or capriciousness.
- Students have the right to file grievances when they feel circumstances require such action.
- Students have the right to free inquiry, expression, and association.
- Students have the right to a secure environment in their persons, living quarters, papers, and effects. The Colburn School reserves the right to withdraw the privilege of enrollment from any student whose conduct is detrimental to the academic environment or to the well-being of other students, faculty or staff members, or physical facilities.
- Students have the rights provided in the Family Education Rights and Privacy Act of 1974 (FERPA); these include rights against improper disclosure of information, and freedom of access to their personal records.

Textbooks

The purchase of textbooks (and music) for classes and lessons is the sole responsibility of the student. Textbook requirements are noted by faculty in the course syllabi. Students are expected to have the correct books in time for the first class meeting, or as soon as possible after the instructor notifies the class about required materials.

Touching Policy

Participation in the performing arts may involve physical contact by instructors in the course of teaching, for the purpose of illustrating what is being taught. The Colburn School is aware of the difference between appropriate and inappropriate behavior, and follows state guidelines regarding training to recognize sexual harassment.

Weekly Log

All students are required keep a weekly record of their individual lessons, chamber coachings, and practice hours. An online form will be sent by the Music Academy Office and should be completed by the student each week.

Withdrawal from School

A student who wishes to withdraw from the School for any reason should consult with the Provost prior to filing his/her notice of withdrawal in writing. Written notice must be given in order to register the withdrawal as official. Courses left incomplete following withdrawal shall be appear on the student's transcript with a grade of W. Tuition and fees will not be refunded in cases of withdrawal.

LEGAL NOTICES

Accreditation

The Colburn Music Academy is a private institution accredited by the National Association of Schools of Music.

Address, Location, Facilities and Equipment

The Colburn Academy is located on the grounds of The Colburn School, at the following address:

200 South Grand Avenue
Los Angeles CA 90012
Main phone: 213-621-4795
www.colburnschool.edu/musicacademy

The School is located in downtown Los Angeles, California. The campus consists of two buildings, referred to as the “Grand Building” and the “Olive Building”. The School sits on the north end of California Plaza. Its closest neighbors are the Museum of Contemporary Art (MOCA) to the south and Walt Disney Concert Hall to the west.

The Colburn School's facilities include a 400-seat concert hall, a 200-seat concert hall, a 75-seat recital hall, two rehearsal halls, two dance studios, eight classrooms, offices for faculty and staff, teaching studios, a keyboard lab, and over 40 practice rooms. The Olive Building contains residential housing for Conservatory and Academy students. Additional teaching space for the Trudl Zipper Dance Institute is located at the Japanese American Cultural and Community Center in Little Tokyo. Of special note is the Jascha Heifetz Studio, which has been reconstructed, restored, and relocated in the Grand Building. The Studio is used for violin lessons and master classes, as befits its history.

Board of Directors and Senior Administration

A list of the Colburn School's current administration and Board of Directors is available on the School's website (www.colburnschool.edu).

Non-Discrimination Notice

The Colburn School does not discriminate on the basis of race, color, nationality, gender, sexual orientation, gender expression, ethnic origin or religious belief in its admission, retention, student aid, scholarship, or other educational policies.

Notice of Non-Bankruptcy

Per state law, the Colburn School hereby reports that the institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under

Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Sexual Assault Policy

Under Section 94385 of the State's Education Code, The Colburn School must have a written procedure to ensure that students, faculty, and staff who are victims of sexual assault on campus or during a school-related function shall receive treatment and information. The victim of a sexual assault is not required to disclose his or her name unless he or she wishes, provided the victim is over age 18. As a result, the following activities may need to be adjusted to reflect the victim's wishes. Per Education Code Section 94385, for purposes of this policy "sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

- Sexual assault is not tolerated at The Colburn School.
- The Los Angeles Commission on Assaults Against Women (LACAAW) is the nearest rape crisis center for men and women. The Center provides a 24-hour hotline (213-626-3393) for the reporting of sexual assault. Victims of assault may find medical aid at California Hospital, located at Grand Avenue and Venice Blvd., just minutes from the Colburn School. California Hospital has a Sexual Assault Response Team (SART) staffed by trained nurse examiners. The LACAAW, at the victim's request, will provide a counselor to accompany the victim to the hospital, 24 hours a day.
- Reporting sexual assault to the police ensures professional assistance for the victim, and strengthens the case for prosecution. It is recommended that the police be contacted immediately by calling 911. Assault on any individual under the age of 18 must be reported to the police. An individual over the age of 18 may request confidentiality. However, the hospital is required to report all sexual assaults. Note that the Colburn School encourages report of the assault, for the sake of the victim and to prevent further assaults of other victims.
- Inform the Provost or other administrators of the assault as soon as possible.
- If the assailant is a member of the campus community and is convicted of the assault, he or she shall be subject to disciplinary action within the School.
- The Provost or other administrator shall refer the victim to follow-up counseling through one of several counseling services that are available in the community.
- The Provost or other administrator shall be responsible for on-going case management, including keeping the victim informed of any in-house disciplinary proceedings, and shall be available to assist the victim with any academic difficulties that may arise because of the victimization and its impact. Additionally, the staff at The Colburn School shall work with

LACAAW and/or other help groups to ensure that the victim receives any and all available assistance.

- Students and staff shall refer any inquiries from the press to the Vice President of Communications, who shall protect the confidentiality of the victim and the accused (until the criminal system has determined guilt or innocence).

A victim of sexual assault shall be reminded by the Provost or other administrator of all the options and services listed above.

Sexual Harassment and Other Unlawful Harassment Policy

The Colburn School is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The Colburn School will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, ancestry, age, religion, disability, perceived disability, sexual orientation, gender expression, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment or academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances, propositions or sexual innuendo.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic progress; (2) submission or rejection of the conduct is used as a basis for making employment or academic decisions; or (3) the conduct has the purpose or effect of interfering with work or academic

performance, or creating an intimidating, hostile, or offensive environment.

Anyone experiencing or witnessing sexual or other unlawful harassment must report it immediately to the Provost. If the Provost is unavailable or if it is believed that it would be inappropriate to discuss the situation or harassment with the Provost, the Associate Provost, or another member of the School administration should be contacted immediately. There shall be no punishment or reprisal for reporting sexual harassment, or asking questions or raising concerns about it.

All allegations of sexual harassment shall be quickly and discreetly investigated. To the extent possible, the identities of those involved shall be protected against unnecessary disclosure. When the investigation is completed, the person reporting the situation shall be informed of the outcome of the investigation.

Any student, faculty, or administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the President, Provost, or any member of the administration so the allegation can be investigated in a timely and confidential manner. Any person who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including dismissal from the School or termination of employment.

NOTE: This policy is not intended to be a substitute for legal advice or to provide legal guidance of any kind.

Stalking Policy

Purpose: The Colburn School is determined to provide a campus environment free of violence and discrimination for all members of the campus community. For this reason, the School does not tolerate stalking, and will pursue the perpetrators of such acts to the fullest extent possible. The Colburn School also is committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students of The Colburn School.

Stalking is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts, and/or letters, and can sometimes escalate to violence.

Stalking is a crime in California and is subject to criminal prosecution. Students perpetrating such acts of violence shall be subject to disciplinary action. This can include expulsion from The Colburn School and/or criminal prosecution simultaneously.

Policy jurisdiction: This policy applies equally to all students at The Colburn School.

Definition of stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. "Course of conduct" is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

Stalking behaviors: Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on websites.
 - Sending unwanted/unsolicited email or talk requests.
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards.
 - Installing spyware on a victim's computer.
 - Using Global Positioning Systems (GPS) to monitor a victim.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring or "peeping."
- Trespassing.
- Vandalism.
- Non-consensual touching.
- Direct verbal or physical threats.
- Gathering information about an individual from friends, family, and/or co-workers.
- Threats to harm self or others.
- Defamation—lying to others about the victim.

Reporting stalking: The Colburn School encourages reporting of all incidents of stalking to law enforcement authorities, and respects that whether or not to report to the police is a decision that the victim needs to make. Advocates in the Office of Residential Life, the Academy Office, and the Security Office are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking

choosing to pursue the reporting process have the right to assistance or consultation of an advocate. The Colburn School offers services to victims even if they choose not to report the incidents. The Offices of Residential Life and Security provide services, advocates, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims also may seek restriction of access to the School by non-students or non-employees in certain circumstances.

Anyone experiencing or witnessing stalking behavior must report it immediately to a staff member of the Academy, Conservatory, or Residential Life Offices, or other School administrative official. There shall be no punishment or reprisal for reporting stalking behavior or suspected stalking behavior, or asking questions or raising concerns about it. All allegations of stalking behavior shall be quickly investigated.

Any student, faculty, or administrator who becomes aware of possible stalking behavior must immediately advise the President, Provost, Director of Residential Life, or any member of the administration so the allegation can be investigated in a timely and confidential manner. Any person who engages in stalking behavior shall be subject to disciplinary action, up to and including dismissal from the School or termination of employment.

In certain instances, The Colburn School may need to report an incident or allegation to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with School Security since reporting may compromise the safety of the victim.

Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

Safety for Victims of Stalking: The Colburn School is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining help in one or more of the following areas:

- No-contact order.
- Services of a student victim advocate.
- Witness impact statement.
- Change in an academic schedule.
- Provision of alternative housing opportunities.
- The imposition of an interim suspension on the accused.

- The provision of resources for medical and/or psychological support.

For assistance obtaining these safety accommodations, please contact the Director of Residential Life, Assistant Director of Residential Life, or Director of Security.

If safety is an immediate concern, encourage the victim to contact law enforcement or School Security for assistance.

Stalking Victim's Rights: Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments.
- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Changes in academic and/or living situations, if possible.
- All support services regardless of the choice to file a school or criminal complaint.
- Submission of a written account of the incident and a victim-impact statement.
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings.
- Having one's identity protected to the extent possible in the individual circumstances.

Victims can request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. When possible, requests will be accommodated.

Rights of the accused: Students accused of stalking behaviors have rights on this campus. These rights include:

- The right to know the nature and source of the evidence used in the hearing process.
- The right to present witnesses and material evidence relevant to the case.
- The right to an advocate or attorney to aid in the preparation and presentation of the case.
- Access to all usual services provided through the School, including access to the School's Clinical Consultant if requested.
- Residence hall relocation.
- Consultation with a campus official regarding academic support services and referrals to community resources, when appropriate.
- The right to appeal a disciplinary decision, as noted in the Student Grievance policy above.

Disciplinary process: Disciplinary sanctions for violations of this Stalking Policy shall be imposed in accordance with School policies as defined in this Handbook. Sanctions may include probation, suspension, or dismissal, as determined on a case-by-case basis.

Accused parties should refer to this Student Catalog and Handbook for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities, and appeals process.

The Colburn School takes seriously its responsibility to individual students, to the student body as a whole, and to the Colburn community. The School reserves its right to act in such a way as to protect the integrity of the educational endeavor. Actions on the part of the School may include, but are not limited to, the temporary suspension of parties involved, the relocation of said parties, or the involvement of civil authorities in order to protect the interests of the community and the institution.

Statutory Rape Policy

This policy addresses the legal limits of sexual relations. The student body of The Colburn School includes “minors” (defined as persons under the age of 18) and “adults” (defined as persons at least 18 years of age). In addition, the School may house minor residents in the same facility as adult students. All members of the Colburn community must be aware of state law regarding sexual relations with minors (California Penal Code – Section 261.5). While the School does not intend to dictate an individual’s right to have a relationship with another individual, the School must abide by State law and follow legal protocol in cases where the law is violated.

Unlawful sexual intercourse is an act of sexual intercourse accomplished with a minor who is not the spouse of the perpetrator/actor. (In other words, you may have sexual intercourse with someone under the age of 18 if that person is your legal spouse. Otherwise such sexual intercourse is illegal, even if it is consensual.)

Anyone who engages in an act of unlawful sexual intercourse with a person under age 18, and the actor is not more than three years older or three years younger, is guilty of a misdemeanor.

Anyone who engages in an act of unlawful sexual intercourse with a person under age 18 who is more than three years younger than the actor is guilty of either a misdemeanor or a felony. A felony is a grave crime with serious consequences such as extended jail time.

Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony.

The potential criminal penalties for violating this law include, but are not limited to:

- Up to one year in county jail.
- Up to one year in county jail or imprisonment in state prison (period unspecified).
- Up to one year in a county jail or imprisonment in state prison for two, three, or four years.

The potential civil penalties for violating this law include fines of up to \$25,000.

The Colburn School is required by law to report instances of sexual misconduct to the Los Angeles Police Department (LAPD) and its Department of Child Protective Services (DCPS). Once this report is made, the DCPS begins a criminal investigation. While this investigation is under way, the School shall take whatever steps it deems necessary to protect the institution and the individuals involved.

APPENDIX A

Acceptable Use of Information Resources Policy

Policy Statement: All individuals granted access to the Colburn School's Information Resources must follow the acceptable use rules set forth in the Acceptable Use of Information Resources Policy Agreement Form section below. This policy is established to achieve the following:

- To establish prudent and acceptable practices regarding the use and safeguarding of Information Resources;
- To educate individuals who may use Information Resources with respect to their responsibilities associated with such use;
- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of Information Resources.

Rationale: The Colburn School strives to maintain access for its faculty, staff, and students (the "users") to local, national and international sources of information, and to provide an atmosphere that encourages sharing of knowledge, creative processes and collaborative efforts within the Colburn School's educational, research and service missions. Access to these electronic information systems is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly, responsibly, and prudently. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, and take care in acting responsibly to safeguard the security and confidentiality of electronic resources, information, and similar assets.

The Colburn School relies on networked computers and the data contained within those systems to achieve its missions. This Acceptable Use Policy is to protect these resources in accordance with state and federal laws and regulations, and in accordance with the Colburn School's Human Resources and Information Technology policies and procedures. Formal acknowledgment of the Acceptable Use Policy by all individuals accessing the Colburn School's Information Resources serves as a compliance and enforcement tool.

Scope: This policy applies to all users of Information Resources at the Colburn School including employees, contractors, consultants, faculty, students, alumni, volunteers, guests, external individuals or organizations and individuals accessing external network services such as the Internet via the Colburn School's facilities.

Responsibilities:

Information Technology creates and maintains an acceptable use policy and acknowledgement form for the acceptable use of information resources.

Users must:

- Read, acknowledge, and abide by the acceptable use policy.
- Exercise good judgment regarding the reasonableness of personal use in accordance with all policies associated with the Acceptable Use of Information Resources.
- Limit incidental personal use of Information Resources to activities that do not result in direct cost to the Colburn School or expose the Colburn School to unnecessary risks.

Privacy & Security: There is no inherent expectation of privacy for information stored on the Colburn School's information resources, except as provided by federal and state law and other school policies. Every effort will be made to maintain individual privacy, but the Colburn School will not be liable for the failure of these privacy efforts. While the School does not routinely monitor individual usage of its information resources, the normal operation and maintenance of the School's information resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and network ports for anomalies and vulnerabilities, and other such activities that are necessary for the rendition of services.

The Colburn School provides information technology (IT) and networks with the intent of making information available in an academic setting. Users should understand that this openness brings with it some inherent risks based on the nature of the Internet and other threat sources. Where sensitive information is processed in an official capacity, the IT policies of the Colburn School are intended to provide reasonable and appropriate protections to ensure the confidentiality and integrity of such data while making that information available to authorized persons.

Compliance: Failure to comply with the appropriate use of information resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to disciplinary action.

The Colburn School reserves the right to place restrictions on the use of its electronic resources in response to complaints that present evidence of violations of Colburn School policies, rules, regulations or codes, or local, state or federal laws and regulations. Actions that violate these policies can result in immediate disabling, suspension, and/or revocation of the account owner's privileges pending review for further action. Such unauthorized or illegitimate use of electronic

resources including computer accounts, resources or facilities may subject the violators to appropriate disciplinary, criminal and/or legal action by the Colburn School and/or the State. If evidence is established, the Colburn School authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific actions.

Contacts: Individuals who have concerns about the conduct of a member of the Colburn School community or the propriety of a given situation or activity should notify their department chair, dean, director, or an administrator. If action is deemed warranted by this official, the matter shall be referred to the appropriate Colburn School administrator who shall consult with the Colburn School's Human Resources Director and/or General Counsel. The responsible official shall then respond to Colburn School community members who express concerns about such activities or incidents.

Glossary:

<p>Information Resources</p>	<p>Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network attached and computer controlled equipment (i.e., embedded technology), telecommunication resources, network environments, telephones, fax machines, printers. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.</p>
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Governing Regulations & Standards:

International Organization for Standardization (ISO) 27002:2005
 Clause 7.1.3. Asset Management, Acceptable Use of assets.

Acceptable Use of Information Resources Agreement Form

<p>General</p>	<ul style="list-style-type: none"> • Information Resources are provided for the express purpose of conducting the business of the Colburn School. • The Colburn School Information Resources must not be used to: engage in acts against the mission and purposes of the Colburn School, intimidate or harass, degrade performance, deprive access to information resources, obtain extra resources beyond those allocated, or circumvent the Colburn School's security measures. • Information Resources must not be used to conduct a personal business or used for the exclusive benefit of individuals or organizations that are not part of the Colburn School system. • Pornographic materials must not be intentionally accessed, created, stored or transmitted. • Employees, contractors, and consultants, must not give the impression that they are representing, giving opinions, or making statements on behalf of the Colburn School unless authorized (explicitly or implicitly) to do so in Email or postings to news groups, chat rooms or listservs. They should use a disclaimer stating that the opinions expressed are their own and not necessarily those of the Colburn School, unless the posting is related to normal business responsibilities or unless it is clear from the context that the author is not representing the Colburn School. An example of a simple disclaimer is: "The opinions expressed are my own, and not necessarily those of my employer or school." • Users must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on school-owned computers or use software not approved for use on system computers (approval from the Information Technology Services management).
<p>Data Protection</p>	<ul style="list-style-type: none"> • Data will be accessed on a need to know basis. Users of Information Resources must not attempt to access data or programs contained on systems for which they do not have authorization or explicit consent. • All Colburn School data (electronic files) will be saved on network servers to ensure backup of the data. • All records (electronic or paper) will be maintained in accordance with the Colburn School records retention policies and records management guidelines.
<p>Virus Protection</p>	<ul style="list-style-type: none"> • All computers connecting to the Colburn School network must run current virus protection software. This software must not be disabled or bypassed with the exception of installation of software, or other special circumstance or procedure that requires the temporary disabling of virus protection

	<p>software. Computers found to be infected with a virus or other malicious code will be disconnected from the Colburn School network until deemed safe by the Information Technology Services department.</p>
Email	<ul style="list-style-type: none"> • The following email activities are prohibited by policy: <ul style="list-style-type: none"> - Using email for purposes of political lobbying or campaigning. - Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account. - Reading another User's email unless authorized to do so by the owner of the email account, or as authorized by policy for investigation, or as necessary to maintain services. - Use of email software that poses high security risks to the Colburn School Information Resources. - Sending or forwarding chain letters. - Sending unsolicited messages to large groups except as required to conduct the Colburn School's business. - Sending excessively large messages or attachments unless in performance of official Colburn School business. - Sending or forwarding email that is likely to contain computer viruses, worms, or malware.
Confidential or Protected Information	<ul style="list-style-type: none"> • Confidential or sensitive information must be stored on the centrally managed servers and not on a desktop local hard drive. In cases when confidential or sensitive information must reside on a local hard drive, such information is required to be encrypted. • Confidential or sensitive information is required to be encrypted on all portable devices. • All confidential or sensitive information (e.g., social security numbers, protected health information, etc) transmitted over external networks or saved on system servers must be encrypted. This information must not be sent or forwarded through non-Colburn School System email accounts (like Hotmail, Yahoo, AOL, or email provided by other Internet Service Providers), and must not be knowingly transmitted via wireless to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized.
Incidental Use of Information Resources	<ul style="list-style-type: none"> • Incidental personal use is permitted by the Information Resources Use and Security Policy but is restricted to the Colburn School's system users; (it does not extend to family members or other acquaintances). It must not interfere with normal performance of the user's duties, must not result in

	<p>direct costs to the Colburn School, and must not expose the Colburn School to unnecessary risks. Storage of any non-work related email messages; voice messages, files and documents within the Colburn School System email system must be nominal (less than 5% of a User's allocated mailbox space).</p> <ul style="list-style-type: none"> • All messages, files and documents stored on the Colburn School system Information Resources – including personal messages, files and documents – are owned in accordance with the Colburn School's Rules and Regulations. • Any files, messages or documents residing on the Colburn School system computers may be subject to public information requests and may be accessed in accordance with this policy. • A Colburn School email account should not be used for personal email correspondence that is confidential in nature.
Internet Use	<ul style="list-style-type: none"> • Software for browsing the Internet is provided to authorized Users for business and research purposes. • Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all User activity may be subject to logging and review. • Personal commercial advertising must not be posted on the Colburn School web site.
Portable and Remote Computing	<ul style="list-style-type: none"> • All computers and portable-computing devices using the Colburn School Information Resources must be password protected using the "strong" password standard. • Users accessing the Colburn School network from a remote computer must adhere to all policies that apply to use from within the Colburn School facilities, must conform to the Information Technology minimum standards for portable computing, and are subject to the same rules and security related requirements that apply to the Colburn School-owned computers. • Unattended portable computing devices must be physically secure. • If it is determined that required security related software is not installed on a remote computer or that a remote computer has a virus, is party to a cyber attack, or in some way endangers the security of the Colburn School System network, the account and/or network connection will be disabled. Access will be re-established once the computer or device is determined to be safe by the Information Technology Services department. • If critical Colburn School data is stored on portable computing devices it must be backed up to a network server for recovery in the event of a disaster or loss of information.

	<ul style="list-style-type: none"> Special care should be taken to protect information stored on laptops and PDA devices, and in protecting such devices from theft.
Passwords	<ul style="list-style-type: none"> Users are required to create network and email passwords using the "strong" password standard (at least 8 characters long, containing three or four of the following types of characters: uppercase letters, lowercase letters, numbers, and special characters such as ~!@#\$). Users will be required to change passwords periodically. Colburn School system account(s), passwords, Personal Identification Numbers (PIN), Digital Certificates, Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes must not be shared (including with family members). Each User is responsible for all activities conducted using his or her account(s). Users must not circumvent password entry through use of auto logon, application "remember password" features, embedded scripts or hard-coded passwords in client software. Exceptions may be made for specific applications (like automated backup) with the approval of the Information Security Manager (ISM). Any exception situation must include a procedure to change the passwords and must adhere to security policies for password construction.
Harassment, Threats, Stalking, and Similar Activities	<ul style="list-style-type: none"> Users may not use electronic communications to harass, stalk, or threaten others, or in similar ways create an atmosphere, which unreasonably interferes with the education or employment experience. Generally, communication that contains abusive, offensive or intimidating language and is repeated, unsolicited, unwanted or unwelcome may constitute harassment.
Abuse, Damage, or Destruction of Electronic Resources	<ul style="list-style-type: none"> Users must take care not to engage in activities that, without proper authorization: <ul style="list-style-type: none"> Overload the computing systems and networks, such as excessive use of processor time, data storage, or bandwidth, or activities, which otherwise impair or negatively impact performance and availability. Interfere with, disable, damage, obstruct, or in similar manner impede the normal function and accessibility of computer or communication systems, or computer data, files, and other information. Attempt the unauthorized connection, removal, or modification of computer or communication devices.
Security	<ul style="list-style-type: none"> Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems should not

	<p>be downloaded and/or used by users. For example, password cracking programs, packet sniffers, or port scanners on Colburn School's Information Resources shall not be used. Only the Information Security Manager (ISM) and authorized IT staff may utilize security programs and utilities for security audits and vulnerability testing.</p> <ul style="list-style-type: none">• Users must report any identified weaknesses in the Colburn School's computer/information security and any incidents of possible misuse or violation of this agreement to an immediate supervisor, department head, school administrator, or Information Technology/Security management.
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APPENDIX B
Schedule of Student Charges 2022-23

This Schedule of Student Charges shows the approximate total that must be paid to the School during the 2022-23 year of enrollment. All charges are per academic school year (9 months). *Tuition and fees are subject to change.*

Fee Name	Amount	Notes
Tuition (per academic year)	\$16,500	For all students.
Additional fees: Application fee New student enrollment fee	\$80 \$275	Payable at time of application. Enrollment fee required for all new students.
<i>Charges below apply only to Colburn residential students (per academic year):</i>		
Housing:	\$9,500	There will be a bunked bed placed in each room. Students should expect to have a roommate.
Board:	\$4,500	All students housed on campus are required to enroll in the meal plan. <i>See the Res Life Info sheet for details.</i>
Program-required expenses: Activities Fee Health Insurance	\$650 \$2,430	Required for all residential students. School policy requires all students living on campus to have acceptable proof of U.S.-based health insurance. International students are required to purchase the School's insurance, as well as those domestic students who are unable to provide acceptable proof of coverage. The cost is tentative, pending approval of fees by the state of California.

Important Dates

Fall Semester fees due:
Spring Semester fees due:

August 15, 2022
December 15, 2022

APPENDIX C

Academic Calendar 2022-23

All dates are subject to change due to COVID-19.

Fall

Sunday, August 15	Fall semester fees due
Monday, August 22	Move-in day (residential students)
Tuesday, August 23	Orientation
Thursday, August 25	Fall classes begin
Monday, September 5	Labor Day (no classes)
October 6-9	Fall break (no classes)
November 23-27	Thanksgiving break (no classes)
December 8-9	Juries for seniors
Sunday, December 18	Last day of fall semester
Monday, December 19	Move-out (residential students)

Spring

Thursday, January 5	Spring semester fees due
Sunday, January 8	Move-in (residential students)
Monday, January 9	Spring classes begin
Monday, January 16	Martin Luther King Day (no classes)
March 6-12	Spring break (no classes)
April 25-27	Juries for non-seniors
Saturday, April 29	Senior Concert: Part One
Sunday, April 30	Senior Concert: Part Two and Graduation
Sunday, April 30	Last day of spring semester
Monday, May 1	Move-out (residential students)