



**california  
college of  
music**

**ANNUAL DISCLOSURE  
REPORT**

**ACADEMIC YEAR 2023-2024**

LAST REVISED: 01 OCTOBER 2023

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# Introduction:

The Higher Education Act (HEA) of 1965, as amended, requires institutions participating in the Title IV financial aid programs to disclose specific information to all current and prospective students and employees. This document serves as a centralized location for access to California College of Music consumer information and is intended to assist students, their families, and interested third parties in obtaining information about the Institute's educational programs, costs, and outcomes.

This document will briefly describe various disclosure information such as:

- Basic financial aid information
- General information about the school
- Availability of employees for information dissemination
- The school's retention rate
- Drug and alcohol abuse prevention information
- The school's completion or graduation rate and, if applicable, its transfer-out rate
- The placement of, and types of employment obtained by, graduates of the school's degree or certificate programs [668.41\(d\)\(5\)](#)
- CLERY (Campus Security) Act
- Family Educational Rights and Privacy Act (FERPA)
- Annual Fire Safety Report

This information is updated and published annually by October 1st of every academic year, and distributed to students and staff via email upon completion of updated materials.

This report, along with additional documents describing each aspect of student consumer information, may also be found on the institution's website at:  
[www.ccmla.edu/STUDENT-CONSUMER-INFORMATION](http://www.ccmla.edu/STUDENT-CONSUMER-INFORMATION)

If you need assistance or paper copies, please contact the Administration Office at [admin@ccmla.edu](mailto:admin@ccmla.edu). Please indicate the subject to be Consumer Information Request. Administrative staff will contact the appropriate resource to gather the requested information and will respond in a timely manner.

# Institutional and Financial Assistance Information for Students

The mission of the Office of Administration is to foster the educational goals of California College of Music students by focusing on financial strategies that help promote access, affordability, and persistence toward completing their degree program as well as succeeding beyond our campus. Through our commitment to a high level of service and support at CCM, the Office of Administration provides financial assistance, resources, and information to all current and prospective students.

Financial Aid, as referred to in higher education, is a wide array of funding sources and types that are awarded to students for the purpose of assisting with costs associated with attending college. Sources of financial aid include, but are not limited to, private, institutional, state and federal.

For additional Financial Assistance Information, please consult with the Office of Administration and review the information available at [www.ccmla.edu/FINANCIAL-AID-HANDBOOK](http://www.ccmla.edu/FINANCIAL-AID-HANDBOOK)

The following information is published and made readily available to current and prospective students at a school:

- The description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll at the school.
- Need-based and non-need-based federal financial aid that is available to students (the school may describe its own financial assistance programs by listing them in general categories);
- The terms and conditions under which students receive Federal Direct Loans and Perkins Loans;
- The procedures and forms by which students apply for assistance;
- The criteria for selecting recipients from the group of eligible applicants;
- The criteria for determining the amount of a student's award;

# Financial Assistance Information

## Federal Financial Aid

California College of Music (CCM) participates in Federal Financial Aid programs, as listed below, and are available to those who qualify. The Financial Aid Officer can meet one-on-one with students and their families to examine each individual situation, and the best funding solution to meet their educational goals. Regardless of source, the College encourages students to make every effort to minimize their reliance on student loans, as those loans will ultimately require repayment. CCM also offers other institutional financial support such as:

- Talent-Based Scholarship
- Economic Tuition Reduction
- Zero Interest Monthly Payment Plans

For questions and assistance regarding federal financial aid or any institutional financial support programs, students may contact:

**Admin@ccmla.edu**

**626.577.1751**

**Administrative Office Hours:**

**Monday-Friday 9:00am - 5:00pm**

**Note:** Financial aid is not intended to replace the financial responsibility of the student; rather, it is intended to assist with costs associated with attending college.

## Approved Programs Eligible for Title IV

At this time, the only program CCM offers that is approved to award Title IV federal financial aid is the Certificate in Songwriting & Music Production program.

## Available Financial Assistance Programs

**CCM is eligible to participate in the following listed Title IV, HEA programs:**

1. Federal Direct Student Loan Program (Subsidized, Unsubsidized, Parent PLUS)
2. Federal Pell Grant Program

Additionally, CCM offers students the opportunity to apply for a talent-based scholarship that is applied as a tuition reduction to qualified students, as well as a monthly payment plan available to domestic students.

## Terms and Conditions of Federal Loans

As a recipient of Federal Student Aid at California College of Music, all students who receive an award must agree to the following terms and conditions:

- Aid as offered is provided to supplement payment of educational costs associated with your attendance at California College of Music. Students are expected to use the funds for educational expenses.
- The Financial Aid Officer reserves the right to review or modify your award in determination of eligibility at any time due to changes in your status, conflicting information in your records, or because of availability of funds. You understand the aid offered is made in good faith; however, may be canceled or reduced if funds become unavailable.
- You must notify the financial aid office of any changes in name or address, enrollment status or major program of study. These changes may result in an adjustment to your financial aid award.
- Federal and state regulation restricts the receipt of financial aid funds to attendance at one institution. Under certain conditions, students may be concurrently enrolled at two or more institutions, but may only receive aid at one institution. Receiving aid while attending concurrently at two or more colleges requires an agreement signed by both institutions.
- You are required to be enrolled in an eligible program offered by the college.
- You must also maintain satisfactory academic progress as defined in the Satisfactory Academic Progress (SAP) policy.
- Receiving an overpayment of funds, withdrawing, dropping, or not attending class, may result in a repayment of federal financial aid funds. A portion of the tuition refund will be returned to the appropriate financial aid fund. You are responsible for reading and understanding the financial aid Return of Title IV Funds/Overpayment policy.
- You are responsible for knowing your Rights as a financial aid student.

## Procedure and Forms to Apply for Assistance

### Procedures To Apply For Federal Direct Loans

To be considered for a Direct Subsidized/Unsubsidized Student Loan or Parent Plus Loans you must:

- Complete a FAFSA;
- Complete verification, if selected;
- Complete Loan Entrance Counseling (first time borrowers only);
- Sign a Master Promissory Note (first time borrowers only).

## Procedures To Apply For Grants

To be considered for a Direct Subsidized/Unsubsidized Student Loan or Parent Plus Loans you must:

- File a FAFSA;
- Complete verification, if selected;

## Procedures To Apply For Federal Work-Study

To be considered for Federal Work-Study, students must:

- File a FAFSA; and
- Complete verification, if selected.

## Criteria for Determining Amount of Aid

Financial need is determined by applying a formula to the information provided in the applicant's FAFSA. The formula uses the *Cost of Attendance* and the *Expected Family Contribution* (EFC). The EFC is the amount of money the applicant and family are expected to be able to contribute toward the applicant's educational expenses; is used to determine the amount of federal student aid the applicant may obtain; and, is a projection of funds determined to be available for the cost of attendance and other financial obligations.

The Financial Aid Officer will calculate financial need using the following formula:

**FINANCIAL NEED = COA - EFC - FPG - OTHER**

- COA = Cost of Attendance
- EFC = Expected Family Contribution
- FPG = Federal Pell Grant (if eligible)
- OTHER = all other aid/resources (see below)

**Note:** Eligibility is determined one award year at a time. Students should renew their FAFSA applications annually as soon as possible after October 1st.

## Institutional Information

The school makes readily available to enrolled and prospective students the following information:

- The cost of attending the school including
- Refund policy with which the school is required to comply for the return of unearned tuition and fees, or other refundable portions of costs paid to the school
- The requirements and procedures for officially withdrawing from the school
- A summary of the requirements for the return of title IV grant or loan assistance
- The academic program of the school
- The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure, or approval
- A description of the services and facilities available to students with disabilities
- The titles of persons and information regarding how and where those persons may be contacted
- School policies and sanctions related to copyright infringement
- A description of the transfer of credit policies established by the school
- Required disclosures to prospective & enrolled students
- The percentage of those enrolled, full-time students at the school who are male, are female, received a Federal Pell Grant, and are a self-identified member of a racial or ethnic group
- If the school's accrediting agency or State requires the school to calculate and report a placement rate, the school's placement in employment of, and types of employment obtained by, graduates of the school
- The fire safety report prepared by the school
- The retention rate of certificate or degree seeking, first-time, full-time undergraduate student
- School policies regarding vaccinations
- If an enforcement action or prosecution is brought against the school by a State or Federal law enforcement agency in any matter where a final judgment against the school, if rendered, would result in an adverse action by an accrediting agency against the school, revocation of State authorization, or limitation, suspension, or termination of eligibility under title IV, notice of that fact
- A copy of the documents describing the school's accreditation, approval, or licensing.

These disclosures may be found in detail at:

[WWW.CCMLA.EDU/POLICIES-AND-PROCEDURES](http://WWW.CCMLA.EDU/POLICIES-AND-PROCEDURES)

[WWW.CCMLA.EDU/CATALOG](http://WWW.CCMLA.EDU/CATALOG)

[WWW.CCMLA.EDU/FINANCIAL-AID-HANDBOOK](http://WWW.CCMLA.EDU/FINANCIAL-AID-HANDBOOK)



## Availability of Employees for Information Dissemination Purposes

The school designates the members of the Office of Administration to be available to assist enrolled or prospective students in obtaining the information specified in [34 CFR 668.42](#), [34 CFR 668.43](#), [34 CFR 668.45](#), and [34 CFR 668.46](#)

The office shall be made available to assist in accessing the above information within a reasonable timeframe during normal business hours.

## Constitution Day and Citizenship Day

This Congressional initiative is authorized by Section 111 of Division J of *Pub. L. 108-447*, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111).

Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution."

CCM is aware of the significance of Constitution Day to the members of its community and will post educational material on the campus bulletin board, as well as digitally distributing material to the CCM community through email to supplement the sharing of information.

Some informational resources pertaining to the Constitution are listed below:

- The National Archives web site provides Constitution Day activities and materials. <http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access: <http://memory.loc.gov/ammem/amlaw/lawhome.html> and [Constitution Day Teacher Resources | Classroom Materials at the Library of Congress | Library of Congress](#)
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT website: <http://edsitement.neh.gov/constitution-day>
- The U.S. Senate has posted material from the Legislative Branch: [U.S. Senate: Celebrating Constitution Day](#), [U.S. Senate: Constitution](#)

# Drug & Alcohol Prevention

The institution's drug prevention materials must be annually distributed to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study. At a minimum, the materials must include the following:

Information on preventing drug and alcohol abuse;

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

## **Alcohol and Substance Abuse Policy**

CCM expects all members of its community; students, faculty, and staff, to be familiar with and to abide by applicable state, federal, and local laws regarding alcohol and drugs. CCM forbids the use, possession, distribution, or sale of drugs, except permitted substances when taken under a doctor's prescription and consistent with a doctor's instructions. CCM specifically prohibits the use, possession, distribution, or sale of medical marijuana on its premises or at any sponsored event. The unauthorized possession, distribution, sale, or consumption of alcoholic beverages anywhere on CCM property or at sponsored events is also forbidden.

Violation of state, federal, or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action. Please refer to the following institutional Policies & Procedures for additional information.

The Office of Administration will review this material biennially and publish the updates to be made available at [www.ccmla.edu/FINANCIAL-AID-HANDBOOK](http://www.ccmla.edu/FINANCIAL-AID-HANDBOOK)

## **Federal Drug Free Schools & Communities Act**

### **Educational Guidelines Pertaining to Drug Free Schools & Communities Act**

CCM abides by the federal regulations for the Drug Free Workplace Act and the Drug Free Schools and Communities Act, regardless of individual state legalization. CCM expects all members of its community including students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. CCM forbids the unauthorized use, possession, distribution, or sale of drugs or alcohol by a student anywhere on campus property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

### **Substance**

#### **Alcohol (at .08 Blood Alcohol Concentration & Above)**

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcohol hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is intellectual disabilities).

### **Cannabis, Marijuana, Hash/Hash Oil, THC**

Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

### **Cocaine (includes Crack Cocaine)**

Increased likelihood of risk taking; seizures; sleeplessness; paranoid; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

### **Depressants, Tranquilizers, Barbiturates, Methaqualone**

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

### **Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA**

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic, depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses—higher doses are required to produce same effects).

### **Narcotics, Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol**

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes the spread of blood borne pathogens (HIV/AIDS, Hepatitis B, Endocarditis); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, stillbirths, anemia, and diabetes.

## **Laws Regarding Alcohol and Drugs**

### **Federal**

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an education facility is subject to a doubling of the applicable maximum punishments and fines. See the Federal Controlled Substances Act at 21 USC 800.

### **CALIFORNIA**

In addition to the Federal Laws, the state of California has its own laws dealing with controlled substances.

#### **Alcohol**

Under age consumption and/or possession

Misdemeanor-Driving privileges suspended for one year and \$125 license reissue fee.

Open container in motor vehicle

Misdemeanor – Fine \$390

Driving under the influence

Misdemeanor – 48 Hours to 6 months jail time, \$390-\$1000 fine and \$125 license reissue fee.

#### **Marijuana**

Amount possessed will determine the penalty- 6 months (min) – 10 years (max) – plus fine

#### **All Other Narcotics**

Felony

Amount possessed will determine the penalty

2 years (min) – 10 years (max) – plus fine

\*Information is given for the first offense only. Repeat offenders carry progressively greater sanctions. Trafficking (selling) any of the above drugs, excluding alcohol, are all felonies. Amount and type of drug possessed for sale will determine the penalty. The above information is presented as guidelines for educational purposes but is not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual. California Health and Safety Code 11378 prohibits the illegal possession of controlled substances for purposes of sale within the state of California and defines the offense as a felony. Code 11378 prescribes a term of imprisonment from 16 months to three years in the state prison for violating the code. There is an assumptive bail rate of \$10,000 while awaiting trial. Bail rates vary based on the nature of the crime and other potential crimes committed concurrently. Under California state law, alcoholic beverages may not be served or sold to any person under the age of 21.

### **School Sanctions\***

#### **(Applied to All Categories of Substances)**

The following are prohibited under the Code of Conduct applicable to Students:

- Use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
- Use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and CCM regulation; or public intoxication.

The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.

- **Warning**
  - A verbal or written notice that the respondent has not met the University's conduct expectations.
- **Probation**

- A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with University policies or otherwise does not meet the University's conduct expectations during the probationary period.
- **Restitution**
  - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Suspension**
  - Separation of the respondent from the University for a defined period of time, after which the respondent may be eligible to return. Conditions for readmission may be specified.
- **Expulsion**
  - Permanent separation of the respondent from all University locations.
- **Suspension of Services**
  - Ineligibility to receive specific services or all CCM services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
- **Ineligibility for Services**
  - Permanent ineligibility to receive specified or all CCM services.
- **Limiting Order**
  - Restriction on a respondent's permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by the University (e.g., for use with allegations of sexual or other misconduct).

## **Faculty and Staff**

Colleagues of the institution are prohibited from:

- Performing school business while under the influence of a controlled substance.
- Possession, use, and/or sale of a controlled substance.
- Furnishing a controlled substance to a minor.

Sanctions for this violation could lead up to termination of employment.

**\*These sanctions are in addition to any criminal sanctions that may be imposed. Student colleagues are subject to both colleague and student sanctions.**

### **Local Treatment Resources**

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained from the Office of Administration.

California Access to Recovery Effort (CARE)  
(866) 350-8773

California Department of Alcohol and Drug Prevention  
(800) 879-2772

Los Angeles County Department of Public Health, Substance Abuse Prevention and Control  
800-564-6600



# Student Right-to-Know Act

## Student Right to Know and Higher Education Opportunity Act Disclosures

CCM is committed to providing transparency for our applicants and students on the key outcomes for our students, including graduation rates. Yearly, prior to October 1st, CCM publishes these disclosures on the Student Consumer Information page.

The Student Right to Know Disclosures can be found at:

[WWW.CCMLA.EDU/ANNUAL-DISCLOSURE-REPORT](http://WWW.CCMLA.EDU/ANNUAL-DISCLOSURE-REPORT)

[WWW.CCMLA.EDU/INSTITUTE-SPFS](http://WWW.CCMLA.EDU/INSTITUTE-SPFS)

Unauthorized Distribution of Copyrighted Materials CCM strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the rights to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted. Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines, and imprisonment.

CCM maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. CCM is required by Federal Law – H.R. 4137 – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. CCM takes steps to detect and punish users who illegally distribute copyrighted materials. CCM reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of

the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

## Clery/Campus Security Act

### Campus Watch

A truly safe campus can only be achieved through the cooperation of students, faculty, and staff. As a member of the California College of Music community, it is your responsibility to report a crime, suspicious activity, or other emergencies on campus or in virtual university activities to the appropriate school official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, the Administration office, or to the Campus Safety Coordinator. All crimes will be investigated and when appropriate, brought to the attention of the Student Services office for disciplinary hearing.

### **Purpose of the Annual Disclosure Report**

CCM prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security and Crime Statistics Act*. The full text of this document can also be found on the Student Consumer Information page or by visiting the Administration office. This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest, and referral statistics include those that were reported to local law enforcement and campus faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus. Additional information is made readily available through the institution's Annual Security Report updated and published by October 1st of every calendar year.

The Annual Safety Report may be found at [WWW.CCMLA.EDU/ANNUAL-SECURITY-REPORT](http://WWW.CCMLA.EDU/ANNUAL-SECURITY-REPORT)

### Reporting Crimes and Emergencies

When making your report of an incident you will be asked to provide the following information:

- Description of the incident.
- Date, Time, and Location of the incident.
- Description of the persons or vehicles involved in the incident.
- Details regarding who was notified about the incident.

Upon receipt of this report, CCM will determine the appropriate response, which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community, or other public safety alternatives deemed appropriate given the circumstances.

CCM does not have colleagues that serve as pastoral or professional counselors.

CCM has procedures to request crime statistics from local law enforcement offices for inclusion in the annual security report and web-based report to the Department of Education.

CCM will contact the Pasadena or Los Angeles County Police Department, and property management to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local police.

### **All Emergencies – Dial 911**

#### **Emergency Response Plan (ERP)**

CCM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Campus Safety Coordinator will determine if there is a significant emergency or dangerous situation and what segment of the campus community will need to receive a notification.

CCM will:

- Test emergency response and evacuation procedures on an annual basis.
- Document each test, including the date, time, and whether it was announced or unannounced.
- Publicize emergency response and evacuation procedures in conjunction with at least one test per calendar year.

#### **Campus Access, Facility Security, and Law**

##### **Enforcement**

All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

CCM does not have student housing facilities. Students living off-campus should check with their landlord for any specific safety and security measures available at their facility. Although most facilities provide keys for individuals and restrict access to apartments, the level of additional security varies from complex to complex. Crimes committed off-campus should be immediately reported to the police department with jurisdiction.

The campus security department maintains a policy concerning the monitoring and recording, through local police departments, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution.

## **Safety and Security**

### **CAMPUS CRIME STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT**

Campus safety and security is the shared responsibility of students, faculty, and staff. To enhance student, faculty and staff awareness of their responsibility for personal safety, various information and services, including but not limited to, the following may be provided throughout the year:

- Pamphlets on personal safety.
- Emergency safety information.
- Safety/security displays in common areas and/or student central offices.
- Use of institution publications as a forum for personal safety topics.
- Institution inspections to consider security precautions.
- Escort services provided by on-duty security officers.

### **Safety and Security Tips**

#### ***Personal***

- Stay alert and tuned in to your surroundings.
- Communicate that you are calm, confident, and know where you are going.
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways, and alleys.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don't overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.

- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike or pick up hitchhikers.
- Park in well-lighted areas.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number, or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- Keep your local police department's phone number next to your phone.

### ***Residence***

- Keep doors locked at all times.
- Draw shades and curtains whether or not you are at home.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away or use a timer.
- Don't hide spare keys in mailboxes, planters, or under doormats.
- Make a record of your valuables and keep it in a safe spot.
- Don't leave a note that says you are not in.
- Never prop doors open.
- Keep ladders and tools in a locked area.
- Have someone cut your lawn while you're on vacation.

### ***Vehicle***

- Always lock your car and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk.
- Never leave an ID tag on your key ring.
- Leave only the ignition key with parking attendants.
- Park in well-lit areas.

## *Office*

- Keep your purse, wallet, and other valuable items with you at all times or locked in a drawer or closet.
- Never keep keys lying out.
- Never leave change or cash on the desk or in a top drawer.
- Notify security personnel of any suspicious persons or vehicles.
- Lock doors when working after normal hours.
- Report any broken or flickering lights, and doors that don't lock properly.

# FERPA

## Student Rights Under FERPA

(The Family Educational Rights and Privacy Act)

CCM respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records. These rights include:

### **The Right To Inspect And Review The Student's Education Records**

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, Dean, or head of the academic department a written request that identifies the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

### **The Right To Seek An Amendment Of Inaccurate Or Misleading Information**

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record.

### **The Right To Limit Disclosure Of Personally Identifiable Information**

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official who has a legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including campus security, incident commanders, and health staff) or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer, or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of PII form education records, such as an attorney, auditor, intern or collection agent, or a student volunteering to assist another school official in performing their tasks. School officials have a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the institutions. Another exception that permits disclosure without consent is disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed.

### **The Right To File A Complaint With The U.S. Department of Education If The Institution Fails To Comply With FERPA Requirements**

Complaints Should Be Directed To:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Phone: 1-800-USA-LEARN (1-800-872-5327)

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as "Directory Information" and gives the institution the right to disclose such information without having to ask students` permission. The items listed below as "Directory Information" may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below.

The following information will be released unless students specifically request that their information be withheld:



- Directory Information: Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

- Career Services: Students approaching graduation and working with career services staff on career planning, job interviewing, and resume preparation authorize release of the following records for a period of fifteen months after graduation: the resume, identifying data, academic work completed, immigration status (if applicable), and authorize career services to verify information graduates provide regarding their employment. At no time is compensation information released or published.

### **To Withhold Information**

To have directory or career services information withheld, students must submit a written request to the Office of Administration. Once filed, this request becomes a permanent part of the student's record and no information may be released until the student instructs the institution otherwise.

# Safeguarding Customer Information

Privacy refers to the discretion that will be exercised by the Institute in the course of any investigation or disciplinary processes under this policy. Information related to a report of prohibited conduct will be shared with a limited number of employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. These employees receive training in how to safeguard private information and how to address the conduct. Information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the Institute will take into consideration the privacy of the parties to the extent reasonably possible.

To ensure CCM meets the specific compliance requirements expected of the Department of Education, the institution takes actions to preserve and maintain the safety and security of student and staff information. In a series of measures to protect individual's personal information, the institution ensures that:

## **All customer information is safeguarded.**

This applies to all nonpublic personal information in the school's possession (from students, parents, or other individuals with whom the school has a customer relationship). It also pertains to the customers of other financial institutions that have provided such information to the school.

CCM maintains a secure and private location for any physical copies of student files or consumer information and access to the location and files wherein are limited in access to the Director of Administration, Dean, and President of the school, who are the only individuals with the ability to access these files. In the case of digital information, CCM also ensures privacy by restricting access to student information on a secure network, preventing access by any individual outside of the Office of Administration.

## **The school establishes and maintains a comprehensive information security program.**

This program includes the administrative, technical, or physical safeguards the school uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information.

The safeguards achieve the following objectives:

- Ensures the security and confidentiality of customer information
- Protects against any anticipated threats or hazards to the security or integrity of such information, and
- Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

The institution maintains a secure cloud server to protect the information of the members of the CCM community. This encrypted server stores the information of students and staff, and is monitored daily to ensure no individual who has not been approved access is capable of viewing the contents of the drive.

Information that is considered more private is then restricted to all personnel other than the Dean and President of the institution, with a security code that is protected from any outside individual.

The institution will also, when necessary, employ the services of a secure IT consultant to test and maintain the security measures of the college to best evaluate the procedures in place, and secure the information of individuals within the CCM community.

**The school includes all required elements of an information security program:**

- **Designated Coordinators.** The school designates an employee or employees to coordinate its information security program.
- **Risk assessment.** The school identifies reasonable foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information, and assesses the sufficiency of any safeguards in place to control these risks. At a minimum, the school's risk assessment includes consideration of risks in each relevant area of operations including:
  - Employee training and management
  - Information systems, including network and software design, as well as information processing, storage, transmission, and disposal
  - Detecting, preventing, and responding to attacks, intrusions, or other systems failures

- **Safeguards testing/monitoring.** The school has implemented information safeguards to control the risks it identifies through risk assessment, and regularly tests or otherwise monitors the effectiveness of the safeguards' key controls, systems, and procedures
- **Evaluation & Adjustment.** The school evaluates and adjusts its information security program in light of the results of the required testing and monitoring, as well as for any material changes to its operations or business arrangements or any other circumstances that it has reason to know may have a material impact on the school's information security program.
- **Overseeing service providers.** The school takes reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue and requires the service providers by contract to implement and maintain such safeguards.

# Fire Safety Reports and Student Housing

The school has designated the Director of Administration to serve as the Safety & Security Coordinator, designated for creating and maintaining the institute's safety procedures. The Safety & Security Coordinator will, upon completion of the Annual Security Report, publish and distribute the institute's fire safety plan and notify the community of its distribution.

Additionally, the details of the Annual Security Report may be accessed at:

[www.ccmla.edu/ANNUAL-SECURITY-REPORT](http://www.ccmla.edu/ANNUAL-SECURITY-REPORT)

At this time, the institution does not maintain on-campus student housing options, and therefore does not have policies in place concerning the fire safety measures of student dorms. In the event of a campus expansion, the institute's board of directors will create and implement a fire safety plan for on-campus housing, in collaboration with the Safety & Security Coordinator, and distribute the updated policies to the CCM community before any official occupation of said housing facilities.

CCM annually releases fire statistics information as part of the Campus Safety and Security Survey standards of the Department of Education by October 1st of each calendar year.

The institution also maintains a campus fire log for fire related incidents that may occur on campus. This written, easily understood, fire log records, by the date that the fire was reported, any fire that occurred on-campus. This log includes the nature, date, time, and general location of each fire.

The school makes entries or additions to an entry to the log within two business days, as defined under 34 CFR 668.46(a), of the receipt of the information.

The school makes the fire log for the most recent 60-day period open to public inspection during normal business hours.

The school makes any portion of the log older than 60 days available within two business days of a request for public inspection.

The school makes an annual report to the campus community on the fires recorded in the fire log, made available by the annual fire safety report.

# Misrepresentation

## Nature of Education Program 34 CFR 668.72

California College of Music has procedures to ensure that it does not misrepresent the nature of its educational program. Pertaining to student recruitment and the overall marketing initiatives of the institution, California College of Music has in place, procedures to ensure and accurate representation of the college and its programs.

The procedures include, but are not limited to, assurances that the school does not provide false, erroneous or misleading statements concerning:

- The particular type(s), specific source(s), nature and extent of its accreditation
- Whether a student may transfer course credits earned at the school to any other school
- Whether successful completion of a course of instruction qualifies a student for:
  - Acceptance into a labor union or similar organization; or
  - To receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students
- The requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment;
- Whether its courses are recommended or have been the subject of unsolicited testimonials or endorsements by—
  - Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or
  - Governmental officials for governmental employment;
- Its size, location, facilities, or equipment;
- The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;
- The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet;

- The number, availability, and qualifications, including the training and experience, of its faculty and other personnel;
- The availability of part-time employment or other forms of financial assistance;
- The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course;
- The nature or extent of any prerequisites established for enrollment in any course;
- The subject matter, content of the course of study, or any other fact related to the degree, diploma, certificate of completion, or any similar document that the student is to be, or is, awarded upon completion of the course of study;
- Whether the academic, professional, or occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency. This type of misrepresentation includes, in the case of a degree that has not been authorized by the appropriate State educational agency or that requires specialized accreditation, any failure by an eligible institution to disclose these facts in any advertising or promotional materials that reference such degree; or
- Any matters required to be disclosed to prospective students under 34 CFR 668.42 and 34 CFR 668.43.

For a detailed breakdown of the policies set in place to avoid misrepresentation of the institution and its educational programs, individuals may refer to the college's Policies & Procedures Manual located at:

[www.ccmla.edu/POLICIES-AND-PROCEDURES](http://www.ccmla.edu/POLICIES-AND-PROCEDURES)

[WWW.CCMLA.EDU/CATALOG](http://WWW.CCMLA.EDU/CATALOG)

### **Nature of Financial Charges 34 CFR 668.73**

California College of Music has procedures to ensure that it does not misrepresent the nature of its financial charges.

The procedures should include, but are not limited to:

- Ensuring transparency of institutional awards and scholarships, including clarification of scholarship maximum of 30% total tuition

- Maintaining compliance with posted course requirements for degree completion with limited course substitutions authorized by the Dean.
- Publicly posting the institution's tuition rates and making all increases publicly listed within a reasonable time frame prior to the enrollment period for which increases will take effect.
- Publicly listing the institution's refund policy and student's right to cancel
- Listing and clarification of financial assistance options and the programs for which they qualify, as well as the responsibility of a student to repay regardless of whether the student is successful in completing the program and obtaining employment
- The student's right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution.

### **Employability of graduates 34 CFR 668.74**

California College of Music has procedures to ensure that it does not misrepresent the employability of its graduates.

The procedures include, but are not limited to, assurances that the school does not provide false, erroneous or misleading statements.

The institution does not currently maintain affiliation with any organization which connects students with employment offers, or offers placement services for any of its students.

The institution additionally posts recent and accurate representation of employment rates and compensation rates for individuals within the field to inform students and potential students of the conditions of the job market.

The institution does not restrict on campus employment offers for recent graduates, however does not actively recruit former students or transition them into a campus based role post program completion.

The institution also posts government job market statistics in relation to the potential placement of its graduates; or other requirements that are generally needed to be employed in the fields for which the training is provided, such as requirements related to commercial driving licenses or permits to carry firearms, and failing to disclose factors that would prevent an applicant from qualifying for such requirements, such as prior criminal records or preexisting medical conditions.



# Loan Disclosures

**Notice of the amount of funds a student or parent is expected to receive 34 CFR 668.165(a)**

Prior to enrollment at California College of Music, qualified students will receive a detailed breakdown of their financial award package, which may include: Pell Grants, Federal Subsidized and Unsubsidized Loans, and Talent-Based Scholarships.

At this time, students receiving a Talent-Based Scholarship will see funds disbursed as a tuition reduction based on a percent of the overall cost of attendance, reported on their student financial ledger after a scholarship application is reviewed and adjudicated.

Students eligible for Title IV federal financial aid will, upon receipt of all necessary information, receive a financial aid award letter with a detailed breakdown of funds per academic term with total funds awarded from a Pell Grant, or Federal Subsidized/Unsubsidized Loans.

Upon completion of student enrollment procedures, students will receive electronic communication to notify them of the disbursement and receipt of federal funds applied to their tuition.

In the event of a student cancellation during an academic term, a student may reference CCM's Financial Aid Handbook located at [www.ccmla.edu/FINANCIAL-AID-HANDBOOK](http://www.ccmla.edu/FINANCIAL-AID-HANDBOOK) for a detailed explanation of the terms of cancellation and the institution's refund policy.

Except in the case of a post-withdrawal disbursement made in accordance with 34 CFR 668.22(a)(5), if the institution credits a student ledger account with Direct Loan, Federal Perkins Loan, or TEACH Grant program funds, the institution must notify the student or parent of:

- The anticipated date and amount of the disbursement;
- The student's or parent's right to cancel all or a portion of the loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement and have the loan proceeds or TEACH Grant proceeds returned to the Secretary; and
- The procedures and time by which the student or parent must notify the institution that he or she wishes to cancel the loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement

The institution must provide the notice described in 34 CFR 668.165(a)(2) in writing:

- No earlier than 30 days before, and no later than 30 days after, crediting the student's ledger account at the institution, if the institution obtains affirmative confirmation from the student under 34 CFR 668.165(a)(6)(i); or
- No earlier than 30 days before, and no later than seven days after, crediting the student's ledger account at the institution, if the institution does not obtain affirmative confirmation from the student under 34 CFR 668.165(a)(6)(i)

#### **State Grant Assistance 34 CFR 668.14(b)(11)**

The school informs all eligible borrowers about the availability and eligibility of those borrowers for State grant assistance from the State in which the school is located, and informs borrowers from another State of the source of further information concerning State grant assistance from that State.

#### **Student Loan Information Published by the U.S. Department of Education**

The school makes available information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

#### **National Student Loan Data System (NSLDS)**

All financial aid recipients and parents/guardians participating in Parent PLUS Loans shall be made aware that all loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system.

#### **Entrance Counseling for Student Loan Borrowers 34 CFR 685.304(a)(6)**

In accordance with CFR code 685.304(a)(6) each first-time borrower must complete entrance counseling prior to a disbursement.

The financial aid officer will direct a student to complete entrance counseling located at [studentaid.gov/entrance-counseling](http://studentaid.gov/entrance-counseling) and must verify that they have received a record of the student's completion prior to issuing any disbursement.

The institution is required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes

information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

### **Exit Counseling for Direct Loan Borrowers [34 CFR 685.304\(b\)](#)**

In accordance with CFR codes: 685.304(b); 668.42; 674.42(b) the institution must provide counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school.

Exit counseling is mandatory when a student graduates, leaves the institution (approved leave of absence, withdraws or transfers), or drops below part - time enrollment (6 credits). Exit counseling provides important information that students need to prepare to repay their federal student loan(s). This includes students with Direct Stafford (Subsidized or Unsubsidized) Loans.

In addition to students completing Exit Counseling located at: <https://studentaid.gov/exit-counseling/> The CCM Financial Aid Officer will host an invitation - only workshop for graduating and completing students. Students will review loan repayment, grace period, billing options information, and collected updated borrower information. It will provide the borrower with the rights and responsibilities as a federal loan recipient.

### **Self-Certification Form [34 CFR 601.2](#); [34 CFR 601.11](#); [34 CFR 601.30](#); [34 CFR 668.14\(b\)\(29\)](#)**

The school will, upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(3\)](#)), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education has developed the form and it is available on the IFAP website (ifap.ed.gov).

### **Preferred Lender Lists**

At this time, California College of Music does not partner with any outside, third-party, private lender and does not recommend loan servicers to any student looking to receive additional financial assistance in financing their education.