



**california
college of
music**

POLICIES AND PROCEDURES MANUAL

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POLICIES & PROCEDURES MANUAL OVERVIEW

PRIMARY DIRECTIVE: Enabling student learning shall remain the foremost goal of all policies, procedures, and operations of California College of Music, and the bulk of the College's resources shall be dedicated to that end.

POLICY: The Policies and Procedures Manual of the California College of Music shall contain all institutional policies approved by the Board of Directors for the governance, administration, and ensure stability of the institution. These policies act as the basis for procedures and rules developed by the administration and used to manage the operation of the College. As needed, each policy and procedure may also contain directives regarding purposes, periodic revision, methods and timing of publication, sources of evidence documenting implementation, assessment of outcomes of successfully implemented policy, and/or monitoring actions to ensure policies are implemented.

POLICY is general in nature, crafted and adopted by the Board of Directors over time in its spirit of governance and direction for the institution, and it establishes what is to be accomplished by the institution. PURPOSES clarify the reason for the existence of policy. PROCEDURES and RULES define more specifically how policy is to be realized or implemented. By definition, POLICY (what shall be done) is the domain of the Board of Directors, while PROCEDURE, RULE, REVISION, and PUBLICATION (how to do it) as well as EVIDENCE and OUTCOMES are in the realm of the administration. ADMINISTRATIVE RULES, ADMINISTRATIVE PROCEDURES, and ADMINISTRATIVE GUIDELINES represent the College administration's directives for itself as to how to accomplish the more general policies and procedures and adhere to institutional rules.

Board policies tend to be considered permanent and static, unchanging over time. However, at certain times policies may be subject to change for compliance with applicable law or with best practices, and for applicability to the institution. This Manual is not a substitute for state or federal codes which apply to the operation of private postsecondary educational institutions within the State of California, nor is it a substitute for accreditation standards published by the College's chosen accrediting body or bodies. Indeed, any and all legal statutes and accreditation standards that apply to the College shall be considered de facto College policies and/or procedures, and must be followed by the institution in order to ensure full compliance with the law and with accreditation standards.

PURPOSES: The purposes of the Policies and Procedures Manual are:

1. To clearly communicate the College's policies and procedures.
2. To support the efficient and effective application of our efforts in support of the Mission, Vision, and Purposes of the College, and the accomplishment of our Institutional Goals.

REVISION: The Policies and Procedures Manual is a living document which shall be reviewed and revised biennially during the Summer quarter of every odd-numbered year, as well as whenever there is a perceived need for the following:

1. Implementation of new policies
2. Improvement of the operations of the College

Proposed changes or additions to the Policies and Procedures Manual may be submitted to the Dean or President at any time. Proposed changes must be submitted in writing, with a written explanation of the reason(s) for the proposed change(s). If a circumstance arises that is not covered by the Manual, faculty/staff members are encouraged to report it in writing. The Dean must approve any revision to any text contained within the Policies and Procedures Manual, whether it be administrative procedure, rule, guideline, or otherwise, and all general policy must be approved by the Board of Directors.

RULE: The Policies and Procedures Manual [PP-00] shall supersede all other documents as the official statement of College policy as set and approved by the Board of Directors. In the case that multiple official College documents conflict as to official College policy, the Policies and Procedures Manual shall be trusted as the true, correct, and definitive statement of College policy.

PROCEDURE: The Dean shall appoint members of the administration to a Policy & Procedures Review Committee every other Summer quarter in odd-numbered years. This committee shall provide a written report on suggested changes or additions to the

Manual; which shall then be approved with or without revision by the Dean or Board of Directors, depending on the nature of the revision.

POLICIES & PROCEDURES MANUAL AREA SECTION HEADER CODES:

PP (Policies & Procedures Overview)
MV (Mission & Vision)
AD (Administration & Management)
FP (Financial Policies)
AC (Academics & Curricula)
DL (Instructional Delivery)
PL (Instructional Personnel)
AM (Admissions)
SS (Student Services)
EV (Evaluation)

PUBLICATION: PP-00 The Policies and Procedures Manual is considered the singular institutional asset that guides all College operations and acts as the source for all other documents including the MV-00 Statement of Mission, Vision, and Purposes, MV-01 the Institutional Goals, MV-02 the Strategic Plan (2-Year) and MV-03 Long-Range Strategic Plan (5-Year), MV-06 the Organizational Chart, MV-16 the General Catalog, MV-08 the Faculty and Staff Handbook, and the MV-15 Student Handbook. It guides all College operations. It shall be published once biennially during every other Fall quarter in physical and digital forms, and made available to any faculty or staff member who wishes to review it.

EVIDENCE: PP-00 Policies and Procedures Manual, available at the Administrative Office and at the password-protected website <https://ccmla.edu/policies/>.

OUTCOMES: The College has a structural blueprint, a descriptive source material to guide its future development as well as its day-to-day operations.

MISSION & VISION

- [1.1 – Mission, Vision, and Purposes](#)
- [1.2 – Institutional Goals](#)
- [1.3 – Strategic Planning](#)
- [1.4 – Governance](#)
- [1.5 – Organizational Chart and Position Descriptions](#)
- [1.6 – Policy Handbook and Training Manuals](#)
- [1.7 – General Catalog](#)
- [1.8 – Areas of Primary Emphasis](#)
- [1.9 – Institution Name, Logo, and Style Guide](#)
- [1.10 – Official Website and Online Presence](#)
- [1.11 – Culture of Inclusion and Diversity](#)
- [1.12 – Terminology for Curricular Designations](#)
- [1.13 – Dean Selection and Review](#)
- [1.14 – Program Purposes](#)

§ 1.1 – MISSION, VISION, AND PURPOSES

POLICY: The Board of Directors shall create and maintain a statement of the College's Mission, Vision, and Purposes. This statement shall be the living constitution for the College; it shall indicate our institution's reason for existence and define its overall purview, and it shall serve as a structural blueprint for all of the College's activities, endeavors, and programmatic offerings. It shall guide and influence all decision-making, analysis, and planning with respect to curriculum, operations, and resources.

POLICY: The administration shall create and execute procedures to publish the College's statement of Mission, Vision, and Purposes in appropriate documents, and make it available for the College's various constituencies including faculty, staff, current and prospective students, and the general public. All members of the faculty and administration should, in their actions and statements, seek to remember and uphold the Mission, Vision, and Purposes of the College, and continually evaluate themselves according to the framework they provide.

POLICY: The College's Statement of Mission, Vision, and Purposes shall be reviewed and evaluated with regularity, and revised whenever deemed necessary by the Board of Directors. In its review and evaluation of the College's Mission, Vision, and Purposes, the Board of Directors shall remain open and receptive to suggestions made by the faculty at large, which shall be voiced to the Board as they arise by the Dean of the College.

RULE: The Mission, Vision, and Purposes of California College of Music are as follows:

MISSION: Our mission is to educate musicians effectively, empowering them with the knowledge, skills, and confidence to express themselves dynamically through modern popular music.

VISION: Our vision is to create an inspiring, diverse, and inclusive higher education space in which students, faculty, and members of the community may gather together to pursue our common purposes.

PURPOSES: Our purposes are to study, create, perform, record, and share popular music.

The following is an authorized shortened version: "Our mission is to educate musicians effectively, empowering them with the knowledge, skills, and confidence to express themselves dynamically through modern popular music. Our vision is to create an inspiring, diverse, and inclusive higher education space in which students, faculty, and members of the community may gather together to study, create, perform, record, and share music."

The following is an elaboration upon the College's purposes:

STUDY: When we study modern popular music, we research the techniques that have shaped music that has had wide appeal across contemporary populations through its inherent memetic value. Our institutional curriculum and repertoire exist in order to guide, model, and inform experiential and explorative processes without seeking to restrict or delimit the popular music space.

CREATE: When we create new music, we are not only expressing ourselves through the medium of sound, we are creating unique artistic capital which has the power to transform lives both economically and emotionally. We pledge to respect all forms of intellectual property regardless of style or content, and remain non-judgmental towards the process and product of others.

PERFORM: When we perform popular music, we engage openly with a public listenership in an attempt to connect over shared human experience. We pledge to seek new avenues for live and recorded performances that question existing models, trouble the status quo where necessary, and connect audiences of disparate backgrounds across temporal and geographical boundaries.

RECORD: We believe that the recording studio is a primary performance space for modern popular music. The recorded master is the truest representation of an original composition meant for mass appeal, and therefore we seek to provide excellent studio spaces for sonic experimentation and invention in which new musical recordings can be arranged,

engineered, produced, mixed, and mastered. Through excellent mentorship in studio craft, etiquette, and process, all of our students develop recorded material meant to catalyze their musical futures.

SHARE: As Nietzsche famously wrote, "Without music life would be a mistake." Indeed, access to music and the other arts is intrinsic to a high quality of life. Popular music has the power to incite happiness and enjoyment of life, enrich and sustain our individual lives, and create community. As devotees of popular music, we recognize that our music exists not only for our fellow musicians and academics to analyze and consume, but for all people everywhere (including non-musicians) to enjoy and integrate into their lives. For this reason, the sharing and wide distribution of our music is essential, and we must examine the evolving modalities in which music is successfully disseminated in the modern age.

PROCEDURE: The Statement of Mission, Vision, and Purposes [MV-00] shall be introduced to each new faculty or administrative staff member during their orientation, and then periodically reviewed at every Quarterly Faculty Meeting and every Weekly Administrative Meeting. The Mission, Vision, and Purposes shall be introduced to new students at their Student Orientation and reviewed at every Student Open Forum.

REVISION: The Mission, Vision, and Purposes shall be reviewed at every meeting of the Board of Directors. The Mission, Vision, and Purposes shall also be reviewed and evaluated at every Quarterly Faculty Meeting and every Weekly Administrative Meeting, and faculty/staff members are encouraged to raise any suggestions or concerns with respect to the Mission, Vision, and Purposes verbally at that time. If the majority of faculty or staff members present at a meeting agree to suggest a modification to the Mission, Vision, and/or Purposes, one faculty or staff member present shall volunteer or be nominated to submit the written suggestion for modification to the Dean, who will introduce the suggestion to the Board of Directors for their approval.

PUBLICATION: The Statement of Mission, Vision, and Purposes shall be published annually within the General Catalog, and perennially on the College Website, <https://ccmla.edu/>. The Mission, Vision, and Purposes shall also be repeated within the MV-08 Faculty & Staff Handbook, MV-15 Student Handbook, MV-02 the Strategic Plan, and the MV-03 Long Range Strategic Plan.

POSTING: The Statement of Mission, Vision, and Purposes shall be visibly posted in the Foyer, Administration Office, Dean's Office, on the College's main Bulletin Board, and in the Library.

EVIDENCE: MV-16 General Catalog, Official Website, MV-08 Faculty & Staff Handbook, MV-02 and MV-03 Strategic Plans, AD-51 Administrative Staff Meeting Agendas & Minutes, AD-52 Faculty Meeting Agendas & Minutes, AD-50 Board of Directors Meeting Agendas & Minutes, Administration Office Posting, Foyer Posting, Dean's Office Posting, Student Lounge Posting, Bulletin Board Posting, Library Posting.

OUTCOMES: The Mission, Vision, and Purposes of the California College of Music are understood by all who come in contact with the institution. They serve to guide and influence all institutional processes.

§ 1.2 – INSTITUTIONAL GOALS

POLICY: In order to achieve its mission, further its vision, and uphold its purposes as defined in its Statement of Mission, Vision, and Purposes ([§ 1.1](#)), the administration shall identify and maintain a set of general institutional goals which shall be reviewed bi-annually for their relevance to the mission, and updated or revised if necessary. The institutional goals should be understood by all faculty and staff members.

PROCEDURE: MV-01 Institutional Goals shall be introduced to all faculty/staff members during their orientation and reviewed at weekly staff meetings and quarterly faculty meetings.

RULE: The current Institutional Goals of the California College of Music for the years 2018-2019 are as follows:

1. Increase Enrollment to Projected Thresholds, Encourage Retention and Completion - To recruit and matriculate students effectively through promotion and advertisement; to reach the minimum projected enrollment thresholds of 30 in Fall 2019 and 40 in Fall 2020, to limit attrition through excellent academic advisement, student services, and social programs; and to maintain a high rate of certificate program completion and degree program graduation.
2. Maintain Financial Stability and Prosperity - To maintain financial stability and prosperity through increasing student enrollment, institutional fundraising efforts, short- and long-term fiscal planning, and sound governance and administration.
3. Strive for Academic Excellence - To effectively prepare students to express themselves dynamically in the field of popular music through rigorous curricular programs designed and delivered by pedigreed, professional faculty members within an inclusive and supportive scholarly environment.
4. Continue to Enhance the Facility, Technology, and Brand Recognition - To continually make improvements to the College facility where budget permits; to keep classroom and studio technology robust and current in order to support student learning; to standardize all College imagery and maintain consistent high production value in all College content; and to disseminate the current College branding far and wide in order to enhance reputation and build brand recognition.
5. Support Alumni Networking and Career Development - To maintain a network of completed students, prospective and current students, faculty/staff, community music lovers, and music industry employers for the purpose of connecting like-minded musicians and facilitating music-related collaborations, employment opportunities, and careers for alumni, including international students on optional practical training.
6. Conduct Effective Self-Evaluation - To regularly conduct constructive evaluations of all College programs, courses, student learning outcomes, activities, and faculty and staff member performance and to formulate new goals, objectives, and strategies based on evaluatory data and findings, so that the efficacy of the College's programs may continue to increase.
7. Achieve and Maintain Accreditation - To achieve and maintain institutional membership within the National Association of Schools of Music (an accrediting body recognized by the U.S. Department of Education) and cultivate positive professional relationships with all N.A.S.M. representatives.

REVISION: MV-01 Institutional Goals shall be reviewed bi-annually in the Fall quarter of every even numbered year, during the creation of the annual MV-02 Strategic Plan and MV-03 Long-Range Strategic Plan, which shall be published in the Winter quarter on a calendar year basis.

PUBLICATION: MV-01 Institutional Goals shall be published at the beginning of each calendar year within the MV-02 and MV-03 Strategic Plan(s), as well as in the PP-00 Policies & Procedures Manual and MV-08 Faculty & Staff Handbook.

OUTCOMES: All College members of the College faculty, administration, and staff understand the specific Institutional Goals, which informs their work.

§ 1.3 – STRATEGIC PLANNING

POLICY: The administration shall target and expound upon the College's Institutional Goals ([§ 1.2](#)) through clearly defined objectives and action items presented in a two-year Strategic Plan and a five-year Long-Range Strategic Plan. These documents shall include critical plans and strategies for goal achievement which addresses short-term and long-range objectives.

PROCEDURE: The strategic plans are developed and periodically updated by the Dean with input from key administrators and faculty. Short-term plans are made which apply to those operational concerns that require immediate attention. Long-range plans deal with overall strategic issues. During weekly administrative staff meetings, the Dean consults directly with the administrative directors and other staff members to obtain suggestions for change, both short-term and long-term. The College's planning policies and practices both direct and demonstrate strategies for institutional effectiveness. Dialogue regarding the improvement of institutional effectiveness occurs in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

ADMINISTRATIVE GUIDELINE: To summarize the College's strategic planning model:

MISSION, VISION, AND PURPOSES: The College's statement of Mission, Vision, and Purposes describes educational service and artistic purpose the College seeks to provide and fulfill for its students and for the community at large. As such, this statement is and shall remain the touchstone for the entire planning process.

INSTITUTIONAL GOALS: The College uses its Mission, Vision, and Purposes statement to evaluate its current status with respect to fulfillment of its purposes and to set clear overarching Institutional Goals intended to more successfully actualize its purposes.

LONG-RANGE STRATEGIC PLAN: The College uses its Institutional Goals to develop a Long-Range Strategic Plan, which makes projections about resources that may become available and anticipates future challenges. The College's Long-Range Strategic Plan contains the specific objectives to be accomplished over a five-year period in order to achieve the Institutional Goals.

SHORT-TERM STRATEGIC PLAN: The Long-Range Strategic Plan then serves as the driver of the College's immediate and short-term Strategic Plan. The short-term Strategic Plan contains the specific objectives to be accomplished over the next one to two years through the implementation of discrete action items.

RESOURCE ALLOCATION AND PLAN IMPLEMENTATION: Based on the two-year short-term Strategic Plan, the College mobilizes its tangible and intangible resources to implement its plans through aggressive pursuit of its defined action items.

OUTCOMES, EVALUATION, AND ANALYSIS: The College assesses its progress towards achievement of the strategic objectives and makes adjustments in action steps as needed to continue and accelerate the College's forward progress in fulfilling its institutional purposes.

THE ROLE OF THE BOARD OF DIRECTORS: The Mission, Vision, and Purposes, the Institutional Goals, the Long-Range Strategic Plan, and the short-term Strategic Plan are developed by the College administration, and must be reviewed, revised if necessary, and approved by the Board of Directors, who assist in the procurement of financial resources and authorize resource allocation.

PUBLICATION: The Strategic Plan shall be created by the Dean and his/her designees, normally other administrative directors or key staff members, in conjunction with and subject to the approval of the President, and published biannually on January 1 in every even-numbered year. The Long-Range Strategic Plan shall be created by the Dean and his/her designees, in conjunction with and subject to the approval of the President, and published on January 1 in years ending with a 0 and in years ending with a 5.

EVIDENCE: MV-02 Strategic Plan 2018-19. MV-03 Long Range Strategic Plan 2019-23.



OUTCOMES: The College engages in a continual process of planning, making projections, and evaluation of goal achievement. This planning, projection, and evaluation process is consistent with and supportive of the College's Mission, Vision, and Purposes, and appropriate to its size and scope at all times.

§ 1.4 – GOVERNANCE

POLICY: The Board of Directors is and shall be the supreme governing body of the College, legally constituted to manage and hold the institution's property, assets, and purposes in trust through the Operating Agreement of California College of Music, LLC. The responsibility for sustaining the institution and exercising ultimate and general control over its affairs rests with the Board of Directors. All definitions of the powers, functions, duties, and composition of the Board of Directors are contained within the Operating Agreement, which may only be altered, amended, or repealed in the manner prescribed by the Agreement itself.

POLICY: The Board of Directors shall delegate the authority to run the day-to-day operations of the College to the College administration and its various employees through the Delegated Authority Document [MV-04]. The administration shall be thereby empowered by the Board of Directors to operate the institution, provide effective communications channels both inside and outside the institution, and provide optimum circumstances for faculty and students to carry out its Mission, Vision, and Purposes.

ADOPTION: The Operating Agreement of California College of Music, LLC was executed April 15, 2019 and filed with California's Secretary of State by the sole member of the limited liability company. MV-04 Delegated Authority Document was adopted by the Board of Directors on April 25, 2019.

REVISION: The Operating Agreement and Delegated Authority Document may only be altered, amended, revised, or repealed at the discretion of the Board of Directors.

EVIDENCE: MV-04 Delegated Authority Document, MV-05 Operating Agreement of California College of Music, LLC.

OUTCOMES: The governance and administrative structures of the College are functional, sound, and sustainable, and they work and serve to fulfill the College's Mission, Vision, and Purposes. They assure fundamental educational, artistic, administrative, and financial continuity and stability, and demonstrate the College's primary focus on the support of teaching and learning.

§ 1.5 – ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS

POLICY: Based on the organizational framework defined within the Operating Agreement and the Delegations of Authority, the administration and/or appointed designee shall create and maintain an Organizational Chart that delineates the hierarchy of faculty and staff positions within the institution, as well as a compendium of all Position Descriptions, Duties, Responsibilities, and Qualifications for all positions within the institution.

PROCEDURE: The Dean shall maintain the administrative rules and procedures for the maintenance of the Organizational Chart and Position Descriptions, Duties, Responsibilities, and Qualifications which are divided as follows:

[§ 1.5.1 – ORGANIZATIONAL CHART](#)

[§ 1.5.2 – POSITION DESCRIPTIONS, DUTIES, RESPONSIBILITIES AND QUALIFICATIONS](#)

§ 1.5.1 – ORGANIZATIONAL CHART

ADMINISTRATIVE PROCEDURE: MV-06 Organizational Chart is created and maintained by the Dean and/or his/her designees. In the case that the Dean has delegated the work of creating or revising the Organizational Chart, the Dean must approve any final version for publication.

PUBLICATION: MV-06 Organizational Chart is published as an addendum to MV-08 Faculty and Staff Handbook.

REVISION: MV-06 Organizational Chart shall be updated whenever necessary in order to be responsive to the size and scope of the institution. The Organizational Chart shall be reviewed and, if necessary, revised during the biennial Policies and Procedures Manual Review.

OUTCOMES: All faculty and staff members understand the organizational structure of the College through familiarity with MV-06 Organizational Chart.

§ 1.5.2 – POSITION DESCRIPTIONS, DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS

ADMINISTRATIVE RULE: The Dean shall provide all staff and faculty members with a clear description of their specific position, including the qualifications and skill requirements for those who may hold the position, as well as a general indication of the duties and responsibilities required of the position for every approved position within the College.

ADMINISTRATIVE PROCEDURE: Position descriptions will follow a common general format to ensure uniformity, ease of job evaluation and to assist in recruitment, selection, faculty and staff development and performance management activities. Position descriptions, duties, responsibilities, and qualifications will be drafted, maintained, and reviewed by the Dean. Faculty and staff may request a review and revision of a position description with the Director of Administration or the Dean if the essential functions of the position appear to have changed. Depending on the extent of change, the position may require a reclassification or rewriting of the position's description, duties, responsibilities, or qualification, at the discretion of the Dean and with Board approval.

ADMINISTRATIVE RULE: The Dean shall notify any faculty or staff member regarding changes made to their position title, description, duties, responsibilities, and/or qualifications to ensure they are able to adequately perform the duties and uphold the responsibilities required by the College, consistent with the new description.

ADMINISTRATIVE PROCEDURE: Position descriptions, duties, responsibilities, and qualifications will be used to assist in the development, creation, and revision for each open position at the College; reference [§ 2.4.3](#) for further administrative procedures on job descriptions and postings.

PUBLICATION: MV-07 Position Description, Duties, Responsibilities, and Qualification

§ 1.6 – HANDBOOKS AND TRAINING MANUALS

POLICY: The College's most valuable resource is its employees. Accordingly, the administration shall provide faculty and staff members with a convenient reference document containing essential College policies and procedures most pertinent to them and their current position within the College. The Faculty and Staff Policy Handbook is for informational purposes and provides a summary of many of the key policies and procedures pertaining to faculty and staff members, as well as benefits they may receive through the College. To assist employee orientation and integration into the College, the administration recognizes the importance of providing development and training opportunities; therefore, various departmental and position-specific training manuals and comprehensive quizzes shall be provided to assist new faculty and staff understand their roles and responsibilities within the College. The administration shall appoint designees to maintain the Faculty and Staff Policy Handbook, the associated training manuals, and to proctor any quizzes necessary to bring employees up to speed on all aspects of their role and its context within the College's larger organizational framework.

RULE: The contents of any distributed Policy Handbooks are not conditions of employment, and do not constitute a contract between the College and its faculty and staff members, unless expressly agreed to by both parties in writing.

PROCEDURE: The Dean and/or his/her delegates will be responsible for the creation and maintenance of the Faculty and Staff Policy Handbook and the various associated departmental training manuals.

[§ 1.6.1 - FACULTY AND STAFF POLICY HANDBOOK](#)

[§ 1.6.2 - TRAINING MANUALS](#)

[§ 1.6.3 - STUDENT HANDBOOK](#)

§ 1.6.1 - FACULTY AND STAFF POLICY HANDBOOK

ADMINISTRATIVE PROCEDURE: Current employees of the College shall receive a physical copy and digital access to MV-08 Faculty and Staff Policy Handbook during their orientation (see [§ 2.4.4 - ORIENTATION](#)). Faculty and staff members are expected to be aware of the contents of the Faculty and Staff Policy Handbook and to comply with the policies and procedures contained therein and must sign an MV-09 Acknowledgement of Receipt and Understanding of MV-08 Faculty and Staff Policy Handbook.

ADMINISTRATIVE RULE: The administration reserves the right to modify, amend, suspend, or terminate any of the policies, procedures, and/or benefits described in the handbook, with or without prior notice to employees. The content of the Faculty and Staff Policy Handbook is determined by the Dean with the President and Board of Directors for the best interest of faculty, and staff employed at the College. All faculty and staff members shall be notified in writing of any such changes, including specification of the dates on which they become effective.

ADMINISTRATIVE RULE: The College shall maintain a comprehensive and effective MV-08 Faculty and Staff Policy Handbook, to be revised and published biannually on the same schedule as PP-00 Policies and Procedures Manual. The Policies and Procedures Manual shall remain the definitive and final word on official College policy; if at any time the two documents conflict, the official policy contained in the Policies and Procedures Manual shall be followed and MV-08 Faculty and Staff Policy Handbook updated to correctly reflect official College policy.

§ 1.6.2 - TRAINING MANUALS

ADMINISTRATIVE RULE: The College is responsible for development and implementing faculty and staff training that supports optimal employee performance and aligns with the College's mission and vision. The Dean will consult with subject matter experts in the development of mandatory College-wide training and with departments in the development of required job-specific training.

ADMINISTRATIVE RULE: New faculty and staff members shall receive an orientation briefing from the Dean, Director of Education, or the Director of Administration, as determined by the Organizational Chart [MV-06], and be provided with a job-specific training

manual on the first day of hire. This document shall also be made readily available at all times in the Administration Office and on the official College website.

ADMINISTRATIVE PROCEDURE: A job-specific training manual is a short booklet of instructions designed to provide a general framework of daily operations, how to execute essential duties and specific responsibilities based on the position description correctly and efficiently, and to improve employee performance. It will cover:

1. Estimated amount of time to understand the procedures and elements pertaining to daily tasks
2. Additional training tools to enhance awareness of role and responsibilities within the College
3. Standard policies and procedures regarding the facilities
4. Full details on the job-specific requirements
5. Current strategic goals pertaining to the job-specific position
6. Provide a comprehensive quiz to ensure the information has been understood

PUBLICATION: MV-10 Faculty Training Manual, MV-11 Admissions Training Manual, MV-12 Student Services Training Manual, MV-13 Outreach & Marketing Training Manual, MV-14 Staff Training Manual .

§ 1.6.3 - STUDENT HANDBOOK

ADMINISTRATIVE RULE: Along with MV-16 General Catalog, MV-15 Student Handbook is one of the College's official notifications to students of its policies, procedures, rules, regulations, and code of conduct, as well as the official resource that defines the College's expectations for student behavior on campus. MV-15 Student Handbook shall present all of the College policies and procedures deemed by the administration to be most pertinent to matriculated students, which shall be quoted, derived, or condensed from the student-related policies and procedures found in the overarching PP-00 Policies and Procedures Manual. Students must read, understand and comply with the provisions of the Student Handbook prior to attending Student Orientation by signing AM-48 Student Acknowledgements Form. The College reserves the right to modify or discontinue any of the services, programs, or activities described in the Student Handbook. The administration may reproduce or modify the Student Handbook at any time at the Dean's discretion; the current version shall remain published to matriculated students on the Official Website.

ADMINISTRATIVE PROCEDURE: Newly matriculated students of the College shall receive both physical and digital copies of the Student Handbook during their Student Orientation (see § 7.5.1). All students are expected to be aware of the contents of MV-16 Student Handbook and to comply with all policies and procedures contained therein; at matriculation each student must sign a document AM-49 indicating their acknowledgement of receipt and understanding of MV-16 Student Handbook.

§ 1.7 – GENERAL CATALOG

POLICY: The administration shall carefully assemble and publish a General Catalog each year which shall provide both prospective and current students with all necessary, relevant, and accurate information about College programs and the most important institutional policies and procedures.

RULE: MV-16 General Catalog shall contain, at a minimum, all accurate and current information relating to programs offered, course descriptions and prerequisites, admissions policies and procedures, audition requirements, transfer of credit policies, current schedules of tuition and fees, financial aid offerings and policies, cancellation and refund policies, student life and student services, registrar and course enrollment, transcript issuance, equipment and facilities, general policies, academic policies, job placement and career development information, faculty biographies, as well as any disclosures required by state or federal law.

PROCEDURE: MV-16 General Catalog shall be reviewed and updated annually during the Summer quarter. The General Catalog Committee, appointed annually by the Dean at the beginning of the Summer quarter, shall execute the task of reviewing and updating the catalog. This update shall be completed no later than September 1, at which time the Dean, Director of Administration, and Director of Education shall triple-check the updated catalog for accuracy and make any necessary corrections before publication.

PUBLICATION: The General Catalog shall be published annually no later than October 1, in both physical and digital formats.

REVISION: Updates to MV-16 General Catalog made after its annual publication with regard to changes in educational programs, educational services, policies, or procedures, shall be immediately provided to students through memoranda, as well as inserted as supplements accompanying any and all printed versions of MV-16 General Catalog until such time as all updates have been fully integrated within the text of MV-16 General Catalog. Faculty, staff members, or students with recommendations for material to be included or reviewed in MV-16 General Catalog should submit their suggestions in writing to the Director of Administration, who will forward any such suggestions to the Dean for review.

EVIDENCE: Physical copies of MV-16 General Catalog are published and made available at the Administrative Office. Digital copies of MV-16 General Catalog are published and made available on the Official Website, as well as distributed over email and on promotional flash drives.

OUTCOMES: Prospective and current students and parents are well-informed about the most pertinent College policies, procedures, dates, deadlines, and courses.

§ 1.8 – AREAS OF PRIMARY EMPHASIS

POLICY: The act of defining an instrumental or musical area of primary emphasis is crucial to a student's musical development. A student entering any program at the College must select one of the following seven primary emphases upon matriculation:

1. Voice
2. Guitar
3. Bass
4. Drums
5. Keyboards

PROCEDURE: All students at the College are required to define their primary area of emphasis during matriculation. New instrumental or musical emphases may be recommended for Board approval by the Dean at his/her discretion after receiving the input of the faculty and in conjunction with the rollout of new program offerings.

ADMINISTRATIVE RULE: The emphasis shall be listed in the above order whenever possible.

ADMINISTRATIVE PROCEDURE: All students within a music performance program (see [§ 1.14 PROGRAM PURPOSES](#)) at the College are required to define their primary area of emphasis during matriculation on the Enrollment Agreement (see [§ 7.4 - ENROLLMENT AGREEMENT](#)). The programs at the College are geared towards musicians who perform primarily on voice, guitar, bass, drums, or piano/keyboards. (See also [§ 2.5.5 - CHANGE OF EMPHASIS](#).)

ADMINISTRATIVE GUIDELINE : The promotional copy language defining each of the emphases published within the General Catalog and on the Official Website, and in the various other promotional materials shall be as follows:

Voice: Our rigorous courses emphasize vocal technique, thorough ear training, fluency in harmony, accurate pitch, stylistic phrasing, songwriting, and repertoire selection. During your time at CCM, your overall musicianship will quickly be strengthened, equipping you with the skills to become a highly capable, adaptable singer in today's diverse music industry. Through intensive ensemble work and individualized private lessons, you'll refine your unique artistic identity and develop a powerful stage presence as a vocalist. Receiving personalized instruction in contemporary music styles including pop, rock, R&B, jazz, and gospel will prepare you for live performance and studio work in the music business. You will perform frequently alongside your fellow voice majors as well as our world-renowned faculty members, who have deep experience in the music industry and in academia. They will serve you as supportive mentors, guiding you in all aspects of modern music including performance, recording, songwriting & composition, and business savvy.

Guitar: The guitar performance curriculum at CCM is designed to develop excellent fretboard technique, appropriate stylistic vocabulary, fluency in harmony, improvisational confidence, and songwriting ability. Through frequent comprehensive ensemble work and personalized private lessons, you'll develop your abilities as both an impressive lead guitarist and a strong rhythm player. Receiving individual instruction in contemporary guitar styles including pop, rock, R&B, jazz, and gospel will prepare you for live performance and studio work in the music business. You will perform frequently alongside your fellow guitar majors as well as our world-renowned faculty members, who have deep experience in the music industry and in academia. They will serve you as supportive mentors, guiding you in all aspects of modern guitar playing including performance, recording, songwriting & composition, business savvy, and how to design and manipulate pedal boards, multi-effects, and different amplifiers to achieve a variety of great-sounding tones.

Bass: The bass performance curriculum at CCM is designed to develop excellent fretboard technique, a refined sense of groove and rhythmic specificity, the confidence to improvise tasteful walking basslines, and absolute fluency in harmony and theory. Every bass student at CCM emerges as a proficient, adaptable electric bass player, capable of meeting the needs of today's diverse music industry. Through frequent ensemble performance and personalized private lessons, you'll develop your abilities as both a supportive band member and a bass soloist. You'll receive clear instruction in contemporary styles including pop, rock, R&B, jazz, and gospel, preparing you for both live performance and studio recording work. Our world-renowned faculty members will serve you as supportive mentors, guiding you in all aspects of

contemporary bass playing including performance, recording, improvisation, and business savvy. Here at CCM you'll participate in an engaging hands-on education that constantly challenges you to take your talent to new heights. CCM is the smartest first step on your journey towards becoming a pro bassist.

Drums: The drum performance curriculum at CCM is designed to develop excellent technique on the drumset, mastery of grooves common in popular styles, unwavering tempo, accurate sight-reading, and perfect "pocket," enabling you to excel in a variety of musical contexts. By performing as the primary timekeeper for our various ensembles, you'll gain the skills and experience to accept nearly any gig or recording session with confidence. Through our extensive drum technique courses, groove labs, and personalized private lessons, our talented instructors will help you achieve a highly nuanced sense of time and feel. You will perform frequently alongside your fellow guitar majors as well as our world-renowned faculty members, who have deep experience in the music industry and in academia. They will serve you as supportive mentors, guiding you in all styles of modern drumming including rock, funk, jazz, blues, Latin, & more.

Keyboards: The piano/keyboard performance curriculum at CCM is designed to develop superb technical ability, appropriate stylistic vocabulary, fluency in harmony and theory, excellent sight-reading, and improvisational confidence. Vladimir Horowitz said, "The piano is the easiest instrument to play in the beginning, and the hardest to master in the end." At CCM, we hold the thorough classical tradition of piano pedagogy in high reverence, while valuing the piano as a versatile and expressive "master instrument" that can be powerful and practical in almost any musical style. We will teach you how to unlock its secrets and harness its potential in the modern popular music industry.

REVISION: The promotional copy shall be reviewed annually by the General Catalog Committee.

PUBLICATION: The promotional copy regarding the areas of emphasis shall be published annually in MV-16 General Catalog as well as on the Official Website.

§ 1.9 – INSTITUTIONAL NAME, LOGO, AND STYLE GUIDE

POLICY: The institution shall maintain policies, procedures, rules, and guidelines around the proper, ethical, and appropriate use of its institutional title and logo, as well as a Style Guide which shall inform the design of all institutional materials including advertisements and promotional items.

These policies shall be divided into the following areas:

[§ 1.9.1 - INSTITUTION NAME](#)

[§ 1.9.2 - INSTITUTION LOGO](#)

[§ 1.9.3 - INSTITUTION STYLE GUIDE](#)

§ 1.9.1 - INSTITUTION NAME

POLICY: This institution shall only operate under the name "California College of Music." In officially sanctioned text copy and language, once the full institution name has been stated at least once, the abbreviation "CCM" may be used as shorthand to represent the full institution name.

§ 1.9.2 - INSTITUTION LOGO

POLICY: For consistency of branding, the officially adopted logo of California College of Music shall be the only logo or stylization of the institution name used in all promotional materials. Retired logos shall not be used in current promotional materials. Their continued existence in previously published materials is acceptable, but every effort should be made to coordinate current branding when possible. Additional logos or designs may appear on t-shirts or other promotional merchandise as necessary for aesthetic variety.

RULE: The current officially adopted logo appears below :



§ 1.9.3 - INSTITUTION STYLE GUIDE

POLICY: The College shall maintain a consistent style guide which defines the aesthetic elements which shall be present in all printed and digital media produced by the College for advertising, marketing, promotional, and representative purposes.

RULE: The current officially adopted style guide consists of the following elements:

Basic design scheme: Retro-futuristic "album cover" style artwork

Basic color palette: Pink to orange gradients, purple to blue gradients.

Basic fonts for headers: Lazer 84, Helvetica (lowercase)

Basic font for paragraph text: Franklin Gothic Book

Basic font for web text: Roboto

Basic font for web navigation: Roboto

Basic photography guidelines: Only focused, clean, attractive photographs. Stock photos may be used where necessary to maintain a high production value across any student photographs. Authentic student photographs should only be used when the aesthetic value meets a high standard, to the discretion of the Dean and the Board of Directors.

REVISION: Once annually, the faculty and staff shall review the institution name, logo, and style guide to determine whether any aspect needs to be updated for freshness or pop culture relevance. If a majority present in a faculty or staff meeting deems a revision to the name, logo, or style guide is necessary, they may nominate a faculty/staff member to submit a written suggestion to the Dean, who may choose to pass the suggestion on to the Board of Directors for approval or denial. The Dean or any Director may make written suggestions regarding the name, logo, and/or style guide to the Board of Directors at any time.

MONITORING: The Director of Administration assures all published materials (both printed and digitally-released) only bear the authorized name or abbreviated name of the institution, the correct logo, and aesthetic elements of the current style guide.

EVIDENCE: All institutional documents, advertising and promotional materials, merchandising, business cards, Official Website, and college-published texts.

OUTCOMES: The institution is consistently identified and branded, in all printed and digital media. Brand recognition and valuation increases over time. Branding may be reset when members of the institution perceive a need for a new aesthetic definition.

§ 1.10 – OFFICIAL WEBSITE AND ONLINE PRESENCE

POLICY: The administration shall create and maintain an official institutional website as well as a general online presence for the College. The official website shall contain, at a minimum, all pertinent information necessary for prospective students and interested members of the public to gain a clear understanding of the College's purpose, programs, and activities. The general online presence shall be in keeping with the adopted and favored social communication platforms of the time.

§ 1.10.1 - OFFICIAL WEBSITE

ADMINISTRATIVE RULE: The Dean and Director of Administration shall oversee the development and maintenance of the official college website. Only the Dean or Director of Administration is permitted to update the College's Official Website. Any recommendations, changes, or updates must be presented to the Director of Administration.

ADMINISTRATIVE PROCEDURE: The official institutional website of the California College of Music shall be found at the URL <https://ccmla.edu>. The website shall be developed by the Director of Administration and/or his/her designees, in conjunction with staff members within the outreach and marketing department to the satisfaction of the Dean. Technical matters shall be handled by information technology staff members under the supervision of the Director of Administration or other qualified personnel identified by the Dean.

ADMINISTRATIVE RULE: The official website shall contain information including but not limited to: overview, mission statement, facilities, academic calendar, contact information, online store, frequently asked questions, programs offered, instrumental emphasis, admissions policies, audition requirements, international student information, transfer policies, tuition and fees, financial aid, student housing, faculty biographies, links to all publically available or legally-required institutional documents, alumni network, current college events, and the Online Application for Admission.

§ 1.10.2 - ONLINE PRESENCE

ADMINISTRATIVE PROCEDURE: In an effort to establish a positive general online presence, the College shall seek to promote its purpose, programs, and activities through any and all popularly embraced social media such as but not limited to Facebook, Twitter, Instagram, WhatsApp, Skype, Google Adwords, etc. These efforts towards maintenance of an excellent online presence shall directly support and steer traffic towards the major elements of the official website, particularly the programs offered and the online Application for Admissions (reference [§ 7.0 – ADVERTISING & STUDENT RECRUITMENT](#)).

REVISION: Suggestions for inclusions on the website or reports of errors within the website or the College's online presence may be submitted by anyone at any time, and should be directed to admin@ccmla.edu.

EVIDENCE : The currently functional official website at <https://ccmla.edu>. The official College accounts at Facebook, Twitter, Instagram, etc. Articles about the College and program descriptions on various websites including Wikipedia, StudyInternational,, etc.

OUTCOMES: Prospective students and the general public are well-informed about the College's purpose, programs, and activities through an excellent and well-maintained official website that serves as its main promotional hub, and its online presence at the various popularly embraced social media, journals, and other online sources.

§ 1.11 – CULTURE OF INCLUSION AND DIVERSITY

POLICY: Members of the College community shall seek to foster a culture of inclusion and diversity wherever possible. The administration shall develop rules and procedures meant to bring the culture of inclusion and diversity to life.

ADMINISTRATIVE RULE (EQUAL OPPORTUNITY EMPLOYMENT): California College of Music provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis. CCM will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. CCM is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. CCM recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

ADMINISTRATIVE RULE (SENSITIVITY TO DIVERSITY): Diversity is a core value of California College of Music, at the heart of our culture of inclusion. We have successfully educated students from more than 30 countries, thereby creating global bridges for the sharing and development of popular music. Our institution pledges to serve as an ally to all marginalized peoples, including those facing socio economic challenges, the LGBTQIA community, and learners with disabilities or special needs.

ADMINISTRATIVE GUIDELINE (HISTORY TEXT FOR ONLINE PRESENCE): The halls of California College of Music are graced with light from the luminaries who have educated our alumni and shaped our vision over the past two decades. Individuals we consider legendary within the development of our institution include Reggie Dozier, Wayne Henderson, Bill Ford, Oren Waters, Darryl Moore, Kevin Dorsey, Dee Dee Myers, Uros Raskovski, Christopher Fazzi, M.M., David Enos, Kevin King, and Dr. Steve Martinez. Our current Dean & Chief Academic Officer, Daniel Brummel, M.M. seeks to uphold the vision and continue the momentum these legends have bequeathed to our institution.

§ 1.12 – TERMINOLOGY FOR CURRICULAR DESIGNATIONS

POLICY: The administration shall develop a coherent and specific set of definitions for terminology used to describe the College's programs, emphasis, and other important curricular designations.

ADMINISTRATIVE PROCEDURE: The Dean shall craft definitions for each curricular designation within the College's program offerings, which the Dean shall submit to the Board of Directors for approval. The faculty and staff shall be informed of these definitions through their inclusion in the MV-08 Faculty & Staff Handbook. In the Quarterly Faculty Meetings, the Dean and the Director of Education shall remain receptive to the input of the faculty at large regarding curricular designations.

ADMINISTRATIVE RULE: The definitions of the College's terminology for programs, emphasis, and other important curricular designations are as follows:

Degree program: "Degree program" is defined as a curricular offering of at least 90 quarter credits with specific, defined purposes, timeframe, and student learning outcomes designed by the faculty at large and approved by the College's Board of Directors. Students who successfully complete the curricular requirements of a degree program earn the eponymous degree, conferred by the Board of Directors upon recommendation by the faculty, signifying that they have reached a level of academic achievement commensurate with the degree designation, e.g. Associate of Science in Performance, as accepted nationally and as compatible with the standards of the National Association of Schools of Music (NASM).

Certificate program: "Certificate program" is defined as a curricular offering of at least 60 but less than 90 quarter credits with specific defined purposes, timeframe, and student learning outcomes designed by the faculty at large and approved by the College's Board of Directors. Students who successfully complete the curricular requirements of a certificate program earn a certificate, conferred by the Board of Directors upon recommendation by the faculty, signifying that they have reached a level of academic achievement commensurate with the certificate designation (Certificate in Performance or Certificate in Songwriting & Music Production).

Non-certificate program: "Non-certificate program" is defined as a curricular offering of less than 60 quarter credits with specific defined purposes, timeframe, and student learning outcomes designed by the faculty at large and approved by the College's Board of Directors. Students who successfully complete the curricular requirements of certain non-certificate programs (the Apprentice Program and the Preparatory Quarter) who wish to continue their studies may elect to apply to one of the College's certificate or degree programs.

Primary emphasis: "Primary emphasis" is defined as a specific musical discipline to study within an approved College program. Students enrolling in any College program must define their emphasis as one of the following seven accepted emphasis approved by the Board of Directors: Voice, Guitar, Bass, Drums, or Keyboard.

Course series: A "course series" is defined as a group of courses in a related area of musical study designed in sequence to develop key competencies. Usually, but not always, the beginning levels of a course series are prerequisites for advancing to subsequent levels.

Study status: "Study status" is a course load designation. Through their enrollment agreement, a student must commit to a study status of either full-time or part-time. Full-time study status is defined as a course load of at least 12 units per quarter; part-time study status is defined as a course load of between 7 to 8 units per quarter.

Track: The term "Track" is used only informally by the faculty and staff to refer either to the "performance track" which is the general lane of music study available to students within the College's accepted emphases. "Track" is defined as the complete content of the aggregate curricula for all program levels of either performance or composition, i.e., a student with a defined emphasis of Voice, Guitar, Bass, Drums, or Keyboard is considered to be on the "performance track" regardless of whether they are enrolled in the Apprentice in Performance, the Certificate in Performance, or the Associate of Science in Performance program.

§ 1.13 – DEAN SELECTION AND REVIEW

POLICY: The successful execution of the position of Dean and Chief Academic Officer is essential to the College's achievement of its Mission, Vision, and Purposes as well as the professional growth of its faculty. Through the following procedures, the College's Directors of Education, the Director of Administration, Program Chairs, and other key staff members (see [§2.2](#)) help determine the selection of the Dean and participate in the review of his/her execution of the duties of the position.

§ 1.13.1 - PROCEDURES FOR THE SELECTION OF THE DEAN

When a vacancy occurs or is anticipated in the Deanship of the College, the President will appoint an interim Dean in consultation with the Directors of Education and the Director of Administration, or otherwise assign the College's interim executive functions, until a permanent Dean is selected.

The President will empanel a search committee consisting of the Directors of Education and the Director of Administration as well as select Program Chairs and key administrators. The President may also elect to appoint to the search committee, at his/her discretion, current students or alumni of the College, or other members of the College community, as appropriate. No candidate for the vacant position may serve on the committee.

The President will call the first meeting of the search committee, charge the committee with its task, and introduce the person selected to Chair it. The President will then retire from the committee.

In the course of its deliberations, and before reporting to the President, the search committee will hold at least one meeting of the College faculty and staff at large to discuss the candidates being considered.

The committee may also make available finalists for the position to the faculty with the permission of the President.

The committee will recommend at least three candidates to the President, without rank. If none of these candidates is acceptable to the President, the President will empanel a new search committee. The procedure will be repeated until an acceptable candidate for the Deanship is selected.

§ 1.13.2 - DURATION OF THE DEAN'S TERM

The Dean serves a two-year term, which is renewable depending on the outcome of the President's review.

§ 1.13.3 - ANNUAL REVIEW OF THE DEAN

The President shall conduct an annual review of the Dean to evaluate the progress of the College under his/her leadership. As part of the review, the President may meet with the Directors of Education and Director of Administration as well as a reasonable number of faculty and administrative staff members, in order to reach a good understanding of affairs within the College, including quality of leadership and teaching, professional activities, service to the College, and morale.

ADMINISTRATIVE GUIDELINE (CRITICAL QUESTIONS IN THE ANNUAL REVIEW OF THE DEAN): The President ought, at a minimum, to communicate effectively with faculty and staff to arrive at detailed and supported answers to the following questions:

1. Has the College engaged in a comprehensive process of self-evaluation and strategic planning?
2. Has the Dean set clear goals and objectives for the College through strategic planning? Are these in alignment with the College's Mission, Vision, and Values? Are the goals communicated effectively by the Dean and their achievement appropriately encouraged?
3. To what extent does the Dean facilitate the achievement of these goals?
4. How effectively does the Dean represent the College to the community at large?

5. How effective has the Dean been in collaborating with others, both within and outside of the College, as appropriate?
6. How effective is the Dean as the manager of all College operations?
7. How successful has the Dean been in managing the College in the face of pressures?
8. How effective has the Dean been in fundraising and in securing other forms of support for the College?
9. How is the College perceived by members of the academy at all levels?
10. What is the College's trajectory in fulfilling its stated Mission, Vision, and Purposes?
11. How effectively has the Dean implemented College policies?

§ 1.14 – PROGRAM PURPOSES

POLICY: The administration shall develop, define, and publish a coherent and specific set of purposes for each program offered by the College.

PROCEDURE: The Dean and/or the Director of Education shall craft each set of program purposes in conjunction with the Program Chairs where possible, which the Dean shall submit to the Board of Directors for final approval. The Dean, Director of Education, and/or the Program Chair shall seek the input of all teaching faculty members within a given program on their program's purposes.

RULE: The purposes for each program offered by the College are given in the following sections:

[§ 1.14.1 - PERFORMANCE TRACK PURPOSES](#)

[§ 1.14.2 – CERTIFICATE IN SONGWRITING AND MUSIC PRODUCTION PURPOSES](#)

[§ 1.14.3 - PREPARATORY QUARTER PURPOSES](#)

§ 1.14.1 - MUSIC PERFORMANCE TRACK PURPOSES

[§ 1.14.1.1 - APPRENTICE IN PERFORMANCE PROGRAM PURPOSES](#)

[§ 1.14.1.2 - CERTIFICATE IN PERFORMANCE PROGRAM PURPOSES](#)

[§ 1.14.1.3 - ASSOCIATE OF SCIENCE IN PERFORMANCE PROGRAM PURPOSES](#)

§ 1.14.1.1 - APPRENTICE IN PERFORMANCE PROGRAM PURPOSES

PROGRAM OVERVIEW: The Apprentice in Performance (2 quarters, 30 credits, 6 months) is a foundational program designed for students to begin to amass the knowledge, skills, and confidence to express themselves through modern popular music.

PROGRAM PURPOSES: The purposes of the Apprentice in Performance program are:

- to establish a basic level of instrumental or vocal performance ability;
- to provide multiple public performance opportunities in ensembles;
- to establish basic keyboard knowledge;
- to instill a foundational understanding of music theory;
- to develop fundamental aural skills, including the ability to recognize intervals and triads and transcribe simple melodies;
- to establish basic abilities in the analysis of popular music and blues structures;
- to instill a fundamental understanding of rhythm;
- to develop the basic ability to relate sound to music notation;
- to introduce the requisite skills for self-expression through popular music.

WEB TEXT: "The Apprentice Program in Popular Performance (2 quarters, 6 months, 30 credits) equips talented, ambitious music students with a basic toolbox full of practical musical skills, establishing an immutable foundation for future musical study. Technical development, ear training, private lessons, and live concert performances give students valuable hands-on experience in the craft of music, under the apprenticeship of highly-skilled instructors who possess both strong academic qualifications as well as impressive professional resumes. The Apprentice Program is the right choice for students who wish to quickly establish strong musicianship and gain performance experience on voice, guitar, piano, bass, or drums. The Apprentice Program curriculum for vocalists and instrumentalists mirrors the first two quarters of the Certificate and Associate Degree programs, so students who complete the Apprentice Program may elect to proceed immediately into further study at CCM.

We accept students into the Apprentice in Performance program on the following instruments: voice, guitar, bass, drums, keyboards."

§ 1.14.1.2 - CERTIFICATE IN PERFORMANCE PROGRAM PURPOSES

PROGRAM OVERVIEW: The Certificate in Performance program (4 quarters, 60 credits, 12 months) is designed to equip students with a substantial amount of the knowledge, skills, and confidence necessary to express themselves through modern popular music.

PROGRAM PURPOSES: The purposes of the Certificate in Performance program are:

- to establish an intermediate level of instrumental or vocal performance ability;
- to provide multiple public performance opportunities in ensembles;
- to develop an understanding of music technology and basic skills in a digital audio workstation;
- to provide multiple studio recording session experiences;
- to develop a comprehension of the history of American popular music;
- to develop the ability to improvise within popular music structures;
- to develop fluency in music theory, including notational skills and an understanding of advanced harmonic structures;
- to develop strong aural skills, including extended chord recognition and the ability to transcribe harmonic progressions;
- to instill a nuanced understanding of rhythm and accuracy of rhythmic interpretation;
- to develop the ability to sight-read and/or sight-sing music in real time;
- to establish proficiency at the keyboard;
- to establish the basic skills necessary for gainful employment in modern popular music;
- to equip students with a strong foundation for self-expression through popular music.

WEB TEXT: "The Certificate Program in Performance (4 quarters, 12 months, 60 credits) is a rigorous and challenging one-year curriculum in which talented, driven musicians establishes impeccable musicianship and powerful performance technique, making them prime candidates for successful careers in music. Designed to empower musicians with masterful knowledge of their instrument (voice, guitar, bass, drums, or piano) and its role within modern styles of popular music such as rock, pop, jazz, blues, R&B, funk, and fusion, the Certificate Program also establishes the business acumen and technological savvy necessary to navigate the modern music industry successfully. Instrumental technique, music theory, ear training, modern band performance, sight-reading, improvisation, music production, and music business are some areas of study emphasized within the Certificate Program. The 4-quarter Certificate Program for vocalists and instrumentalists mirrors the first four quarters of the Associate Degree Program, so that after completing the Certificate Program, some students may elect to continue working towards their Associate of Science in Performance.

We accept students into the Certificate Program in Performance program on the following instruments: voice, guitar, bass, drums, keyboards."

§ 1.14.1.3 - ASSOCIATE OF SCIENCE IN PERFORMANCE DEGREE PROGRAM PURPOSES

PROGRAM OVERVIEW: The Associate of Science in Performance (6 quarters, 90 credits, 18 months) is a professional music degree designed for students wishing to gain commanding skill as instrumental or vocal performers and establish entry-level skills for the modern popular music industry. Graduates of this program are musicians empowered with the knowledge, skills, and confidence to express themselves dynamically through modern popular music.

PROGRAM PURPOSES: The purposes of the Associate of Science in Performance degree program are:

- to establish an advanced level of instrumental or vocal performance ability;
- to provide multiple public performance opportunities in ensembles and as bandleaders;
- to develop an understanding of music technology and basic skills in a digital audio workstation;
- to develop studio recording abilities through multiple session experiences;
- to develop a comprehension of the history of American popular music;
- to develop musical arranging and directing skills;
- to establish skills for effective self-promotion;
- to provide experience in music video production;
- to develop the ability to improvise within popular music structures;

- to develop fluency in music theory, including notational skills and an understanding of advanced harmonic structures;
- to develop strong aural skills, including extended chord recognition and the ability to transcribe harmonic progressions;
- to instill a nuanced understanding of rhythm and accuracy of rhythmic interpretation;
- to develop the ability to sight-read and/or sight-sing music in real time;
- to establish proficiency at the keyboard for all musicians;
- to establish entry-level skills and qualifications for careers in modern popular music;
- to enable students to express themselves dynamically through popular music, as evidenced by a showcase of songs curated, arranged, directed, and performed by the student cohort.

WEB TEXT: "The Associate of Science Degree in Performance (6 quarters, 90 credits) is the most in-depth and intensive program offered at CCM. Emphasizing thorough and polished musicianship, personal artistic mentoring, and preparation for the modern music industry, students in the associate degree program develop extensive practical real-world skills, creating and honing their own unique voice or playing style along the way.

Courses are taught by successful musicians with proven track records and a firm understanding of the complex expectations students will face in the industry. This rigorous 6-quarter program takes only a year and a half to complete, but in that time students are exposed to a diverse, well-rounded musical palate. Our associate degree program emphasizes thorough knowledge of musical styles and structures, technical proficiency, accuracy, and self-confidence. By graduation, students will have performed in front of live audiences, participated in recording sessions, created electronic music, and developed a portfolio to promote themselves in the music industry at large.

CCM accepts students into the Associate Degree in Performance program on the following instruments: voice, guitar, bass, drums, keyboards.

Please note: The Associate of Science Degree in Performance is an occupational degree and does not include general education requirements or specific preparation for study at the baccalaureate level."

§ 1.14.2 – CERTIFICATE IN SONGWRITING AND MUSIC PRODUCTION PROGRAM PURPOSES

PROGRAM OVERVIEW: The Certificate in Songwriting and Music Production program (4 quarters, 12 months, 60 credits) is designed to equip students with a substantial amount of the knowledge, skills, and confidence necessary to express themselves through modern popular music.

PROGRAM PURPOSES: The purposes of the Certificate in Songwriting and Music Production program are:

- to establish an intermediate to advanced level of songwriting ability;
- to establish an intermediate to advanced level of music production ability;
- to establish an intermediate to advanced level of lyric writing ability;
- to gain experience writing and producing music for, and in collaboration with, other musicians;
- to gain experience writing and producing music set to video;
- to develop intermediate music arranging skills for live band;
- to provide at least one opportunity for students to publicly showcase their work;
- to guide students along their journey to artistic self-discovery;
- to develop an understanding of music technology and intermediate to advanced skills in a digital audio workstation (DAW);
- to develop studio recording abilities through multiple session experiences;
- to develop fluency in music theory, including notational skills and an understanding of advanced harmonic structures;
- to develop strong aural skills, including the ability to transcribe melodies and harmonic progressions;
- to instill a nuanced understanding of rhythm and accuracy of rhythmic interpretation;
- to establish basic proficiency at the keyboard;
- to establish skills for effective self-promotion;
- to develop a basic understanding of music publishing;

to equip students with a strong foundation for self-expression through popular music, as evidenced by a small- to medium-sized portfolio of recorded work, including at least a three-song extended play (EP) recording.

WEB TEXT: "The Certificate in Songwriting and Music Production program (4 quarters, 12 months, 60 credits) at CCM is designed for music-makers looking to hone their songwriting, lyric writing, and production skills while developing their unique artistic voice. CCM faculty members act as mentors to help students along their journey of artistic self-discovery, giving guidance and production tips throughout the writing and recording process. CSMP students have access to our world-class recording studio where they can bring their music to life. As a member of CCM's Original Ensemble, students gain experience working with a live band to bring their music from the page to the stage. Making Music For Hire introduces students to the tools and techniques necessary to create music for TV, film, advertising, video games, and other artists. By the end of the CSMP program, students complete their own professional-level extended play (EP) recording, a valuable asset they can use to promote themselves in the modern music industry."

§ 1.14.3 - PREPARATORY QUARTER PURPOSES

PROGRAM OVERVIEW: The Preparatory Quarter Program (8 weeks) is designed for students who wish to establish fundamental skills sufficient to prepare themselves for collegiate study in popular music. Students who complete this program are empowered with the basic knowledge, skills, and confidence to audition for collegiate programs at California College of Music, or undergraduate programs in popular music at other institutions.

PROGRAM PURPOSES: The purposes of the Preparatory Quarter are:

- to introduce students to the musical language;
- to acquaint students with the study of instrumental or vocal performance;
- to establish basic familiarity with the keyboard and note-naming;
- to establish a functional understanding of the basics of music theory;
- to develop fundamental aural skills, including the ability to recognize intervals and triads;
- to instill a fundamental understanding of rhythm;
- to develop a basic understanding of music notation;
- to prepare students to audition for college-level programs in popular music,
- to prepare students for collegiate study in music

REVISION: The Program Purposes shall be reviewed and opened for discussion at every Quarterly Faculty Meeting, and faculty/staff members are encouraged to raise any suggestions or concerns with respect to the Program Purposes verbally at that time. If a majority consensus approves of a suggested change to the Program Purposes, a faculty or staff member shall be nominated to submit the written suggestion for modification to the Program Purposes to both the Dean, who may choose at his/her discretion to seek the approval of the Board of Directors.

PUBLICATION: The Program Purposes shall be published within the Policies & Procedures Manual, General Catalog, Faculty & Staff Handbook, and on the College Website, <https://ccmla.edu/>.

EVIDENCE: PP-00 Policies & Procedures Manual, MV-08 Faculty & Staff Handbook, MV-16 General Catalog, Official Website, AD-52 Quarterly Faculty Meeting Agendas & Minutes , etc.

OUTCOMES: The purposes of the programs offered by the California College of Music are understood by all faculty, staff, students, and all who seek them out when investigating the institution's program offerings

ADMINISTRATION & MANAGEMENT

[2.1 – Code of Conduct](#)

2.1.1 - Safety and Security

[2.2 – Executive Management Team and Key Staff Members](#)

[2.3 – Facilities and Operational Management](#)

[2.4 – Human Resources](#)

[2.5 – Registrar](#)

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§ 2.1 – CODE OF CONDUCT

POLICY: The administration shall maintain and enforce a Code of Conduct which includes provisions for the proper behavior of all collegiate community members including students, faculty, staff, and visitors, and illustrates the differences in expected behavioral standards between them where appropriate. The Code of Conduct shall contain disciplinary actions or processes for those who fail to uphold any aspects of the Code. Policies of the Code of Conduct will be notated within AD-01 Code of Conduct.

RULE: Students, faculty or staff who wish to report code of conduct violations as well as criminal actions which have occurred on or off the CCM campus yet directly involve a CCM community member, may file Code of Conduct Violation Form.

PROCEDURE: A disciplinary committee composed of the Dean, Director of Administration, and the Director of Student Services shall review all grievances, criminal actions, and code of conduction violations and may choose to follow one or more elements of the disciplinary procedure given below:

1. complete an Incident Report form, arrange a meeting with the community member(s) alleged to have committed the infraction, and review the Incident Report with the community member(s);
2. complete a Corrective Action Request form, arrange a meeting with the appropriate community member(s), review the Corrective Action Request, and have the community member(s) sign it;
3. complete a Warning Notification Form, arrange a meeting with the appropriate community member(s), and have a staff member sign it;
4. complete a No Contact Order, arrange a meeting with the appropriate community member(s), and have the community member(s) sign it;
5. request that the Dean issue an Order of Suspension or an Order of Expulsion to the appropriate community member(s).

Generally, disciplinary actions in an order similar to that shown above, but the severity of the conduct violation dictates the action which will be taken, and not all actions are necessary, depending on the nature of the infraction.

The disciplinary procedure can loosely be referred to as the "Three Strikes" procedure, in the following sense:

1. Corrective Action Request (normally accompanied by an Incident Report) is usually seen as the appropriate response to the first infraction.
2. Warning Notification (normally accompanied by an Incident Report) is usually seen as the appropriate response to the second infraction.
3. Order of Suspension or Order of Expulsion (normally accompanied by an Incident Report) is usually seen as the appropriate response to the third infraction.

§ 2.1.1 - SAFETY & SECURITY

POLICY: The College must ensure the safety and security of all community members by establishing procedures for emergencies.

ADMINISTRATIVE RULE: In compliance with CFR code 668.46; The disclosure of certain crime statistics must be reported so that CCM students, employees, and families can be educated about implemented safety and security measures and relevant crime statistics from January to December.

ADMINISTRATIVE RULE: The Administration shall make available an online Code of Conduct Violation Form for victims and witnesses of a crime who would want to report. The form shall include an option for individuals to have their submission remain anonymous and confidential.

ADMINISTRATIVE PROCEDURE: A document known as the Safety & Security Annual Report shall be published by the Director of Administration annually and sent directly via email to all faculty, staff, & students. The report shall satisfy all requirements set forth by the Clery (Campus Security) Act [668.46](#).

ADMINISTRATIVE PROCEDURE: The Director of Administration has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data used to compile this report will be collected from the local Pasadena Police Department, along with information from CCM's compiled Code of Conduct Violation Forms.

ADMINISTRATIVE RULE: In the event that a situation arises, either on or off campus, that in the judgment of the administration office, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through e-mail to all faculty, and staff. Anyone with information warranting a timely warning should report the circumstance to the administration office by phone at 626.577.1753 or in person at the administration office.

ADMINISTRATIVE PROCEDURE: The Director of Administration will issue the warning through e-mail to all faculty, and staff.

ADMINISTRATIVE RULE: The administration office will provide a directory of public health services available to students and employees. These resources will include mental health, domestic violence, housing, food, & various health care clinic information.

ADMINISTRATIVE PROCEDURE: The Director of Administration will annually update the AD-78 Resources for Public Health Services form and make it available to instructors and students via the Student Portal.

§ 2.2 – EXECUTIVE MANAGEMENT TEAM AND KEY STAFF MEMBERS

POLICY: All faculty/staff members shall be made aware of the organization and constituents of the executive management team, as well as the key staff members who perform specific tasks crucial to the institution.

RULE: The executive management positions at the college are (1) Owner & Chief Financial Officer; (2) President & Chief Executive Officer; and (3) Dean & Chief Academic Officer.

RULE: The key staff member positions at CCM are as follows:

1. Director of Education
2. Program Chairs
3. Director of Administration
4. Director of Admissions
5. Director of Student Services
6. Outreach & Marketing Manager

REVISION: The executive management team and key staff member definitions shall be reviewed and revised if necessary during the biennial Policies and Procedures Manual review.

PUBLICATION: The executive management team and key staff members shall be defined within the MV-08 Faculty and Staff Handbook, and also identified within the MV-06 Organizational Chart whenever it is published.

§ 2.3 – FACILITIES AND OPERATIONAL MANAGEMENT

POLICY: The administration shall instate defined rules and procedures, and recommend and employ qualified staff members whose selection shall be approved by the President, in order to execute the proper day-to-day operational management and functionality of the College facilities.

RULE: The President (in his/her capacity as Chief Executive Officer of the College), the Dean (in his/her capacity as Chief Administrative Officer of the College) and the Director of Administration shall retain authority over the facilities and operational management of the College. All aspects of operational management occur under the supervision of the Dean and/or the Director of Administration. Daily internal communication via face-to-face discussion, email, text message, online chat, or phone between staff members is considered routine procedure.

PROCEDURE: The administrative rules and procedures for facilities and operational management shall be divided into the following areas:

- [§ 2.3.1 - COMMUNICATION POLICIES AND PATTERNS](#)
- [§ 2.3.2 - COURSE SCHEDULING](#)
- [§ 2.3.3 - CAMPUS HOUR](#)
- [§ 2.3.4 - CLASSROOMS](#)
- [§ 2.3.5 - PRESS AND MEDIA](#)
- [§ 2.3.6 - PURCHASING](#)
- [§ 2.3.7 - PUBLISHING](#)
- [§ 2.3.8 - REPROGRAPHICS](#)
- [§ 2.3.9 - POSTINGS](#)
- [§ 2.3.10 - ADMINISTRATIVE REGULATIONS \(COLLEGE\)](#)
- [§ 2.3.11 - ADMINISTRATIVE REGULATIONS \(STATE\)](#)
- [§ 2.3.12 - AUDIOVISUAL](#)
- [§ 2.3.13 - INSURANCE](#)
- [§ 2.3.14 - ELECTRONIC BACKUP](#)
- [§ 2.3.15 – ACADEMIC & ADMINISTRATIVE CALENDARS](#)
- [§ 2.3.16 - INTERNET ACCESS](#)
- [§ 2.3.17 - PARKING](#)
- [§ 2.3.18 - HOURS OF OPERATION](#)
- [§ 2.3.19 - FACILITY OPENING AND CLOSING PROCEDURE](#)
- [§ 2.3.20 – INVENTORY MANAGEMENT AND CONTROL](#)
- [§ 2.3.21 – FACILITIES, EQUIPMENT, AND TECHNOLOGY MAINTENANCE](#)
- [§ 2.3.22 – EMERGENCY MANAGEMENT AND DISASTER PREPAREDNESS PLAN](#)
- [§ 2.3.23 – VISITOR POLICY](#)

§ 2.3.1 - COMMUNICATION POLICIES AND PATTERNS

POLICY: The administration shall maintain comprehensive outlines and/or descriptions of the accepted and approved communication patterns amongst all constituencies within the overall governance and administrative structures of the College.

ADMINISTRATIVE RULE (OFFICIAL COMMUNICATIONS): email, phone, text message, verbal discussion, and written correspondence are all considered official modes of communication at CCM. Within the faculty/staff contract, all participants agree to respond in a timely fashion to all official College communiqués (except those which take place outside of work hours) in order to facilitate the expedient and effective operation of the institution. Lack of communication or poor communication skills are grounds for probation and/or dismissal. All faculty/staff members are issued email addresses at the domain ccmla.edu. The Director of Administration shall show each faculty and staff member how to access their ccmla.edu email address.

ADMINISTRATIVE RULE (COMMUNICATIONS SYSTEMS AS PROPERTY OF THE COLLEGE): The communications systems including email, telephone, voicemail, and physical mail at the College are the property of the College and are provided for business purposes only. The College reserves the right to monitor the usage of its communication systems to ensure compliance with this policy; therefore faculty and staff should not consider any communications conducted over the College's systems to be private. Because the College reserves the right to access any communications without prior notice, faculty and staff should not use College systems to transmit any messages or to access any information that he/she would not want a third party to observe. Although incidental and occasional personal use of the College's systems is permitted, any such personal use may be observed under this policy. Mail delivered to the College is presumed to be related to College business. Therefore, mail sent by a faculty or staff member to the College may be opened by an administrator before being routed to the faculty or staff member. If a faculty or staff member does not wish to have correspondence handled in this manner, all items should be delivered to their personal address.

ADMINISTRATIVE RULE (ORGANIZATIONAL CHART OUTLINES COMMUNICATION PATTERNS): In general, the Organizational Chart shall outline one representation of the overall basic communication patterns of the institution, which is that written and verbal communication is meant to flow between the parties linked by a line on the organizational chart.

ADMINISTRATIVE RULE (APPROVED REPORTING PATTERNS REPRESENT COMMUNICATION PATTERNS): Reporting patterns and duties, which represent patterns of communication, are outlined in the Position Descriptions (reference [§ 1.5 – ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS](#)).

ADMINISTRATIVE RULE (APPROVED ADMINISTRATIVE DOCUMENTS REPRESENT OFFICIAL COMMUNICATIONS): The set of approved administrative documents as stated in [§ 2.11 - APPROVED ADMINISTRATIVE DOCUMENTS](#) represents a major mode of official documented communication at the College, with each document and form serving a different purpose for communicating specific information between specific members, groups, or constituencies within the College community at large.

ADMINISTRATIVE RULE (ACCEPTED COMMUNICATION PATTERNS):

Board of Directors communication with the administration: The Board communicates with the administration through its meeting agendas, documented votes on approved actions, and approved meeting minutes, as well as through the Dean ([see § 1.4](#)). The President may also communicate or clarify the content of the Board's approved actions to the administration verbally or in writing.

Board of Directors communication with faculty: The Board communicates with the faculty through the administration, which is charged with the responsibility of delivering the content of any approved Board actions which pertain to the faculty (inclusive of all programmatic and curricular matters) to them in writing, through official emails or physically-distributed documents. Members of the administration shall create the opportunity for comment, discussion, and clarification on Board actions at every Quarterly Faculty Meeting ([see § 2.6.1](#)).

Administration communication with the Board of Directors: The administration communicates with the Board of Directors through the Dean. Any director-level member of the administration may request to attend a Board meeting, or their attendance may be requested by the Dean. Such requests must be approved preliminarily by the President and the Dean, and given final approval by a majority vote of the Board at the beginning of each Board meeting. (At any time during a Board meeting, any Board member may request that any non-Board-members leave the meeting for any reason.)

Internal communications amongst members of the administration: Communication between members of the administration on all topics which concern the administration-at-large is encouraged and takes place at the Weekly Administrative Staff Meetings ([see § 2.6.2](#)), and is documented through the respective meeting agendas and minutes. Members of the administration also email each other as necessary on a day-to-day basis, and communicate through approved administrative documents. At the time of this writing, the Directors of Administration, Education, and Admissions & Student Services, as well as the Outreach and Marketing Manager, work in the same Administration Office, which is connected to the Dean's Office, and thanks to this office layout, administrators frequently communicate verbally. After work hours, limited emailing, texting, or calling about pressing work topics is allowed, but is not required; no employee will be expected to respond to or even to consider communications regarding the College outside of the employee's normal contracted work hours. While verbal communication about general College-related matters is encouraged within the Administration Office, the members of the administration are also encouraged to remember their

position descriptions and duties at all times, and not provide extended comment on areas of the College's operations that do not concern them. In keeping with this policy, and since there are not currently cubicle dividers in the main Administration Office, and to encourage the appropriate division of labor, the members of the administration are encouraged not to concern themselves with the items on the computer screens of the other administrators.

Faculty communication with the Board of Directors: The faculty communicates with the Board through the Dean, who is charged with the responsibility to bring any written recommendations or communications made by the faculty to the Board either in its next meeting or immediately if the Dean deems the issue urgent.

Student communication with the Board of Directors: Students are encouraged to communicate with the Board of Directors in writing through the Dean, who is charged with the responsibility to carry any written communications from students directly to the Board either in its next meeting or immediately if the Dean deems the issue urgent.

Faculty communication with administration: The faculty communicates with the administration through various modes including Attendance and Grading Ledgers (see [§ 9.2](#)), Quarterly Faculty Meetings (see [§ 2.6.3](#)), Instructor Evaluations of Courses and Curricula (see [§ 9.8](#)), other approved administrative documents (see [§ 2.11](#)), and written, verbal, emailed, and texted communications.

Administration communication with faculty: The administration communicates with the faculty through various modes including Instructor Binders (see [§ 6.1](#)), Attendance and Grading Ledgers (which contain the administration's approved student roster for each course - see [§ 9.2.2](#)), quarterly informal and formal teaching observations and evaluations (see [§ 9.7](#)), and other approved administrative documents.

Administration communication with students: The administration communicates with the College's students through various modes including written letters, Student Orientation modules (see [§ 7.5.1](#)), postings, and frequent emails and announcements, and other approved administrative documents.

Student communication with faculty: Students communicate with individual faculty instructors through the instructors official College email address, which are publicized on the Official Website, as well as verbally and in person during class times (see [§ 5.0](#)). Instructors are discouraged from giving their personal phone numbers to students, and to exercise extreme caution and discretion when doing so, though it is not expressly prohibited. Student Evaluations of Instructors and Courses (see [§ 9.4](#)), Student Preferences Polls (see [§ 9.4.4](#)), Ensemble Repertoire Polls (see [§ 9.4.4.2](#)), and other approved administrative documents. A student may communicate with the faculty-at-large by submitting a written communication to the Dean, who is charged with the responsibility of delivering the communication to the combined faculty at the next Quarterly Faculty Meeting (see [§ 2.6.3](#)) or immediately if the Dean deems the issue urgent.

Student communication with the administration: Students communicate with the administration verbally and in writing through various modes including Student Orientation (see [§ 7.5.1](#)), Student Open Forum (see [§ 8.2](#)), Midterm Student Advisement Sessions (see [§ 8.3](#)), Course Add/Drop Forms (see [§ 2.5.1.2](#)), Code of Conduct Violation Reporting Forms (see [§ 2.1.2](#)), Student Evaluations of Instructors and Courses (see [§ 9.4.2](#)), Student Exit Surveys and Interviews (see [§ 9.4.3](#)), written complaints or grievances (see [§ 2.1.20](#)), and other approved administrative documents. The administration maintains an Open Door Policy to students of the College (see [§ 9.4.5](#)).

Student communication with state, federal, and accreditary oversight bodies: Students shall be encouraged to communicate any complaints or grievances about California College of Music directly to the College's applicable state, federal, and accreditary oversight bodies, which may include the State of California's Bureau for Private Postsecondary Education, the National Association of Schools of Music, and the United States Department of Education, according to the statutes and regulations set by the applicable bodies (see [§ 2.9](#)).

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§ 2.3.2 - COURSE SCHEDULING

ADMINISTRATIVE RULE: The Dean and the Director of Administration shall ensure courses and classrooms are scheduled to support the needs of students, faculty, and the administration. The primary goal of course scheduling is to facilitate student registration resulting in conflict free schedules and timely graduation with an array of courses that are based upon student need. The Director of Administration will continue to work collaboratively with the Dean and the Director of Education to accommodate the pedagogical preference of faculty while maximizing classroom capacities and room availability.

ADMINISTRATIVE RULE: Courses shall only be scheduled during Week 1 through Week 10 of an academic quarter. Any courses that are scheduled on a day that will have a federal holiday will not be made up later in the quarter, with the exception of private lessons (see [§ 4.0 - ACADEMICS & CURRICULA](#)). The course schedule for Finals, Juries, and the Quarterly Concert during Week 11 will be posted no later than Monday of Week 10.

ADMINISTRATIVE PROCEDURE: Faculty members will need to provide the Director of Administration with their open availability for the upcoming quarter to the Director of Administration no later than Friday of Week 7. If no update is provided by this time, the administration shall either assume the current availability will remain the same for the next quarter or elect to not renew the instructor's quarterly contract. Once confirmed, the Dean, the Director of Administration, and the Director of Education will create a course schedule based on courses running and faculty availability; to be completed no later than Monday of Week 12. Before course registration opens (see [§ 2.5 - REGISTRAR](#)), the final College schedule will be sent to projected instructors for the upcoming quarter. Instructors will be asked to review their schedule and confirm approval or request a change with the administration not later than Friday of Week 12. Any requests and/or decisions made after Week 12 will be at the discretion of the Dean.

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§ 2.3.3 - CAMPUS HOUR

ADMINISTRATIVE RULE: If the official College schedule permits, the administration shall attempt to include at least one, one-hour block of time during the week (Monday-Thursday) for various faculty/staff meetings as well as student club activities and social events; classes shall not be scheduled. The College reserves the right to use campus hour for student open forum and tutoring hour to ensure faculty, staff, and students may attend (see [§ 8.2 - STUDENT OPEN FORUM](#) and [§ 8.4 - TUTORING HOUR](#)).

ADMINISTRATIVE GUIDELINE: The hour of 12:00 pm to 1:00 pm on Mondays and Wednesdays is the preferred designated campus hour

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§ 2.3.4 - CLASSROOMS

ADMINISTRATIVE RULE: The Director of Administration will assign appropriate classrooms to courses based on recommendations from the Dean, the Director of Education, and any requests from faculty members (reference § 2.3.2 – COURSE SCHEDULE) prior to the start of a new quarter. Once a course has been assigned to a classroom, any changes after the First Day of Instruction must be discussed and approved by the Director of Administration. Faculty members may not change classrooms without prior approval.

ADMINISTRATIVE PROCEDURE: During Week 12 and Week 0, the Director of Administration and designated staff will clean and reset all classrooms to default settings. All instructors are encouraged to email classroom requests to the Director of Administration by Monday of Week 0. The Director of Administration will consider the types of courses running in each room before deciding on the classroom layout including the Live Room. Once a default setting has been chosen, all courses and ensembles must revert to the approved default setting before the end of class.

ADMINISTRATIVE RULE: All desks, chairs, and equipment assigned to a classroom may not be taken from one room to another for any reason except by consent from the Director of Administration. Besides disturbing the order for the next class that meets

there, such changes are likely to involve fire and safety regulations. Additionally, faculty and students may not rearrange a classroom without consent from the Director of Administration, and if approved, must put the classroom back to its original setting by the end of the scheduled course time. Any unauthorized changes may result in damage to the room or equipment and the individual responsible may be subject to any replacement or damage fees at his/her own cost.

ADMINISTRATIVE PROCEDURE: All administration, faculty, staff, and students are responsible for the care of the equipment located in each room. For any repairs or notice of damage, the Director of Administration should be notified immediately and the form AD-09 Maintenance Request Form filled out and submitted to the Director of Administration (see [§ 2.3.21](#)). Any damage done during sanctioned class time, either the faculty or the student is responsible for the damage inflicted.

ADMINISTRATIVE RULE: All faculty, students, and staff members must follow these classroom guidelines: no food or drinks, except bottled water, are permitted in any room on campus except the Student Lounge; everyone must turn off all college-owned amplifiers, mixing boards, keyboards, and computer equipment after use; personal belongings may not be left anywhere on campus, this includes but not limited to paperwork, notebooks, pens, personal items, non college-owned instruments/equipment, the items will either be sent to the Lost & Found or thrown away; no one may sit on or place items on college-owned amplifiers and equipment at any time; smoking of any kind (tobacco, marijuana, vapes, et cetera) is prohibited on campus grounds. Failure to comply with classroom guidelines may result in disciplinary action. Classroom guidelines are there to protect both the faculty/student/staff member and the College.

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§ 2.3.5 - PRESS AND MEDIA

ADMINISTRATIVE RULE: Any and all media inquiries regarding the College must be referred to the President or Dean, who will respond directly or designate another spokesperson and will help draft or direct an appropriate response if necessary. This policy covers all forms of communications with the press and media, including off-the-record and anonymous statements. Any faculty/staff member found to have made a statement on behalf of or pertaining to the California College of Music without first consulting the President or Dean may be disciplined or terminated.

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§ 2.3.6 - PURCHASING

ADMINISTRATIVE RULE: When the College receives a budget for supplies from the Chief Financial Officer (reference [§ 3.0 - FINANCIAL PLANS & BUDGETING](#)), the President and the Dean shall determine how that budget will be spent. To purchase materials, supplies, or services, faculty and staff members must submit the AD-101 Materials, Supplies, & Services Purchase Request Form to the Director of Administration at least two weeks prior to when the items are requested in order to provide the College ample time to obtain the request. Once the form has been submitted, a purchase may not be placed without signatures from both the Dean and the President. Any unauthorized purchases made without the necessary approvals are not the responsibility of the College and that faculty or staff member who placed the purchase will be held personally responsible for payment.

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§ 2.3.7 - PUBLISHING

ADMINISTRATIVE RULE: The California College of Music Press prints textbooks and other curricular materials published independently by college faculty members. Books printed by the California College of Music Press may be purchased at the Administrative Office or pre ordered online for in-school pickup.

ADMINISTRATIVE PROCEDURE: If an instructor's independently authored work is designated as a required textbook or material by the Dean and/or Director of Education, the instructor and the College may agree to enter into a co-publishing deal in which the College prints, binds, and sells the author's materials while the author and the College agree to a 50/50 split of gross revenues per unit.

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§ 2.3.8 - REPROGRAPHICS

ADMINISTRATIVE RULE: The printer-copier may be used only for official College business. No more than 20 copies of any original may be made at any time for faculty, staff, and students. Permission is usually required from the publisher and/or author before any copyrighted document can be reproduced beyond one copy (reference [§ 4.8 COPYRIGHT COMPLIANCE](#)).

ADMINISTRATIVE RULE (DEFINITION OF PERSONAL PHOTOCOPIES): Personal photocopies and printing are defined as any photocopies or printing not expressly required by College administrative policies or completed by a faculty member for curricular use within a course.

ADMINISTRATIVE RULE: All personal photocopies and printing will be charged at the rate of 25 cents per page. Only cash in exact change or credit cards with a \$10.00 minimum will be accepted as payment. All personal photocopies or printing must be requested and paid for by 4:00 pm Monday through Friday and will be available within 2-3 hours or the following morning at 9:00 am at the latest. The Administration Office will accept personal photocopies or printing submissions via hard copies delivered to the Administration Office and WORD or PDF documents provided on a USB/Hard drive or email at printing@ccmla.edu. Student photocopies of homework, coursework, or documents are considered personal photocopies. Student may not ask their instructors to make free photocopies of homework, coursework, or other documents for class.

ADMINISTRATIVE PROCEDURE: The Reprographics Policy will be stated during the mandatory Student Orientation (reference [§ 7.5.1 - STUDENT ORIENTATION](#)) and posted both on the printer-copier as well as the student bulletin board in the student lounge (reference [§ 8.0.1.2 - STUDENT LOUNGE](#)).

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§ 2.3.9 - POSTINGS

ADMINISTRATIVE RULE: Postings in the main hallway of the College facility and the bulletin board in the Student Lounge must be music-related, and approved by the Dean and the Director of Administration. Faculty, staff, and students may request to leave a posting at any time by speaking with a staff member in the Administration Office. All unauthorized postings will be removed and discarded.

ADMINISTRATIVE RULE: Any signage or notices must be approved by the Dean before posting in the College. Notices may include, but not limited to, building closure reminders, important due dates, class time change, and facility policy reminders such as hearing protection, decibel levels, and food and beverage policy. Signage may include but is not limited to the record collection and labels located on the hallway walls throughout the College.

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§ 2.3.10 - ADMINISTRATIVE REGULATIONS (COLLEGE)

ADMINISTRATIVE RULE: The College's administrative regulations are contained within the Policies and Procedures Manual. This document, produced and maintained by the administration, is available for faculty/staff reference in the Administrative Office. It contains all necessary institutional policies and procedures regarding purchasing and budget requests, building and equipment

repairs, etc. The Policies and Procedures Manual is divided into the following sections: Mission & Purposes, Administration & Management, Finances, Academics & Curricula, Instructional Delivery, Instructional Personnel, Admissions & Student Services, and Evaluation. Reference - [§ 0.0 - POLICIES AND PROCEDURES MANUAL OVERVIEW](#).

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§ 2.3.11 - ADMINISTRATIVE REGULATIONS (STATE)

ADMINISTRATIVE RULE: See the California Education Code, Title V, and the California Administrative Code. The pertinent sections of these codes are available for easy reference in the Administrative Office, where you can also be directed to the complete text of each document. The California Education Code governs the operation of the California education system, including private postsecondary institutions such as California College of Music. If, after first researching the reference copy of the California Education Code, you are unable to answer any question(s) concerning a specific section, contact the Dean and/or the Director of Administration.

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§ 2.3.12 - AUDIOVISUAL

ADMINISTRATIVE RULE: DVDs, overhead projectors, and TVs/VCRs are available and should be requested at the Administrative Office. DVDs are searchable in the online library catalog. Reservations can be made for the AV equipment by calling 626-577-1751.

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§ 2.3.13 - INSURANCE

ADMINISTRATIVE RULE: The Chief Financial Officer shall insure that the College maintains any insurance policy covering all of its assets and facilities. See AD-11 Insurance Policy.

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§ 2.3.14 - ELECTRONIC BACKUP

ADMINISTRATIVE RULE: The College shall ensure all electronic data and records necessary to the continued smooth operation of the College are fully backed up and safeguarded against power outages, disasters, or destruction by malicious external entities. The College's administrative database shall be backed up to a secure location "in the cloud" automatically on a moment-to-moment basis. Multiple physical backups shall also be made on a monthly basis and kept in locations which will remain undisclosed for security purposes.

ADMINISTRATIVE PROCEDURE: The Director of Administration ensures that all backup procedures remain in place to effectively safeguard the College's administrative database.

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§ 2.3.15 - ACADEMIC & ADMINISTRATIVE CALENDARS

ADMINISTRATIVE RULE: The College administration shall create and publish AD-12 Academic Calendar that shall be the official document stating the dates of all College activities, deadlines, and building closures within an academic year (October of the

current year through September of the next year). AD-12 Academic Calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the facility is closed). These dates shall include, but not be limited to, the following:

- Class registration
- First and Last Day of Instruction
- Last date to Add or Drop Courses and be eligible for a refund as well as to withdraw and/or change status
- Midterm and final examination weeks
- Quarterly concerts
- Federal holidays and campus closings
- Quarterly breaks
- Payment deadlines

The academic calendar should be of sufficient length to ensure the equivalent of 11 weeks of instruction per quarter (including final examination and jury performance days) for all credit classes. The approved Academic Calendar shall be published in MV-16 General Catalog, official website, and provided to new students during Student Orientation.

ADMINISTRATIVE PROCEDURE: The Director of Administration will render a new official AD-12 Academic Calendar, no later than one week prior to October 1, to the Dean and the President for final review. The rendered Academic Calendar should reflect the upcoming academic year. Upon approval, the official Academic Calendar shall be posted to the official college website, updated in the new General Catalog (reference [§ 1.7 - GENERAL CATALOG](#)), and all Academic Calendar that are at least one year old shall be removed on October 1 of the new Academic Year. For example, on September 24, 2019, the Director of Administration will render a new Academic Calendar for 2020-2021. Once approved, the Director of Administration will remove the Academic Calendar 2018-2019 and add the Academic Calendar 2020-2021 on the official college website and General Catalog on October 1, 2019.

ADMINISTRATIVE RULE: The College administration shall also create and publish an annual AD-13 Administrative Calendar that shall be the official document stating all pertinent due dates, reminders, and recurring quarterly schedule changes within an academic year. AD-13 Administrative Calendar shall include the dates of all operational activities that affect the administration, faculty, and staff such as but not limited to holidays during which the facility is closed, changes in facility hours, and important document deadlines.

ADMINISTRATIVE PROCEDURE: The Director of Administration will render a new official Administrative Calendar, no later than one week prior to October 1, to the Dean and the President for final review. The rendered calendar should reflect the upcoming academic year. Upon approval, the official Administrative Calendar shall be made available to all administration, faculty, and staff members online and a copy always available within the Administration Office.

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§ 2.3.16 - INTERNET ACCESS

ADMINISTRATIVE RULE: The College shall ensure that all faculty, staff, and students have adequate access to the internet by making a wireless network and password available at all times. Faculty, staff, and students will be given the network information and password on their respective orientation day. Any changes to the network or passwords will be updated and sent to faculty, staff, and students via email. All individuals who are given access to the internet shall be asked not to share the information with visitors or guests.

ADMINISTRATIVE PROCEDURE: The current internet access information is as follows:

Wi-Fi Network: CCM
Password: ccmcollege

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§ 2.3.17 - PARKING

ADMINISTRATIVE RULE: The 8 spaces in the College's front parking lot are reserved for faculty and staff members only. All non permitted vehicles in the front parking lot will be towed at the owner's expense. Students are not permitted to park in the front lot at any time of the day or night. The 6 spaces in the back parking lot is reserved for student parking; students who park in the back parking lot must display a valid CCM Student Parking Permit (reference [§ 8.1.3 – STUDENT PARKING & TRANSPORTATION](#)).

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§ 2.3.18 - HOURS OF OPERATION AND COLLEGE ACCESS

ADMINISTRATIVE RULE: The hours of operation of the College facility shall be Monday through Friday from 8:00 a.m. to 5:00 p.m. Week 1 through Week 11. The facility shall remain open during these hours for student, faculty, or administrator use. Notifications of any additional or modified hours shall be sent to students, faculty, and staff by the Director of Administration through email (reference [§ 2.3.1 – COMMUNICATION](#)). Requests to open the facility at times outside the normal operation of the College must be approved by the President and shall be facilitated by the Director of Administration.

ADMINISTRATIVE RULE: Hours of operation of the College facility during Week 12 and Week 0 shall be open Monday through Friday from 8:00 a.m. to 6:00 p.m. During this time, administrative staff are expected to work normal business hours unless notified otherwise by the President. Official College courses shall not run during this time period and instructors shall not be paid for this recess period.

ADMINISTRATIVE RULE: The Administrative Office of the College shall be open Monday through Friday from 8:00 a.m. to 6:00 p.m. Students wishing to meet with the administrative staff are encouraged to schedule an appointment, but are always welcomed as walk-ins, according to our open door policy.

ADMINISTRATIVE RULE: The College facilities shall be closed in observance of all federal holidays. At the time of writing, the stated federal holidays are: New Year's Day; Martin Luther King, Jr. Day, Presidents Day, Memorial Day; Independence Day; Labor Day; Thanksgiving and the day after; Christmas and the day before Christmas. Holidays that fall on a weekend are observed as dictated by the federal government (usually either on a Monday or a Friday). The College will not conduct classes between Christmas and New Year's Day, although the main office may remain open at the discretion of the President, and certain staff members may be asked to work. All holidays shall be announced in advance in AD-12 Academic Calendar, MV-16 General Catalog and MV-08 Faculty & Staff Handbook.

ADMINISTRATIVE RULE: Due to business needs, some employees may be required to work on federal holidays; the President will make these notifications to employees in advance when necessary. Employees shall be paid the normal rate during federal holidays.

ADMINISTRATIVE PROCEDURE: Hours of operation is listed on the official College website and posted in the Student Lounge. In addition to email notification, any change(s) to the hours of operation will be posted on the front and back door of the facilities as well as the Student Bulletin Board in the Student Lounge.

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§ 2.3.19 - FACILITY OPENING AND CLOSING PROCEDURE

ADMINISTRATIVE RULE: The President shall appoint staff members to perform the opening and closing procedures and entrust them with the keys to the College facility. Any staff member who misuses the College keys will be subject to disciplinary action or termination. This includes but is not limited to opening the facilities without prior consent from the President.

ADMINISTRATIVE RULE: The staff member who is entrusted with the keys to the College facility has the responsibility of performing the College sanctioned opening procedure. The Director of Administration (or other staff member who is entrusted with the keys to the College facility by the President) performs the duty of closing the facility.

ADMINISTRATIVE PROCEDURE: The staff member responsible for opening the college facilities must review AD-14 Facility Opening Procedures before proceeding to ensure proper procedure. AD-14 will review:

1. Remember the alarm code and unlock the front doors.
2. Enter and disarm the alarm.
3. Unlock Administration Office and clock in.
4. Turn on all lights and unlock all doors except the Studio Control Room, President's Office, and Dean's Office. Do not open window shades.
5. Library opening procedures
6. Shut all practice room and bathroom doors.
7. Unlock the back door.
8. Clean all whiteboards.
9. (If applicable) Air conditioning or heating is turned on.
10. Turn on the computer at the assigned workstation and begin the day's work.

ADMINISTRATIVE PROCEDURE: The staff member responsible for closing the College facilities, usually the Director of Administration or the Dean, must review AD-15 Facility Closing Procedures before proceeding to ensure proper procedure. AD-15 will review:

1. (If applicable) Turn off air conditioning or heating.
2. Lock the back doors.
3. Ensure all amplifiers, soundboards, computers, and lights are turned off in every room, and all doors within the building are closed and locked.
4. Hallway lights and the lights in the reception area and main office are turned off.
5. Lock the Administration Office and clock out for the day.
6. Engage the alarm
7. Close and lock both front doors.

ADMINISTRATIVE PROCEDURE: Any faculty and staff members may suggest a modification to the facility opening or closing procedure in writing at any time. Suggested modifications must be submitted in writing to the Dean, who may approve or deny the suggested modification and make the necessary alterations to this policy.

ADMINISTRATIVE RULE: The facility will remain open every Saturday except for federal holidays and administrative break weeks. Only current students, faculty, and alumni will be allowed to enter the building. Visitors are not permitted to enter with students, alumni, or faculty at any time over the weekend. All normal rules regarding food/drink (Student Lounge only), equipment startup/shutdown, and health/safety remain in place on Saturdays. Anyone observed to be breaking any Saturday rules or any rules stated in MV-01 Code of Conduct will be banned from Saturday facility use permanently.

ADMINISTRATIVE PROCEDURE: Students, faculty, and alumni must present a valid Student I.D. at the front door in order to enter the facility. Then he/she must sign the AD-17 Saturday Facility Usage Log before using the facilities. Only the Live Room, Music Technology Lab, Piano Room, Practice Rooms, and Student Lounge will be unlocked for use. When a room is not in use, all lights must remain off.

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§ 2.3.20 – INVENTORY MANAGEMENT AND CONTROL

ADMINISTRATIVE RULE: The College shall meet the need for detailed information as to particular identification of materials and supplies, equipment and technology, the costs, depreciation, the assignment and location of the equipment to a classroom by

cataloging the data in AD-187 Inventory List. The Director of Administration shall conduct the quarterly inventory of all equipment assigned to each classroom. It requires: all items of equipment to be brought under control shall be identified by a serial number affixed to each item; equipment control records shall be maintained for each of item of equipment identified by a serial number; periodic physical inventories, at least once annual, shall be taken of all items of equipment placed under serial number control; equipment utilization controls shall be maintained for significant items, whether they are in the form of daily usage records or simple periodic observations to provide a safeguard against loss and to facilitate effective utilization; no item of equipment should be permitted to leave the premises without consent from the Director of Administration. If an item is approved to be released, AD-18 must reflect the new location or responsible party who requested the item.

ADMINISTRATIVE RULE: Materials and supplies are defined as goods to be consumed during the normal course of operations of the College. These goods are not inventoried because in most cases the amounts on hand are very small and will not last to the end for the quarter. This may include but is not limited to paper, dry erase markers, toilet paper, soap, et cetera. However, as they are purchased and held during the quarter awaiting consumption, the control over the storerooms in which the supplies are held will be managed by the Director of Administration. The materials and supplies purchased through normal purchasing policies, rules, and procedures (see [§ 3.0 - BUDGETING & FINANCIAL PLANS](#)) will be logged in AD-18.

ADMINISTRATIVE PROCEDURE: deliveries of supplies to the Administration Office are logged by the Director of Administration in AD-18 and stored in the Supply Closet located in the Dean's Office. As supplies begin to run low throughout the College, only the Director of Administration and/or approved staff may provide additional supplies from the Supply Closet. Once the Supply Closet begins to run low on supplies, the Director of Administration will make a request for additional supplies to the President and/or Chief Financial Officer by submitting AD-10 Materials, Supplies, & Services Purchase Request Form (see [§ 2.3.6 – PURCHASING](#)).

ADMINISTRATIVE RULE: All items that are defined as equipment or technology and purchased for use in classrooms or for support activities shall be tagged and inventoried by the Director of Administration. Specific exceptions to the tagging policies may be made if Inventory Control determines that tagging an item is not practical. Inventoried equipment items are those non consumable items which do not fasten to the building; are not plumbed or permanently wired or attached to another piece of existing equipment; are not fragile with normal handling (not made of glass or easily breakable material); are portable to be moved or used with another piece of equipment; are located externally of another piece of equipment in the even the item plugs to other equipment; may be expected to be in service for a minimum useful life of one or more years. Classroom furniture, seating, stools, stands, or large quantities of furniture not listed individually shall be added to AD-18 Inventory List by total amount.

ADMINISTRATIVE PROCEDURE: Responsibility for performing annual inventory of property and maintaining inventory records is delegated to the Director of Administration. The detailed inventory records for the College are maintained within AD-18 Inventory List. As new items are acquired, they will be tagged at the Administration Office using the approved CCM Serial Number sticker and uploaded into AD-18.

ADMINISTRATIVE RULE: Any items of personal equipment used on campus in connection with an employee's responsibilities will not be inventoried, tagged, or insured. The responsibility for such equipment rests entirely with the owner. The College does not provide for personally owned equipment, nor provide transportation or repair items that are not owned by the College.

§ 2.3.20.1 – EQUIPMENT RENTAL

ADMINISTRATIVE RULE: The College provides select equipment for rent to faculty, current students, and staff members. These services are intended to assist the College community in optimizing education. At the discretion of the President, Alumni may request to rent equipment from the College. Only equipment labeled as "approved rental items" on the AD-18 Inventory List are available to be rented from the College.

ADMINISTRATIVE RULE: The daily fee for renting equipment provided by the President can be obtained by contacting the Director of Administration. Equipment may only be rented for one day. At the discretion of the President, there may be extra charges for emergency rentals and for equipment needed for extended periods of time. The charge in such cases will be communicated via email and equipment rental approval.

ADMINISTRATIVE RULE: As some equipment supplies are limited and demand for certain equipment is high, it is recommended that reservations be placed as early as possible. Students, faculty, or staff members who request to check out equipment must inquire with the Director of Administration at least 48 hours prior to the requested release date. If the request occurs after 48 hours to the requested release date, at the discretion of the President and/or the Director of Administration, the request may be denied.

ADMINISTRATIVE PROCEDURE: Once the student, faculty, or staff member gets approved from the Director of Administration, the individual must fill out AD-19 Equipment Rental Agreement. This document will include the name, contact information, equipment to be rented, and the rate per day. The individual must agree to be responsible for all equipment renting as documented on the form, and takes full responsibility to cover all costs of repair or replacement for equipment that is damaged, lost, or stolen. Additionally, the individual must leave a current credit card on file which may be charged in the instance the equipment gets damaged, lost, or stolen. Once approved, the Director of Administration has 2-3 business days to collect the requested equipment and log the information in the AD-18 Inventory List. The individual who requested the equipment may pick up the items from the Administration Office between 9:30am – 6:00pm upon acknowledgement from the Director of Administration. All items must be returned no later than 5:00 pm the following day. Upon which, the Director of Administration will review the rented equipment with the individual to check for any damages. Once approved, the Director of Administration will update the AD-18 Inventory List to mark the item(s) as returned and return the item(s) to their assigned location.

ADMINISTRATIVE RULE/PROCEDURE: AD-20 Equipment Checkout Log. Students may checkout required gear for up to three times by signing out the log.

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§ 2.3.21 – FACILITIES, EQUIPMENT, AND TECHNOLOGY MAINTENANCE

ADMINISTRATIVE RULE (DEFINING "FACILITIES MAINTENANCE"): "Facilities maintenance" is the general overall term used here for a comprehensive, College-wide program to identify and carry out all necessary maintenance, repair, and alteration of College facilities, equipment, and technology. The responsibility for facilities maintenance shall rest with the Dean and the Director of Administration, with all expenditures requiring approval from the President within budget allocations defined by the Board. The Dean, the Director of Administration, and their selected designee(s) or assignee(s) outlined below shall conduct the periodic detailed inspections to evaluate the maintenance condition of all College facilities, equipment, and technology and to identify any necessary repairs or corrective work. While these inspections and tests identify the majority of the College's maintenance, repair, and alteration work, additional deficiencies may be identified by other College community members as they occur, and are expected to be reported to the Director of Administration or the Dean for proper maintenance evaluation and implementation.

ADMINISTRATIVE RULE (DEFINITIONS OF MAINTENANCE, REPAIR, REPLACEMENT, & ALTERATION): Maintenance and repair includes all work necessary for the general upkeep of existing facilities, facility components, grounds, and utility systems. Alteration includes but is not limited to all minor construction; changes in facilities configuration; fabrication, modification, removal, or installation of hardware and equipment; signs; erection, relocation, or removal of partitions, doors, and windows; and changes in the type of finishes and flooring materials. Renovation applies to that work which is required to restore, upgrade, or otherwise improve the general condition of facilities. Structural/physical changes to interior or exterior space are defined as demolition or new construction that includes: visible changes to the exterior of the facilities; installation of fixed equipment or furniture requiring utility, electrical, laboratory exhaust or HVAC connections; fire alarms and fire suppression systems; taps into building utilities or HVAC systems; plumbing; involvement of any hazardous materials or life safety issues such as propane, natural gas, chemicals, fumes, ventilation issues.

ADMINISTRATIVE PROCEDURE (RESPONSIBILITY FOR FACILITIES MAINTENANCE): The President and the Dean are responsible for review and approval of all alterations, renovations, maintenance and repair of College facilities. All alterations, renovations, structural/physical changes, maintenance and repair must be performed or contracted only through the direct approval of the President or the Dean. During any maintenance, repair, replacement, or alteration, the Dean and the Director of Administration will ensure the activities are:

- Designed and carried out in compliance with the parameters of the Board-defined College policies and the programmatic needs of the College;
- Conducted so as to protect the health, welfare and safety of the College community;
- In compliance with state building codes and standards;
- Reviewed by the President for final inspection.

ADMINISTRATIVE PROCEDURE (MAINTENANCE REQUESTS): Any requests for maintenance, repair, and/or alterations must fill out and submit AD-09 Facilities Maintenance Request Form for Building Maintenance, Repair and Alterations to the Director of Administration. In the instance the Dean and the Director of Administration would like to make the request, he/she should consult the President directly. Submit AD-09 request form to the President if the project involves one or more of the following: changes in the use of the space; changes in room numbers, door numbers, or unassigned space; exterior changes to the building, equipment located exterior or interior to the building and interior equipment requiring utility services; new external structures (e.g.: benches, bike racks, banners); locating equipment interior or exterior to building including but not limited to the installation of fixed equipment or furniture requiring utility connections, including HVAC systems, AC units, fume hoods, gas cabinets, lasers or the addition of fixed or portable equipment that utilizes hazardous chemicals or gases; changes affecting the College classrooms (e.g. priority scheduling assignments, change in the number of seats, adding screens or equipment, adding lecterns, change in use of space; any proposal from a private construction firm.

ADMINISTRATIVE RULE (EQUIPMENT AND MAINTENANCE FEE): As referenced in [§ 3.1.3 - FEES](#). Equipment & Maintenance Fee is \$300 per quarter or \$1200 per year, assessed to every student enrolled full-time or part-time in a College-level program. These funds shall be allocated within the annual budget towards the costs associated with the facilities maintenance activities noted below.

ADMINISTRATIVE RULE (SCHEDULES FOR MAINTENANCE OF FACILITIES, EQUIPMENT, AND TECHNOLOGY):

Piano tuning and maintenance: The Kawai grand piano in the Piano Room shall be tuned every other quarter by a piano technician approved by the Dean. The other pianos in the facility shall be evaluated at least annually and shall be tuned every other year or when any pitches have drifted more than ten cents out of tune, whichever is sooner, by a piano technician approved by the Dean. In the estimation of the Dean, if any piano should require servicing other than tuning, such service shall be provided by a piano technician registered with the Piano Technicians Guild on an as-needed basis.

College-owned drum sets: Drum heads on the drumset in the Live Room shall be replaced once each quarter. Mesh heads on the two practice room drum sets will be evaluated at least annually and replaced as necessary.

Amplifiers: shall be evaluated at least annually and repaired or replaced as necessary at the recommendation of the Director of Administration and the Dean.

College-owned guitars, basses, and synthesizers: shall be evaluated at least annually and maintained and repaired, including string changing, as necessary at the recommendation of the Director of Administration and the Dean.

All public address systems, mixers, microphones: shall be evaluated at least annually and repaired or replaced as necessary at the recommendation of the Director of Administration and the Dean.

Music Technology Lab and Student Mixing Station computer hardware: shall be evaluated at least annually and maintained and repaired as necessary at the recommendation of the Artist Development Co-Chairs and the Dean. These stations shall be replaced at least once every six years, and preferably every three years as budget allocations permit.

Music Technology Lab and Student Mixing Station computer software: shall be evaluated at least annually and maintained, altered, and/or updated as necessary at the recommendation of the Artist Development Co-Chairs and the Dean.

Administration Office computers (hardware, software, networks, and internet access): shall be evaluated at least annually and maintained and repaired as necessary at the recommendation of the Director of Administration and the Dean.

Parking lot: the parking lot paving and striping shall be evaluated and maintained by the property owner per the terms of the Facility Lease, and at the behest of the administration.

Equipment not owned by the College, but made available for student use: shall be maintained, repaired, replaced, or altered only at the discretion of the equipment owner.

Facility interior and restrooms: The interior of the facility shall be cleaned once nightly by the Custodian, which includes: restroom cleaning and supply replenishment, hallway and room floor cleaning, and trash can dump and liner replenishment. The interior of the facility shall be evaluated at least annually and maintained, repaired, or altered, or renovated as necessary at the recommendation of the Director of Administration and the Dean.

Facility exterior paint: shall be evaluated at least every other year and re-painted with the approved colors as needed, when scuffing has become unseemly in the estimation of the Dean.

Facility interior paint: shall be evaluated once per year and re-painted with the approved colors as needed, when scuffing has become unseemly in the estimation of the Dean.

Facility HVAC: the HVAC unit shall be evaluated and maintained by the property owner per the terms of the Facility Lease, and at the behest of the administration.

Facility restrooms: the restroom functionality shall be evaluated and maintained by the property owner per the terms of the Facility Lease, and at the behest of the administration.

Facility exterior grounds: the grounds, including any trees and greenery present in the front and back parking lots, shall be evaluated and maintained at least annually. Weed-pulling is recommended quarterly.

Facility trash and recycling receptacle curbside dumping: shall be accomplished by the Director of Administration or his/her designee(s) on the timetable established by the City of Pasadena. Currently, the facility trash and recycling receptacles must be placed curbside on Tuesday

Facility refrigerators: shall be emptied every Friday at 4:00 p.m. and cleaned at least quarterly by the Director of Administration or his/her designee.

NOTE: The daily facility opening procedure (see [§ 2.3.19](#)) includes the erasing and cleaning of the whiteboards by the administrator who opens.

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§ 2.3.22 – EMERGENCY MANAGEMENT AND DISASTER PREPAREDNESS PLAN

ADMINISTRATIVE RULE: The College shall establish a continuing state of emergency preparedness and response. The AD-21 Emergency Management and Disaster Preparedness Plan will be used to manage on-campus emergency incidents, to protect life and property to the maximum extent possible, protect the environment, protect college and personal property, and to restore the College to normal operating conditions as quickly and safely as possible. While it is not possible to cover every conceivable situation or hazard, AD-21 provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of college resources. AD-21 is intended as a guide and the College reserves the right to modify its actions both prior to and during an emergency to ensure the proper functioning of the College.

ADMINISTRATIVE PROCEDURE: AD-21 shall be active under the following circumstances: when civil authorities declared a state of emergency that affects the College, either local, citywide, regional, statewide, or national; when the President or the Dean declares a College Emergency; when an occurrence, potential or actual, seriously disrupts the overall operation of the College or threatens the health or safety of members of the College community. Unless otherwise directed by the President of the College, operational management of minor emergencies (e.g. incidents, potential or actual, which do not seriously affect the overall

functioning of the College depending on the nature of the incident) rests with the Dean and the Director of Administration in accordance with established protocols.

ADMINISTRATIVE RULE: In the event of an emergency in which individuals may not be able to leave the building for 72 hours, the following items are suggested to keep on hand for the individual's own benefit and use: essential prescription medication, granola and/or energy bars, nonperishable foods, personal hygiene supplies, eyeglasses and/or contact lenses, personal radio (battery powered with extra batteries), flashlight, comfortable clothes and walking shoes, and a supply of water.

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§ 2.3.23 – VISITOR POLICY [In Development]

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§ 2.4 – HUMAN RESOURCES

POLICY: The administration shall establish a framework and set standards that guide how the College shall conduct employees and members of the College community. The administration shall also instate and uphold defined procedures and rules to ensure the College maintains sufficient human resources to achieve its institutional goals, fulfill its mission and is in compliance with applicable federal, state, and city laws.

RULE: These rules, regulations, and procedures supersede any handbook or policy statements, whether written or oral. The most recent versions of all policies shall be held here, and policy updates will be posted directly to associated handbooks and training manuals and affected employees will be emailed directly.

RULE: No supervisor, manager, or representative of the College has the authority to make any promises, commitments, or changes that conflict with the rules and procedures detailed in Human Resources unless approved in writing by the Board of Directors and/or the President.

PROCEDURE: The President of the College and/or appointed designees will oversee the administrative rules and procedures for Human Resources which shall be divided in the following areas:

[§ 2.4.1 - PERSONNEL CATEGORIES](#)

[§ 2.4.2 - RECRUITMENT, SELECTION, AND HIRING](#)

[§ 2.4.3 - PERFORMANCE REVIEW AND PROMOTION](#)

[§ 2.4.4 - ORIENTATION](#)

[§ 2.4.5 - CONTRACTS](#)

[§ 2.4.6 - PROBATIONARY PERIOD](#)

[§ 2.4.7 - ATTENDANCE AND BREAKS](#)

[§ 2.4.8 - BENEFITS](#)

[§ 2.4.9 - PAYROLL](#)

[§ 2.4.10 - TERMINATION](#)

[§ 2.4.11 - PERSONNEL RECORDS](#)

§ 2.4.1 - PERSONNEL CATEGORIES

ADMINISTRATIVE RULE: Personnel categories shall be defined as either faculty or non-faculty members. Non-faculty members may include the executive team, key administrators, administrative faculty, and staff members. Both faculty and non-faculty members are considered employees of the College and can be employed temporarily or as either full- or part-time.

ADMINISTRATIVE RULE (DEFINITION OF FULL-TIME EMPLOYEE): Any employee who has successfully completed the 90-day introductory period and who works at least thirty (30) hours per week is considered a full-time employee and eligible for benefits. The College will make all required deductions for federal and state taxes from each paycheck. Any full-time employee approved for a leave of absence shall be considered a full-time employee upon their return, provided they return to work as agreed in the provisions of the leave of absence which shall be stated in writing and signed by the Dean prior to departure. Additionally, full-time employees, who were laid off by the College and are asked to return within one year, will be considered as a full-time employee upon return to work.

ADMINISTRATIVE RULE (DEFINITION OF PART-TIME EMPLOYEE): Any employee who works less than thirty (30) hours per week is considered a part-time employee and eligible for benefits. The College will make all required deductions for federal and state taxes from each paycheck. Occasionally, depending on factors such as job performance, the financial condition of the College and the economy at large, full-time employees may be given reduced hours and reclassified as part-time employees.

ADMINISTRATIVE RULE (DEFINITION OF TEMPORARY EMPLOYEE): Any employee who is hired for period work on a specific project is considered a temporary employee. The College may hire temporary employee(s) on a need basis from time to time. The job assignment, work schedule and duration of the position will be determined on an individual basis at the time of hire. A temporary

position will not normally exceed three months in duration unless specifically extended by a written agreement. In lieu of such an extension, after 90 days an employee's temporary position will automatically become that of a full- or part-time position, depending on the number of hours worked per week.

ADMINISTRATIVE RULE (DEFINITION OF INDEPENDENT CONTRACTOR): An individual who works for the College as an independent contractor or consultant is not considered an employee of the College. Independent contractors are expected to pay federal and state taxes directly themselves. These self-employed individuals are not eligible for benefits through the College, although they are subject to the same general policies and conduct standards as College employees while performing their duties at the facility. Financial issues and documents are reviewed and prepared by a financial consultant, an independent certified public accountant. Legal issues and documents are reviewed and prepared by the College's own legal counsel, an attorney at law. Certain educational coordination and private postsecondary vocational college issues may be reviewed by an educational consultant as needed. The President and the Dean shall make the final determinations in regards to an individual employee's hours based on education program needs and the financial condition of the College.

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§ 2.4.2 – RECRUITMENT, SELECTION, AND HIRING

ADMINISTRATIVE RULE: The College seeks to attract the best-qualified candidates who support the mission and vision of the College and who will respect and promote excellence through diversity. The College is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the College recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. All such employment decisions will be made without unlawfully discriminating on any prohibited basis. The College will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. The College is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitations Act of 1973. The College recognizes that some individuals with disabilities may require accommodations at work. If the employee is currently disabled or becomes disabled during the time of employment, the employee should contact his/her direct supervisor to discuss reasonable accommodations that may enable essential functions of the job.

ADMINISTRATIVE PROCEDURE: Recruitment, selection, and hiring efforts are completed by the Dean for filling open administrator, faculty, and staff positions. Other employees may be called upon by the Dean for possible evaluation of prospective candidates.

[§ 2.4.2.1 – RECRUITMENT](#)

[§ 2.4.2.2 – SELECTION](#)

[§ 2.4.2.3 – HIRING](#)

§ 2.4.2.1 – RECRUITMENT

ADMINISTRATIVE RULE: When initiating a search, the Dean shall determine how soon the current vacancy needs to be filled based on program/facility needs as well as the current financial standing of the College. If it is determined, the Dean, or assigned designee, will prepare a draft job description, including the following essential information as derived from [§ 1.5.2 – POSITION DESCRIPTIONS, DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS](#) to present to the President before posting:

- Suggested position title
- Type of position (regular or temporary, full- or part-time, academic year)
- Specific job duties and responsibilities
- Skills, credentials, and experience
- Anticipated pay rate
- Request most recent resume and at least three references

- Candidates for open faculty positions are also asked to provide documentation of their degrees and/or qualifications and recorded music on CD, MP3 or high resolution video demonstrating a very high level of technical accomplishment in music.

ADMINISTRATIVE RULE: Once the position posting is approved by the President, and to support equal employment opportunities within the College, the Dean shall announce job vacancies to current faculty and/or staff members via email, verbal announcement in official meetings, or posting of a written notice before publishing the open job posting to the general public. Job opportunities must be posted internally for at least five working days before external recruitment can be initiated.

ADMINISTRATIVE GUIDELINE: Additional internal recruitment tactics may include employee recommendations and referrals both offered by the employee and/or requested by the Dean. External recruitment tactics may include but is not limited to advertising on hiring websites like Indeed and Higher Education, online searches, and postings at local colleges and universities.

ADMINISTRATIVE PROCEDURE: To promote growth and additional employment opportunities, the Dean and/or President may elect to keep a generic open listing posted on external sources. Individuals may submit requests for employment via external sources, email, or walk-ins throughout the year, whether or not there is an open position available.

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[Return to 2.4 - Human Resources Table of Contents](#)

§ 2.4.2.2 – SELECTION

ADMINISTRATIVE RULE: Consistency in the screening of all applications is essential. Selection of candidates to be interviewed must be based on the nature of the position and qualifications of applicants. The Dean and/or designated staff members will determine eligibility solely based on the submitted resumes and other required qualifying documents such as unofficial transcripts. Dean and/or appointed delegates generally will not conduct interviews with anyone who does not meet the minimum requirements for the open job position. Current employees with excellent work performance who meet the qualifications of the open positions should be reviewed for promotional opportunities (reference [§ 2.4.3 – PROMOTION](#)).

ADMINISTRATIVE PROCEDURE: The Dean and/or designated staff member is responsible for scheduling and arranging interviews with potential candidates through phone calls and emails. The Dean may consider the use of telephone pre-interviews to clarify information provided on the resume; discuss the candidate's interest in the position and pay rate; gather additional information about a candidate before travel expenses are incurred for the candidate. During a live interview, the Dean and/or designated staff will give a tour of the facilities and possibly introduce the candidate to key staff members and/or faculty members. Faculty candidates may be required to give a short teaching demonstration and/or performance to demonstrate his/her expertise for the position. After the interview, the Dean and/or designated staff member may elect to call upon the three references provided by the candidate within his/her resume for additional information.

ADMINISTRATIVE RULE: The Dean shall maintain records to indicate the number of applications received and the number of candidates interviewed (on the phone or in person). For those candidates that do not proceed to hiring, the Dean may elect to save their information for when an open position becomes available, either for full-time, part-time, or temporary.

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§ 2.4.2.3 – HIRING

ADMINISTRATIVE PROCEDURE: After the Dean performs an interview, he/she will make a decision based on the information provided in [§ 2.4.2.2 – SELECTION](#). The Dean may not select any candidate for recommendation to the open position after interviews and may continue with the selection process. In the instance a candidate is selected, the Dean will take his/her recommendation to

the Board of Directors for final approval. Interviewed candidates for open faculty positions, who are selected but not hired, may be added to the substitute list with approval from the President.

ADMINISTRATIVE RULE: The date of hire for a faculty and/or staff member is the first day of regular full- or part-time work at the College. The date is the reference date for employment related benefits. In the event a faculty and/or staff member was first used as a substitute before official employment, the substitute period shall not be considered in the determination of the date of hire.

ADMINISTRATIVE RULE: Upon hire, new faculty must provide official transcripts, short and long biographies which must include key highlights from his/her career as well as a brief synopsis of teaching style, and professional press photo by the date of hire. Official sealed transcripts from all postsecondary must be submitted to the administration and opened and reviewed by the Dean, who must sign the back of the transcript and place it in the new employee's file.

ADMINISTRATIVE RULE: The complete terms of a hiring are described in the contract signed by an employee before the date of hire (reference [§ 2.4.5 - CONTRACTS](#)). Unless expressly prescribed by statute or contract, all faculty and staff are employed "at will," meaning they may be terminated at any time and for any reason, with or without advance notice; employees are also free to resign at any time. Any employment relationship other than "at will" must be set out in writing and signed by the President. Although not guaranteed, the College will always endeavor to provide employees at least two week notice as a courtesy when releasing them due to performance related issues; it is also appreciated when resigning employees give the College a two week notice as well.

ADMINISTRATIVE RULE: Regarding the employment of relatives, a relative shall be defined as being a spouse, child, parent, sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, first cousin, or step-relative. Relatives of College employees may be hired under the following conditions: (1) an employee cannot be supervised by a relative; and (2) in all official College matters, each employee must speak and act for themselves, never for anyone else, including relatives. This means employees may not perform any job function on behalf of a relative, including but not limited to filling out forms, teaching classes, clocking in and out, et cetera.

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§ 2.4.3 - PERFORMANCE REVIEW AND PROMOTION

ADMINISTRATIVE RULE: In order to ensure that the College maintains a high quality of education and service to its students, the College shall grant employees the opportunity to improve their performance. All employees are evaluated on a regular quarterly basis as follows in either informal or formal observations (reference [§ 9.7 – FACULTY TEACHING EVALUATION](#) and [§ 9.9 – STAFF PERFORMANCE EVALUATION](#)).

ADMINISTRATIVE RULE: Employees of the College may only be promoted or evaluated for promotion during the administrative in-service weeks between quarters, Week 12-Week 0.

ADMINISTRATIVE RULE: The Academic Rank Committee, which is chaired by the Dean and includes faculty members, determines academic rank according to defined criteria of time in rank, credits or degrees earned, and the record of service performed. For a list of the general criteria for academic rank and a list of steps necessary to apply for advancement in rank, employees should contact the Director of Administration. While pay rate is not affected by promotions in academic rank, the College's academic community gains prestige through the academic rank achievements of its faculty.

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§ 2.4.4 – ORIENTATION

ADMINISTRATIVE RULE: On the date of hire, new employees shall receive an orientation from the Dean and/or Director of Administration to reinforce key components of employment, collect employment information and contracts, and review the College history, mission, and governance as well as any position duties and responsibilities.

ADMINISTRATIVE PROCEDURE: All new employees will receive a MV-08 Faculty & Staff Handbook as well as a training manual pertaining to their area of hire (reference [§ 1.6 - HANDBOOKS AND TRAINING MANUALS](#)). After the contracts (see [§ 2.4.5](#)) are signed, new employees will also meet with their direct supervisor to receive a more detailed orientation pertaining to their day-to-day activities and responsibilities pertaining to their position. For example, new faculty members will meet with the Dean & Chief Academic Officer and/or Director of Education (see [§ 6.1 - INSTRUCTOR ORIENTATION](#)), Admissions Coordinators will meet with the Director of Admissions, and Marketing Coordinators will meet with the Outreach & Marketing Manager. At this time, new employees will have the opportunity to ask questions about any of the policies and information contained herein.

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§ 2.4.5 – CONTRACTS

ADMINISTRATIVE RULE: In order to be clear about the intent of both the College and employees with whom the College enters into relationships, written contracts are required. Under this rule, a contract is an agreement between the College and the new employee that is intended to have a binding obligation and/or legal effect. Contracts contain the terms and conditions under which goods, services, and other considerations of value are furnished by either party.

ADMINISTRATIVE PROCEDURE: Every faculty member of the College must sign AD-23 Adjunct Faculty Music Instructor Quarterly Contract before the first day of instruction each quarter. Every staff member of the College must sign an AD-24 Staff Contract before reporting for their first day of work.

ADMINISTRATIVE RULE: All work created by employees (administration, faculty, and staff) and/or works for hire during scheduled College employment hours become the property of the College. This includes but is not limited to: syllabi and curriculum, student records and data files, analog and digital audio recordings, web media, graphic designs and images, analog and digital video, and analog and digital photographs. These works cannot be removed from the College physically or digitally without express written permission from either the President or the Dean. Appropriate action including mandated leave of absence, suspension, or termination will be taken against those who violate this rule (reference [§ 2.4.10 – TERMINATION](#)).

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§ 2.4.6 - PROBATIONARY PERIOD

ADMINISTRATIVE RULE: The first quarter of employment, approximately 3 months, is considered a probationary period. During this period each new employee will be formally evaluated (reference [§ 9.7 - FACULTY TEACHING EVALUATION](#) and [§ 9.9 - STAFF PERFORMANCE EVALUATION](#)). Continued employment is contingent upon satisfactory performance College personnel needs. During the probationary period, employees may be terminated with no right to a hearing, appeal, or statement of reason for the termination. If the decision is made to terminate an employee during the probation period, the College may or may not choose to provide two week notice before termination.

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§ 2.4.7 - ATTENDANCE AND BREAKS

[§ 2.4.7.1 - ATTENDANCE](#)

[§ 2.4.7.2 - BREAKS](#)

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§ 2.4.7.1 - ATTENDANCE

ADMINISTRATIVE RULE: All employees are expected to report to work on time for all scheduled work shifts as detailed in a contract. Absences not called in with advance notice are considered unexcused. The President or Dean must approve all absences provided in advance such as but not limited to Leaves of Absence, Jury Duty, and/or Request for Time-Off. Unsatisfactory employee attendance and punctuality such as multiple unexcused absences, tardiness, or early departures may be cause for disciplinary action up to and including termination.

ADMINISTRATIVE PROCEDURE: All staff are required to log their accurate hours worked by punching a timecard and/or completing a timesheet when entering or leaving the building, including coming and going during lunch periods. Also reference [§ 2.4.9.1 - TIME RECORDS](#).

ADMINISTRATIVE PROCEDURE: If any employee is unable to report to work on time for any reason, he/she must notify the Director of Administration via email or telephone. To request time off for a personal or professional engagement that conflicts with the work schedule agreed upon in contract, employees must submit AD-27 Faculty & Staff Time Off Request Form as soon as possible. Absences for emergencies and illnesses are understandable and will be accommodated. After an unexpected emergency or illness, the Director of Admissions must complete and submit an AD-28 Absence Card and place it in the employee's digital file.

ADMINISTRATIVE RULE: Faculty must be in their classrooms beginning instruction the minute class is scheduled to begin. It is imperative that students arriving on time receive instruction on time even if other students arrive late for class. It is recommended that faculty members who cannot attend a scheduled class provide a recommendation for a substitute teacher to either the Director of Education as soon as possible. The Director of Education will determine whether or not the suggested substitute instructor can teach the course. Faculty members are required to end each class at the scheduled end time to allow students to make it to their next class. Failure of a faculty member to end class at the scheduled end time and extending class into another instructor's class may be cause for disciplinary action.

ADMINISTRATIVE PROCEDURE: The College shall maintain rules and procedures for the following types of excused absences:

[§ 2.4.7.1.1 - PERSONAL DAYS](#)

[§ 2.4.7.1.2 - JURY DUTY](#)

[§ 2.4.7.1.3 - LEAVES OF ABSENCE](#)

[§ 2.4.7.1.4 - PARENTAL LEAVE](#)

[§ 2.4.7.1.5 - BEREAVEMENT](#)

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§ 2.4.7.1.1 - PERSONAL DAYS

ADMINISTRATIVE RULE: The College shall provide all employees who have completed the 90-day introductory period up to 10 unpaid personal days off per year, which may be used for any reason including sickness or vacation. Employees must notify the Director of Administration that they will be taking personal days at least two weeks in advance when possible and fill-out AD-27 Faculty & Staff Time Off Request Form. Faculty who will miss assigned class time for personal days must consult with the Director of

Education as well so a substitute instructor can be arranged. Employees must use personal days by December 31 of each year as unused personal days may not be carried over the next calendar year.

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§ 2.4.7.1.2 - JURY DUTY

ADMINISTRATIVE RULE: The College supports employees in fulfilling their civic responsibility to respond to jury duty summons or court subpoenas, and allows them to take unpaid leave for the time they are required to report for jury service or participate in court cases or arbitration. However, the employee must inform the Director of Administration immediately, so that arrangements can be made to accommodate the absence. The employee may be expected to report for work during jury service if the court schedule permits.

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§ 2.4.7.1.3 - LEAVES OF ABSENCE

ADMINISTRATIVE RULE: Employees are eligible for unpaid family and medical leave if he/she has worked at the College for at least 12 months and have put in at least 1,250 hours during the 12 month period before the leave is to begin. Employees are entitled to take up to 12 work weeks of unpaid leave (1) to attend the birth, adoption or foster care placement of your child, (2) to attend the serious health condition of your child, spouse or parent; or (3) to receive care for your own serious health condition. If the request for leave is due to an employee's own serious health condition, all personal days must be taken and exhausted first, following which the employee will officially be on family medical leave. The total family medical leave, which includes all personal days, may not exceed 12 weeks. The College has the right to designate such personal days as running concurrently with the family medical leave. Leave due to the birth or placement of a child in an employee's home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth of placement of the child. The employee may take a leave due to his/her own or family member's serious health condition in (1) continuous 12-week segment; (2) an intermittent schedule, such as one day off each week; or (3) a reduced schedule, such as beginning two hours late, twice a week. If the need for leave is foreseeable, the employee must give 30 days prior notice if possible.

ADMINISTRATIVE PROCEDURE: All employees who request a leave of absence must fill-out and submit AD-29 Faculty & Staff Leave of Absence Request to the Director of Administration as soon as possible.

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§ 2.4.7.1.4 - PARENTAL LEAVE

ADMINISTRATIVE RULE: Parents, guardians, and custodial grandparents are entitled to up to 40 hours of unpaid leave per school year, not to exceed 8 hours per month, to participate in the school activities of a child in grades K through 12. The employee must give his/her supervisor reasonable advance notice of the need for the leave.

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§ 2.4.7.1.5 - BEREAVEMENT

ADMINISTRATIVE RULE: Employees who have worked at the College for at least 90 days are permitted up to 3 consecutive days without pay to attend the funeral of an immediate family member, which includes a spouse, child, sibling, parent or grandparent. Eligible employees may be permitted 2 days without pay for the death of a relative who is not an immediate member including, an aunt, uncle, nephew, brother-in-law, sister-in-law, or parents-in-law. The employee's supervisor must approve all bereavement time and the College may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate.

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§ 2.4.7.2 -- BREAKS

ADMINISTRATIVE RULE: Full-time employees are entitled to two paid 10-minute breaks for rest each day. If an employee's work day is longer than five hours they are also entitled to one unpaid 30 minute meal break within five hours of starting work. All employees are required to take their 30 minute meal break before the end of their scheduled shift. Breaks must be scheduled at staggered times to allow proper office coverage.

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§ 2.4.8 – BENEFITS

ADMINISTRATIVE RULE: The College administration shall maintain accurate documentation of the benefits package that each College employee is entitled to, and effectively inform all College employees of their benefits. Full- and part-time employees at the College are entitled to certain benefits as required by law, including Social Security, Workers' Compensation, State Disability and Unemployment Insurance. The College does not currently offer health insurance or retirement plans. The college reserves the right to add, amend, modify or terminate any employee benefit plans or programs that do not impede state or federal law. Benefits shall only be available to employees who have completed the 90-day probationary period.

ADMINISTRATIVE RULE: Benefits shall be divided into the following policy areas:

[§ 2.4.8.1 - PAID SICK LEAVE](#)

[§ 2.4.8.2 – PROFESSIONAL DEVELOPMENT](#)

[§ 2.4.8.3 – WORKERS' COMPENSATION](#)

[§ 2.4.8.4 – TUITION REMISSION](#)

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§ 2.4.8.1 - PAID SICK LEAVE

ADMINISTRATIVE RULE: California College of Music pledges to comply with the Healthy Workplaces and Healthy Families Act of 2014, which grants employees certain rights for paid sick leave.

ADMINISTRATIVE RULE (PAID SICK LEAVE ENTITLEMENT AND RATE OF ACCRUAL): An employee who has worked for the College for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, and is paid at the employee's regular wage rate. Accrual begins on the first day of work, and College employees may use their accrued paid sick days beginning on the 90th day of work.

ADMINISTRATIVE RULE (ANNUAL MAXIMUM PAID SICK TIME, CARRYOVER, AND CAP): Paid sick leave provides a maximum of 24 hours (equivalent to three eight-hour work days) worth of paid time off in each year of employment, beginning with the first day of work. Accrued paid sick leave carries over to each following year of employment, but is capped at a total maximum of 48 hours (equivalent to six eight-hour work days). Once the 48 hour mark of paid sick leave accrual has been reached, no further paid sick leave shall accrue until the employee in question has used some or all of the 48 accrued hours.

ADMINISTRATIVE RULE (ACCEPTABLE REASONS FOR PAID SICK LEAVE REQUESTS): The College will provide paid sick leave upon the oral or written request of an employee only for the following reasons which apply to employees themselves as well as their family members:

1. diagnosis, care or treatment of an existing health condition
2. preventive care
3. specified purposes for victims of domestic violence, sexual assault, or stalking

ADMINISTRATIVE PROCEDURE (PAID SICK LEAVE REQUEST PROCEDURE): College employees who wish to request paid sick leave are asked to do so on the AD-30 Paid Sick Leave Request Form; verbal requests for paid sick leave will also be honored. All requests for paid sick leave should be made with the Director of Administration or one of their superiors. All requests for paid sick leave must be authorized by the Dean or the President.

ADMINISTRATIVE RULE (RETALIATION OR DISCRIMINATION IS ILLEGAL): Retaliation or discrimination against an employee who requests and/or uses paid sick days is expressly prohibited by state law. Any employee may file a complaint with the State Labor Commissioner against an employer who retaliates or discriminates against the employee based on paid sick leave requests or usage.

ADMINISTRATIVE PROCEDURE (ADDITIONAL INFORMATION): For additional information, you may contact the College's Director of Administration or the local office of the labor commissioner. Locate the office by looking at the list of offices on the Labor Commissioner's website: <http://www.dir.ca.gov/dlse/DistrictOffices.htm>

STATE AUTHORITY: Division of Labor Standards Enforcement, Office of the Labor Commissioner. Healthy Workplaces and Healthy Families Act of 2014.

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§ 2.4.8.2 – PROFESSIONAL DEVELOPMENT

ADMINISTRATIVE RULE: In some instances, employees may receive tuition reimbursement for advanced education or business travel funds, helping them to obtain additional teaching credentials and qualifications.

ADMINISTRATIVE PROCEDURE: The College encourages all instructional employees to obtain additional teaching credentials and qualifications. Faculty members are encouraged to attend courses which will lead to the achievement of such credentials. On the basis of financial need, the teacher and the applicability of the course to be taken to the College curriculum, instructors may be reimbursed in part for the cost of registration and tuition. In the event that an instructor who receives financial support for a course resigns from employment at the College within one year of completing the course, he/she will reimburse the College for the entire amount (100%) of the support monies paid by the College. These funds may be deducted from the employee's paychecks or through a request for reimbursement collection.

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§ 2.4.8.3 – WORKERS' COMPENSATION

ADMINISTRATIVE RULE: The first step towards workers compensation is to report any injury, no matter how minor, to the Director of Administration immediately, even if no treatment seems necessary.

ADMINISTRATIVE PROCEDURE: If an employee experiences a work-related injury or illness, he/she is entitled to fill out AD-31 Employee Claim for Worker's Compensation Benefits Form and submit it to the Director of Administration for review and approval by the President. "In accordance with California Labor Code 5405, an injured employee has one year from the date of the injury to file for workers' compensation benefits."

Additional Labor Codes: §10404. Labor Code Section 4906(g) Statement; Labor Code Section 139.3

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§ 2.4.8.4 – TUITION REMISSION

ADMINISTRATIVE RULE: The College encourages all its employees to further their formal education by attending courses offered by California College of Music. To that end, the College provides all employees as well as their spouses and dependents with tuition remission for all courses as a fringe benefit program.

ADMINISTRATIVE PROCEDURE: All employees are invited to enroll in a maximum of 6 course units per quarter, with tuition waived. Course scheduling must not conflict with the employee's normal work hours. All course registration questions and inquiries should be directed to the Director of Administration and/or Dean.

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§ 2.4.9 - PAYROLL

ADMINISTRATIVE RULE: The Dean and President shall negotiate the initial individual pay rate for new employees at the time of hiring; this includes both instructors and non-teaching staff members. Pay rates for new employees may be determined based on their education, background, and experience in the position for which they were hired. Generally, new faculty members will start at the base rate of \$30.00 per hour and starting staff members shall receive at least the minimum wage set by the state.

ADMINISTRATIVE RULE: The College shall not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quote, or other similar method related to recruitment, enrollment, admissions, student attendance, or sales of educational materials to students.

ADMINISTRATIVE RULE: Pay increases are never guaranteed. Pay increases, if and when awarded, usually range from \$0.25 to \$1.00 per hour. Considerations applicable in the determination of pay increase amounts include the following: (1) the financial condition of the College; (2) overall quality of job performance; (3) formal evaluations; (4) professional dress and conduct; (5) student satisfaction; and (6) contributions to the College and its students above and beyond regularly assigned duties. The College reserves the right to negotiate unique compensation agreements with individuals who possess unique qualifications and can fulfill special needs of the College.

ADMINISTRATIVE PROCEDURE: After completing the 90-day probationary period, each new employee will be evaluated for a pay increase depending on factors such as performance, prior teaching or work experience, and educational qualifications. Employees

will also be evaluated for possible additional pay increases on or about the annual anniversary of their date of hire. Evaluations for pay increases may also be conducted at the request of the employee. All such inquiries should be discussed with the Director of Administration first who will then proceed to discuss the situation with the Dean and President.

ADMINISTRATIVE PROCEDURE: The Director of Administration shall oversee the following in regards to payroll:

[§ 2.4.9.1 – TIME RECORDS](#)

[§ 2.4.9.2 – OVER TIME](#)

[§ 2.4.9.3 – PAY PERIODS AND PAYCHECK DELIVERY](#)

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§ 2.4.9.1 – TIME RECORDS

ADMINISTRATIVE RULE: All non-exempt employees must keep accurate time records by punching a timecard and/or completing a timesheet when entering or leaving the building, including coming and going during lunch periods. Each employee is individually responsible for the accuracy of his/her timecard and/or timesheet. If an employee forgets to clock in or out or in the event that the time clock is inoperative, the employee must write in their clock-in and/or clock-out time and have the Director of Administration initial their card/timesheet. Tampering with, falsifying or altering time cards or timesheets, or punching another employee's timecard will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action. For payroll purposes, time is rounded to the nearest $\frac{1}{4}$ of an hour. Timecards and timesheets are changed every pay period.

ADMINISTRATIVE PROCEDURE: The Director of Administrations will submit AD-25 Instructor Timesheet as well as AD-26 Staff Punch Log to the Chief Financial Officer no later than the 15th day of the month and the last day of the month. The Chief Financial Officer shall submit payroll and issue paychecks as described in [§ 2.4.9.3 – PAY PERIODS AND PAYCHECK DELIVERY](#).

ADMINISTRATIVE RULE: Employees who have completed the 90-day probationary period are eligible for Paid Sick Leave (reference [§ 2.4.8.1 - PAID SICK LEAVE](#)). All employees who wish to request paid sick leave, must fill out and submit AD-30 Paid Sick Leave Request Form and submit for approval to the Dean or President of the College no later than the same pay period of the requested time off. If approved, the amount of paid sick leave granted will appear in the upcoming pay period. All original forms for approved or denied paid sick leave will be saved in the employees personnel file (reference [§ 2.4.11 - PERSONNEL RECORDS](#)).

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§ 2.4.9.2 – OVER TIME

ADMINISTRATIVE RULE: Overtime compensation is paid to all non-exempt employees at one and one-half times the normal rate for all hours worked in excess of 8 hours per day and/or 40 hours per week and the first 8 hours worked on the seventh day of work in any one workweek. Overtime compensation at two times an employee's normal rate is paid for any work in excess of 12 hours in one day and for any work in excess of 8 hours on the seventh day of a workweek. The President or Dean must approve all overtime beforehand for non-exempt employees. Overtime must be entered on a timesheet no later than the day after it was accrued. Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Lunch or dinner breaks are not included as worked time when calculating overtime. Time off for holidays, sick leave, vacation, personal days, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

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§ 2.4.9.3 – PAY PERIODS AND PAYCHECK DELIVERY

ADMINISTRATIVE RULE: There are two pay periods during every month. The first pay period runs from the 1st to the 15th day of the month; the second pay period runs from the 16th until the final day of the month. Paychecks are delivered one or two business days after the end of each pay period, usually on the 2nd and 17th of each month, with a paycheck delivery grace period of up to but not more than two (2) business days. All employees shall have one of the following options to retrieve their paycheck: (1) participate in direct deposit; (2) obtain paycheck from the Director of Administration in the Administration Office; (3) elect to have their paycheck delivered to the permanent address on file. If a paycheck is lost or stolen, employees must notify the Director of Administration immediately.

ADMINISTRATIVE PROCEDURE: On the date of hire, when the contract is signed, employees will inform the Director of Administration how they would prefer their paycheck delivered. At any time, an employee may request to change the method of paycheck delivery. In that instance, the employee must inform the Director of Administration at least one week prior to the expected delivery of the paycheck. In the instance an employee would like to participate in direct deposit, he/she must provide the Director of Administration with a blank check.

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§ 2.4.10 - TERMINATION

ADMINISTRATIVE RULE: The College endeavors to be fair to all employees. Under normal circumstances employees who perform their jobs well will be retained. However, due to the fiscal realities of business, the College reserves the right to terminate employment and compensation with or without cause. Lack of sufficient students may be one such example that necessitates the canceling of classes and related work positions. An employee will normally receive two weeks notice when such dismissals are necessary. The College also reserves the right to dismiss an employee who violates laws, the policies set forth by PP-00 Policies and Procedures Manual, or conducts him/herself in an offensive manner in direct violations of AD-01 Code of Conduct.

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§ 2.4.11 - PERSONNEL RECORDS

ADMINISTRATIVE RULE: The College holds the maintenance of student and employee records as central to, and properly documented files as evidence of, proper operational management. The Director of Administration shall maintain files on each and every employee that contains all necessary and required records for the purpose of documenting relevant employee information such as but not limited to performance evaluations, educational and experiential qualifications, and contact information. The Director of Admissions shall also maintain AD-32 Faculty & Staff Contact List.

ADMINISTRATIVE PROCEDURE: The rules for Personnel Records shall be divided into the following five areas and the Director of Administration shall ensure that the rules for each area are followed:

[§ 2.4.11.1 - PERSONNEL FILE CONTENT REQUIREMENTS](#)

[§ 2.4.11.2 - PERSONNEL FILE RETENTION](#)

[§ 2.4.11.3 - PERSONNEL FILE SECURITY & CONFIDENTIALITY](#)

[§ 2.4.11.4 - PERSONNEL FILE REVIEW](#)

[§ 2.4.11.5 - CHANGES TO PERSONAL INFORMATION](#)

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§ 2.4.11.1 - PERSONNEL FILE CONTENT REQUIREMENTS

ADMINISTRATIVE RULE: Files of employee records will contain any and all information required to verify the individual's right to work in the United States as well as any information required by the President or the Dean. Any employee may be dismissed for misrepresenting any fact on his/her application or in any document within their personnel file. Personnel files are the property of the College. Therefore, a complete employee file shall consist, at a minimum, of the following:

1. A resume or curriculum Vitae, which must contain the employee's educational history and work experience;
2. A faculty or staff member's employment application (if applicable to the position);
3. IRS withholding forms;
4. References and reference check records;
5. Emergency information;
6. Performance appraisals;
7. Benefits data;
8. Any and all other appropriate employment-related documents which serve to create the most comprehensive employee file possible such as but not limited to request for time off, leaves of absence, or paid sick leave request.

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§ 2.4.11.2 - PERSONNEL FILE RETENTION

ADMINISTRATIVE RULE: Personnel files shall be retained in password-protected digital format in perpetuity. Personnel files shall also be maintained in physical format in a locked fireproof container in the Administrative Office at all times during the employee's employment, and for a minimum of 5 years following the employee's departure or termination.

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§ 2.4.11.3 - PERSONNEL FILE SECURITY & CONFIDENTIALITY

ADMINISTRATIVE RULE: Personnel files are strictly confidential, and information contained therein shall be released only (a) at the written or verbal request of the employee or (b) in such circumstances that, in the opinion of an executive, the information is needed for the safety and well-being of the personnel or students of the College or (c) when subpoenaed by a court of law.

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§ 2.4.11.4 - PERSONNEL FILE REVIEW

ADMINISTRATIVE PROCEDURE (INTERNAL): The Director of Administration will review each individual's personnel file to ensure completion at the time of hire.

ADMINISTRATIVE PROCEDURE (EMPLOYEE): An employee may review his/her own personnel file in the Administration Office during business hours after making a reasonable verbal or written request to do so with the President. Access to employee records does not apply to letters of reference, records obtained prior to employee's employment, or records relating to the investigation of a possible offense, all of which will be removed from the employee file prior to the employee's viewing. Personnel file reviews are conducted in the Administration Office according to the following process:

1. The employee presents a written or verbal request to review his/her file(s)
2. An appointment is arranged for the employee to review his/her file under the supervision of the Director of Administration. No documents are to be added or removed in this review.
3. If the employee believes that material contained in his/her file(s) is inappropriate or inaccurate, the employee may bring the matter to the attention of the administration and ask for a correction to be made.
4. If the Director of Administration is unable, for any reason, to comply with the employee member's correction request, the employee may submit a written request for personnel file correction to the President or Dean. This request must explain specifically which documents are inappropriate or inaccurate, why the employee considers them so, and what specific correction is requested. This request will be reviewed by an executive, who will make the final decision as to whether or not the employee member's requested change is allowable.

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§ 2.4.11.5 - CHANGES TO PERSONAL INFORMATION

ADMINISTRATIVE RULE: It is the employee's responsibility to notify the Director of Administration of any changes in name, address, telephone number, marital status, health status, number of dependents, withholding exemptions, military service status, beneficiaries or emergency contact information. When an employee's personal information changes, he/she is required to submit AD-33 Change of Personal Information Form to the Administration Office immediately in order to avoid misdirected correspondence or paychecks.

ADMINISTRATIVE PROCEDURE: Once AD-33 Change of Personal Information has been submitted, the Director of Administration will update the employee's personnel file as well as AD-32 Faculty & Staff Contact List.

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§ 2.5 – REGISTRAR

POLICY: The administration shall maintain procedures and rules to accomplish the proper functioning of the register of the College including defining the College's official registrar. The registrar shall maintain files on each and every student enrolled in the College and/or assign designated personnel to preside over and maintain student files. The registrar shall comply with state and federal regulations, accreditation standards, and professional collegiate practice standards in all matters relating to student record-keeping policies and procedures. Each student file must contain all records required under College policies, state and federal law, accreditation standards, and by any other oversight agencies. The registrar shall perform or appoint qualified staff members to effect registrar-related tasks.

PROCEDURE: The Director of Administration shall act as the registrar of the College, and exercise leadership and authority over all student records. He/she may appoint qualified staff members to assist in the procedures of the registrar. Administrative procedures and rules for the registrar shall be divided into the following areas:

[§ 2.5.1 – COURSE REGISTRATION & WITHDRAWAL](#)

[§ 2.5.2 – STUDENT LEAVES OF ABSENCE](#)

[§ 2.5.3 – PROGRAM EXTENSION](#)

[§ 2.5.4 – RESIGNING ENROLLMENT](#)

[§ 2.5.5 – CHANGE OF PROGRAM](#)

[§ 2.5.6 – CHANGE OF EMPHASIS](#)

[§ 2.5.7 – CHANGE OF STUDY STATUS](#)

[§ 2.5.8 – PROGRAM PROGRESS REPORT ISSUANCE](#)

[§ 2.5.9 – TRANSCRIPT, DIPLOMA, & CERTIFICATE ISSUANCE](#)

[§ 2.5.10 – STUDENT RECORDS](#)

[§ 2.5.11 - STUDY STATUS](#)

§ 2.5.1 – COURSE REGISTRATION & WITHDRAWAL

ADMINISTRATIVE RULE: Students are responsible for their class schedule and meeting registration deadlines. It is important to verify any changes made to the students' schedule by the student, Academic Advisor, and the Director of Administration.

ADMINISTRATIVE RULE: Student registrar related information shall always be updated in the Student Management System (SMS) by the Director of Administration. This shall include courses enrolled, private instructors, final grades for each course, attempted and received credit, and quarterly and cumulative GPA. Only the Director of Administration may enter in new and/or updated information within the SMS.

ADMINISTRATIVE RULE: In addition to the SMS, the Director of Administration and/or designated staff members are responsible for updating and maintaining the AD-34 Student Course Matrix each quarter. The Matrix shall include: students enrolled with relevant program and financial information as well as total credits attempting, quarter courses offered with respective credit count and hours per week, assigned instructors, and the number of students enrolled in each course.

[§ 2.5.1.1 - REGISTERING FOR ENROLLMENT IN COURSES](#)

[§ 2.5.1.2 – ADDING & DROPPING COURSES](#)

[§ 2.5.1.3 – COURSE OVERLOAD](#)

[§ 2.5.1.4 – WITHDRAWING FROM COURSES](#)

[§ 2.5.1.5 - REPEAT COURSES](#)

§ 2.5.1.1 - REGISTERING FOR ENROLLMENT IN COURSES

ADMINISTRATIVE RULE: Both the official college schedule and registrar shall be open for students and faculty to review by Monday of Week 0. At that time, students may begin requesting to add or drop courses. Students should be encouraged to finalize their

schedule prior to the First Day of Instruction, Monday of Week 1. Any questions or concerns regarding schedule should be directed to either the Director of Administration or the Director of Student Services.

ADMINISTRATIVE PROCEDURE: Both new and continuing students will automatically be registered for required courses based on their program course outline given to them during student orientation (reference [§ 4.1 - PROGRAM OUTLINES](#)). Continuing students' courses will additionally be based on information provided during their academic advisement session and their final grades. The Director of Administration and Director of Student Services will ensure the required courses meet the tiered course grade requirement, course prerequisites, program completion, and any potential program extension. Each student will receive a personal email from the Director of Student Services with:

- Their upcoming quarter schedule with required courses only
- The official quarter schedule for the College
- Program Progress Report (final quarter grades) and, if applicable, jury comment sheets
- An announcement regarding the official opening of the registrar; they may begin requesting to add or drop courses on the student portal (<https://ccmla.edu/student-portal/>) based on the courses running
- As applicable, reminders regarding program completion and maximum time frame, minimum credits required for graduation, minimum and maximum credits allotted for the quarter as well as course overload, and any elective suggestions that would benefit the student in their program

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§ 2.5.1.2 – ADDING & DROPPING COURSES

ADMINISTRATIVE RULE: Students have the option to add or drop a course within the first two weeks of the quarter with no negative academic consequences. All students shall have from Monday of Week 0 (Registrar Open) until the Friday of Week 2 (Last Day to Add/Drop Courses) by 5:00 pm to submit their request to add or drop a course to the Director of Administration. Courses dropped during this time shall not count towards total attempted credits nor will the course appear on the academic transcript.

ADMINISTRATIVE RULE: Instructors may not add individual students to their roster without prior approval from the Administration Office.

ADMINISTRATIVE PROCEDURE: Once a student submits form AD-35 Student Request to Add or Drop/Withdraw from a Course, the Academic Advisor assigned to the student will review the request and ensure: program completion, any potential program extension, pre-requisites, and course overload. If there is any conflict, the Academic Advisor will send an email to the student and request to schedule an advisement session. Once reviewed, the Academic Advisor will provide a recommendation to the Director of Administration who will either approve or deny the request. Additionally, the Director of Administration will contact the instructor of the course(s) for seat availability in the instance a student wants to add a specific course. After a decision has been made, the Director of Administration will send an email notification to the student whether or not he has been approved for the course add or drop. Should the student get approved, the Director of Administration will update the appropriate instructor binder, student course matrix, and provide an updated quarter course schedule to the student.

ADMINISTRATIVE RULE: The Registrar and students may add up to 17 units to a current quarter schedule with no added tuition costs. Any student who elects to take courses above 17 units will be charged an additional per unit cost. All additional unit costs are non-refundable and are determined as follows:

Per Unit Cost for Domestic Students: \$272.00 USD

Per Unit Cost for International Students: \$380.00 USD

ADMINISTRATIVE GUIDELINE: In a situation where a 2 unit course takes a student's total attempted credits from 16 to 18 units for the quarter, the student only pays one credit over 17.

ADMINISTRATIVE RULE: All additional private lessons, whether above or below the 17 unit threshold, require an additional fee. Students registering for the E100 Independent Study must provide a payment of \$700.00 before enrollment. In the instance a student enrolled in E100 wants to participate in juries, he/she shall be eligible to attempt 2 credits for E100 and be charged the per credit rate.

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§ 2.5.1.3 – COURSE OVERLOAD

ADMINISTRATIVE RULE: Students have the option to petition for course overload starting Monday of Week 0 when course registration opens to add or drop/withdraw courses. Students who wish to register for more than 17 credits beyond their program's normal load must maintain at least a 3.0 GPA each quarter, meet all prerequisites or other course requirements, cannot be on academic probation, and must fill out AD-36 Petition for Course Overload Form to be submitted to the Dean for final review. Form AD-36 may not be submitted after the Last Day to Add/Drop Courses (Friday of Week 2).

ADMINISTRATIVE PROCEDURE: To request a course overload, students schedule a visit with their Academic Advisor. When considering an overload, students and their advisors must discuss the specific courses to be taken and any contributing factors in an effort to fully recognize all time requirements the student will face. The objective is to help students make decisions that allow for a balance of academics and other experiences. Once discussed, the student may submit AD-36 Petition for Course Overload through the student portal (<https://ccmla.edu/student-portal/>). The Dean will approve or deny the request within 3 to 5 business days but always before Friday of Week 2. If approved, the Dean will notify the student and then the Director of Administration who will update instructor binder(s) and inform the instructor through email that a student will be attending their class.

ADMINISTRATIVE RULE: All first quarter students who submit AD-36 will be reviewed on a case-by-case basis by the Dean and the Director Administration.

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§ 2.5.1.4 – WITHDRAWING FROM COURSES

ADMINISTRATIVE RULE: After the Last Day to Add/Drop Courses (Friday of Week 2) and up until the Friday of Week 7, the Last Day to Withdraw from a Course, a student may request to withdraw from any course and receive a withdrawal (W) on his/her transcript, which counts towards credits attempted but not received and also applies negatively towards GPA. If the student retakes the course within one year and successfully completes with a pass grade, the (W) is replaced by a mark of administrative withdrawal (AW), which does not count towards credits attempted or factor negatively into GPA. After the Last Day to Withdraw, a student may not request to withdraw from any course and any student who unofficially withdraws or resigns by discontinuing class attendance will receive a failing grade. A student who withdraws from all enrolled courses must resign from the College.

ADMINISTRATIVE PROCEDURE: Before a student submits AD-35 Student Request to Add or Drop/Withdraw from a Course, he/she must meet with their Academic Advisor to review the reason as well as the cause and effect of withdrawing from a course after the Last Day to Add or Drop. Should the student wish to proceed, he/she must submit AD-35 to the Director of Administration through the student portal (<https://ccmla.edu/student-portal/>). The Director of Administration will inform the instructor, remove the student from the course by marking the instructor binder with a marking of (W).

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§ 2.5.1.5 - REPEAT COURSES

ADMINISTRATIVE RULE: Completed courses may not be retaken for credit with the exception of required failed courses and meeting minimum required grades for tiered-level courses (reference [§ 9.3.1 - GRADING & OFFICIAL COLLEGE MARKINGS](#)). For required tiered level and failed courses, there is no limit to the number of courses students may retake. However, all students must complete their program within the maximum time frame (see [§ 4.10](#)). Students may elect to audit a course already completed for no-credit (reference [§ 4.11 – AUDITING COURSES](#)).

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§ 2.5.2 – STUDENT LEAVE OF ABSENCE

ADMINISTRATIVE RULE: Students enrolled in the Certificate in Performance, Certificate in Songwriting & Music Production, and Associate of Science in Performance programs are eligible to take one leave of absence during their academic program, not to exceed two quarters in length. Student leaves of absence are generally only granted for unexpected circumstances such as but not limited to poor mental or physical health, family crisis, career opportunity, or other significant occurrences outside the students' control. The student must demonstrate that the circumstances had or will have an adverse impact on his/her satisfactory progress in the program. In the instance a student must request a leave of absence before finishing a quarter, he/she may be granted a letter grade of 'I' (incomplete) as determined by the instructor of his/her course(s).

ADMINISTRATIVE RULE: Students must submit Form AD-37 Student Leaves of Absence Request Form prior to departure. Requests for leaves of absence must include the reason for requested leave and an anticipated return date. This form is made readily available in the Administration Office or on the online student portal (<https://ccmla.edu/student-portal/>).

ADMINISTRATIVE RULE: In the instance a student's leave of absence is approved, he/she does not need to make any payments during the requested time off from his/her program. The tuition & fees schedule of payments will be updated on FP-05 Receipt & Balance Statement and will resume upon their return. Students are responsible for making on time payments as denoted on the FP-05 Receipt & Balance Statement based on the approved leave of absence and are subject to any corresponding late fees. Additionally, any time spent away from the College while on an approved leave of absence shall not count towards maximum time frame towards completion.

ADMINISTRATIVE PROCEDURE: Any student wanting to request a leave of absence must arrange a time to speak with his/her Academic Advisor prior to submitting AD-37 Student Leaves of Absence Request Form. The Academic Advisor will review the procedure and discuss the particular reasons for the request, program completion and projected end date, and answer any questions regarding what happens during a leave of absence. Once a student has submitted his/her Form AD-37, the Dean shall approve or deny the request within 5 to 7 business days based on the request, any notes presented by the Academic Advisor, and any outstanding tuition payments. If approved, the Director of Administration shall provide an updated FP-05 Receipt & Balance Statement or FP-12 Payment Plan Agreement & Authorization Form with the adjusted due dates, and an updated projected completion date. Upon return, the student must schedule a re-entrance meeting with the Director of Student Services to assess his/her progress toward program completion and register for courses, as well as, the Director of Administration to sign a new enrollment agreement at least one week prior to the start of classes.

ADMINISTRATIVE RULE: A leave of absences shall not be approved to a student on a monthly payment plan until he/she reviews, signs, and submits to the Director of Administration an updated FP-12 Payment Plan Agreement & Authorization Form.

ADMINISTRATIVE RULE: If a student on an approved leave of absence is unable to return as scheduled, the student must notify the administration prior to the expected return date; failure to return to the College as scheduled without prior written notification and approval from the Dean will result in the student being administratively withdrawn from their academic program.

ADMINISTRATIVE RULE: All international students must abide by the Student and Exchange Visitor Program rules, regulations, and procedures when requesting a leave of absence. He/she must speak with the Designated School Official (DSO) prior to the requested departure date. Should an international student leave the country before getting the leave of absence approved by the DSO, he/she's Student and Exchange Visitor Information System (SEVIS) record number will be terminated for unauthorized early withdrawal and may impede re-entry into the United State (reference [§ 8.9 – INTERNATIONAL STUDENT SERVICES](#)).

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§ 2.5.3 – PROGRAM EXTENSION

ADMINISTRATIVE RULE: Program extension shall occur when a student cannot complete his/her required courses for his/her program in the designated time frame set in his/her AM-27 Enrollment Agreement (see also [§ 7.4 - ENROLLMENT AGREEMENT](#)). In accordance to [§ 4.10 - MAXIMUM TIME FRAME FOR PROGRAM COMPLETION](#), the student can complete his/her program up to 150% of the normal program length. The student must sign a new AM-27.

ADMINISTRATIVE PROCEDURE: Students who must extend their program, must review policies [§ 4.10](#), [§ 3.3 - TUITION & FEES](#), [§ 3.5 - FINANCIAL SUPPORT PROGRAMS](#), [§ 9.1 - SATISFACTORY ACADEMIC PROGRESS](#) and the program chart with minimum required courses with his/her Academic Advisor and sign AD-38 Program Extension Acknowledgement Form.

ADMINISTRATIVE RULE: International students who extend their program are eligible to receive a prorated tuition amount if the remaining required courses needed to complete his/her program are equal to or less than 12 credits. Tuition for eligible students will be rated at the per credit cost.

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§ 2.5.4 – RESIGNING ENROLLMENT

ADMINISTRATIVE RULE: The College recognizes that students may have a need to resign enrollment from the College due to personal, medical, family, financial, or other reasons at any given time. Resignation of enrollment is defined as a complete withdrawal from all current class registrations and programs; this is separate from the withdrawal of individual courses. A student who officially resigns from the College any time after the Last Day to Add or Drop a Course will receive a grade of (W) in all courses. Grades of (F), (I), or (W) may be recorded for students who leave the College without officially resigning.

ADMINISTRATIVE RULE: Students shall be made aware of all policies, rules, and regulations outlined in [§ 3.6 – CANCELLATIONS & REFUNDS](#) and [§ 9.11 PROBATION, WITHDRAWAL, SUSPENSION & EXPULSION](#) as it pertains to their situation concerning resigning enrollment from the College.

ADMINISTRATIVE PROCEDURE: Students who find it necessary to terminate their program must arrange a meeting with their Academic Advisor to discuss their situation and submit an AD-39 Institution Withdrawal Form. The Academic Advisor will review all policies, procedures, and rules associated with resigning enrollment. Once AD-39 is submitted, the Director of Administration will review any remaining financial balances and terminate the enrollment agreement. In the instance an international student resigns his/her enrollment at the College the Designated School Official will either transfer or terminate his/her Form I-20 depending on the reason the student is leaving.

ADMINISTRATIVE PROCEDURE: Students who are administratively withdrawn from a program will meet with the Dean and receive an official letter in the mail. The Director of Administration will review any remaining financial balances and terminate the

enrollment agreement. In the instance an international student is administratively withdrawn from the College the Dean will terminate his/her Form I-20.

ADMINISTRATIVE RULE: Whether termination of enrollment is voluntary or involuntary, students must understand they will not receive any refund for tuition and fees after the Friday of Week 6. Students have the right to appeal dismissal decisions made by the College administration by submitting a written request to the Dean describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Dean.

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§ 2.5.5 – CHANGE OF PROGRAM

ADMINISTRATIVE RULE: The College recognizes that some students may desire a different program after initially attending classes due to personal, medical, family, financial, or other reasons. Students are allotted a maximum of one program change and shall be charged a non-refundable \$70.00 processing fee. A student who desires to change their program must do so no later than Friday of Week Two, the Last Day to Add & Drop Courses. At the discretion of the Dean, he/she may accept AD-40 Change of Program Request Form after the Last Day to Add & Drop Courses due to extenuating circumstances presented by the student. Students who have changed programs must complete all required courses to complete the program as stated on the Program Chart. This includes private lessons and practice hours, ensembles, labs, and any required electives. Credit may be given for relevant core courses successfully completed. At the discretion of the Dean and/or the Director of Education, some courses may be used as core substitutions in order to complete the program within the updated maximum time frame which shall be determined by the number of transferable credits from the previous emphasis.

ADMINISTRATIVE PROCEDURE: Before or after submitting AD-40, the student must arrange an advisement session with his/her Academic Advisor to review program completion, new maximum time frame, and all required courses and electives associated with the new program. If in AD-40 the program requires an emphasis change, audition videos may be required. Once AD-40 is submitted to the Administration Office through the student portal, the Dean shall approve or deny the request based on the form, audition videos (if applicable), and any recommendations from either the Director of Student Services or the Academic Advisor within 5 to 7 business days. If approved, the student must see the Director of Administration to sign a new AM-27 Enrollment Agreement which will provide a new projected end date, review the EV-12 performance fact sheet for the program, and review an updated FP-05 Receipt & Balance Statement.

ADMINISTRATIVE PROCEDURE: Prior to signing the new enrollment agreement, the Director of Administration will withdraw the student from his/her original program.

ADMINISTRATIVE RULE: When a student is approved for a change of program and possess a talent-based scholarship, that student will be able to keep the remaining scholarship amount awarded in the Acceptance Letter & Offer of Admission for the duration of the new program and may not apply for additional scholarship. In the instance the program change forces an emphasis change, the student will forfeit the remaining scholarship amount and must reapply for a new talent-based scholarship (reference [§ 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#)) and submit new audition videos based on the emphasis requirements.

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§ 2.5.6 – CHANGE OF EMPHASIS

ADMINISTRATIVE RULE: The College recognizes that some students may desire a different emphasis after initially attending classes due to a stronger interest in a different emphasis. Students are allotted a maximum of one emphasis change per program and shall be charged a non-refundable \$70.00 processing fee. A student who desires to change their emphasis must do so no later than Friday of Week Two, the Last Day to Add & Drop Courses and must remain in that emphasis for the duration of the program. At the discretion of the Dean, he/she may accept AD-41 Change of Emphasis Request Form after the Last Day to Add & Drop Courses

due to extenuating circumstances presented by the student. Students who have changed emphasis must make up and complete all classes required to pass the program for the new emphasis. This includes private lessons and practice hours, ensembles, labs, and any required electives. Credit will be given for relevant core courses successfully completed. At the discretion of the Dean and/or the Director of Education, some courses may be used as core substitutions in order to complete the program within the updated maximum time frame which shall be determined by the number of transferable credits from the previous emphasis.

ADMINISTRATIVE PROCEDURE: Before or after submitting AD-41, the student must arrange an advisement session with his/her Academic Advisor to review program completion and all required courses and electives associated with the new emphasis. All emphasis changes require new audition videos to accompany AD-41. Once AD-41 is submitted through the student portal, the Dean shall approve or deny the request based on the form, audition videos, maximum time frame, and any recommendations from either the Director of Student Services or the Academic Advisor within 5 to 7 business days. If approved, the student must see the Director of Administration to review the updated FP-05 Receipt & Balance Statement and sign a new AM-27 Enrollment Agreement.

ADMINISTRATIVE RULE: Students who are approved for a change of emphasis and possess a talent-based scholarship, will forfeit the remaining amount and have the option to re apply for a new talent-based scholarship within the new emphasis (reference [§ 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#)).

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§ 2.5.7 – CHANGE OF STUDY STATUS

ADMINISTRATIVE RULE: The College recognizes that some students may need to change their student status due to personal, medical, family, financial, or other reasons. A student who desires to change their study status must do so no later than Friday of Week Two, the Last Day to Add & Drop Courses and shall be charged a non-refundable \$70.00 processing fee. At the discretion of the Dean, he/she may accept **AD-42 Change of Study Status Request Form** after the Last Day to Add & Drop Courses due to extenuating circumstances presented by the student. Students who have changed their study status are still responsible for all required courses to pass the program.

ADMINISTRATIVE PROCEDURE: Before or after submitting AD-42, the student must arrange an advisement session with his/her Academic Advisor to review program completion, new maximum time frame, and all required courses and electives associated with the new program. Once AD-42 is submitted through the student portal, the Dean shall approve or deny the request based on the form and any recommendations from either the Director of Student Services or the Academic Advisor within 5 to 7 business days. If approved, the student must see the Director of Administration to sign a new enrollment agreement which will provide a new projected end date, and review the EV-12 performance fact sheet for the program based on study status, and an updated Tuition & Fees Statement.

ADMINISTRATIVE RULE: When a student is approved for a change of study status and possess a talent-based scholarship, that student will be able to keep the remaining scholarship amount. The new Tuition & Fees statement will reflect the total amount granted at the time of acceptance into the program as well as how the scholarship will be dispersed in the remaining quarters based on the approved study status change. Students may not reapply for a new talent-based scholarship.

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§ 2.5.8 – PROGRAM PROGRESS REPORT ISSUANCE

ADMINISTRATIVE RULE: The AD-43 Program Progress Report is a free non-official report that provides a student an overview of classes for the current quarter and program. Students may request this report at any time during their program to see their current projection towards completion. Students should be made aware that AD-43 is for student purposes only and cannot be used as an academic transcript.

ADMINISTRATIVE PROCEDURE: At the end of every quarter, after final grades have been rendered into the Student Management System, all enrolled students will receive AD-43 detailing their course grades from the quarter, quarter credit attempted and received, quarter GPA, cumulative credit attempted and received, and cumulative GPA.

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§ 2.5.9 – TRANSCRIPT, DIPLOMA, AND CERTIFICATE ISSUANCE

ADMINISTRATIVE RULE: Any student who graduates or completes a program with no hold on his/her financial account will receive one official transcript, a digital scan of the transcript sent through email, and one official diploma or certificate from the Director of Administration.

EVIDENCE: AD-44 Official Academic Transcript, AD-45 Official Diploma (template), and AD-46 Official Certificate (template).

ADMINISTRATIVE PROCEDURE: Once a student submits EV-12 Student Intent to Graduate-Complete Form and final grades have been submitted (see [§ 9.3.1](#)), the Director of Administration will process all graduating or completing students' AD-44 and AD-45 or AD-46. It will take up to 7 to 14 business days, not including mailing time, to issue AD-44, AD-45, and AD-46.

ADMINISTRATIVE RULE: All students who have attended a program at the College may request an AD-44 Official Academic Transcript from the Director of Administration at any time by submitting an AD-47 Official Academic Transcript Request Form located in the Administration Office or on the student portal (<https://ccmla.edu/student-portal/>). The student is required to provide a \$20.00 issuance fee for each official transcript requested and shall receive one official transcript and one non-official scanned transcript via email. Official transcripts are available for pick-up in the Administration Office or by mail which may require additional fees for shipping.

ADMINISTRATIVE PROCEDURE: Once a student submits AD-47, processing the request will take up to 7 to 14 business days, not including mailing time. A notification from the Director of Administration will be sent out to the student when the order has been processed and is available for pick-up or has been mailed.

ADMINISTRATIVE RULE: All students who have attended a program at the College may request an AD-45 Official Diploma or AD-46 Official Certificate from the Director of Administration at any time by submitting an AD-48 Diploma or Certificate Replacement Request Form located in the Administration Office or on the student portal. The student is required to provide a \$35.00 issuance fee for each diploma or certificate. The diploma or certificate will be made available for pick-up in the Administration Office or by mail which may require additional fees for shipping.

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§ 2.5.10 - STUDENT RECORDS

ADMINISTRATIVE PROCEDURE: The Director of Administration shall carry the secondary titles "College Registrar" and "Custodian of Records" and will maintain files on each and every student enrolled. The responsibility for the safety and sanctity of the College's student records remains with the Director of Administration in perpetuity. He/she may assign tasks as needed to designated personnel in order to adhere to the rules and execute the procedures given in the following areas:

[§ 2.5.10.1 – STUDENT FILE CONTENT REQUIREMENTS](#)

[§ 2.5.10.2 – STUDENT FILE RETENTION & DISPOSAL](#)

[§ 2.5.10.3 – STUDENT FILE SECURITY & CONFIDENTIALITY](#)

[§ 2.5.10.4 – STUDENT FILE REVIEW](#)

[§ 2.5.10.5 – REPRODUCTION OF RECORDS](#)

[§ 2.5.10.6 – FERPA \(Family Educational Rights and Privacy Act\)](#)

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§ 2.5.10.1 – STUDENT FILE CONTENT REQUIREMENTS

ADMINISTRATIVE RULE: Files of student records will contain any and all information required to verify the student's enrollment into the College as well as any information required by the President or the Dean.

ADMINISTRATIVE PROCEDURE: A complete physical student file shall consist, at a minimum, of the following:

- Standard Information on the student file checklist: full legal name, local and permanent address, student ID number, citizenship (international students only), program and emphasis, and program start and projected end date
- Admissions: online application, application fee verification, color photo ID, audition evaluation, proof of english proficiency
- (optional) Scholarship: Letter of Recommendation, Scholarship adjudication, scholarship acceptance, and scholarship award agreement
- (optional) Economic Tuition Reduction: IRS Form 1040, ETR Evaluation, ETR Agreement, and the Monthly Payment Plan Agreement (if applicable)
- Acceptance into the College: Acceptance Letter and Tuition & Fees Statement
- Enrollment into the College: AM-27 Enrollment Agreement, EV-12 School Performance Fact Sheet, General Catalog Receipt, Contact Information & Health Insurance Plan Information, Placement Exams, and up to date Receipt & Balance Statement
- International Students: proof of english proficiency, bank statement, letter of financial support if applicable, color copy of student visa, SEVIS number, and initial or transfer I-20 and date
- Completion: copy of certificate or degree issued, copy of official transcript, and copy of the final receipt & balance statement
- Other: Withdrawal or expulsion official notification and letter of appeal (if applicable)
- Student File Disclosure List (list of individuals with or without written consent from the student, other than staff, who have viewed content in their file and reasons for the viewing.)
- Additional documents as needed per student

ADMINISTRATIVE PROCEDURE: The Registrar and/or appointed designees shall use AD-76 Student File Checklist - Domestic and AD-77 Student File Checklist - International to ensure all required documents have been collected and stored in each student file as soon as the respective student signs his/her Enrollment Agreement.

ADMINISTRATIVE PROCEDURE: A complete digital student file shall consist, at a minimum, of the following:

- A digital copy of all required documents for the physical student file
- Admissions: Audition Videos, (if applicable) deferral request form, housing payment, housing services placement form
- Enrollment: Payment and receipt for required textbooks printed on the College press
- Financials: All quarter tuition and fees statements, all quarter receipt and balance statements, (if applicable) credit card authorization form, recurring payment authorization form, payment plan agreement, and monthly payment receipts.
- Academics: quarterly jury forms and evaluations, quarterly student advisement charts
- International students: SEVIS I-20 Data Entry Request, (optional) Travel Endorsement with flight information, DHL shipping label and tracking number, I-20 initial and signed

- Additional documents as needed per student and working document files like academic probation notice, academic probation letter, letter of appeals, leave of absence request, placement exams, program outlines, and additional audio or visual performance files

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§ 2.5.10.2 – STUDENT FILE RETENTION & DISPOSAL

ADMINISTRATIVE RULE: Student files, including an official academic transcript, shall be retained in password-protected digital format in perpetuity. Student files shall be maintained in a physical format in a locked fireproof container in the Administration Office for a minimum of 5 years following the student's completion of their program.

ADMINISTRATIVE PROCEDURE: The following student content may, at the discretion only of the Registrar or of the Dean, be removed from the student file upon graduation or withdrawal:

- Add/drop course forms
- Scheduling forms
- Letters of recommendation and admission materials
- Transcripts from other colleges or high schools
- Transfer credit requests that are rejected
- Correspondence not related to academic progress or FERPA disclosure

ADMINISTRATIVE PROCEDURE: The following student content must remain in a student file for at least five years after graduation or date of last attendance:

- Acceptance Letter and Offer of Admission
- Application for Admission or Readmission
- Entrance exams and test score reports
- Scholarship and/or economic tuition reduction documents
- Name change authorizations and updated contact information
- Correspondence related to FERPA disclosures
- Advanced placement, waivers, and/or transfer credit approvals
- Placement tests or scores
- Program and/or Degree audits
- Requests for withdrawal
- Academic actions unrelated to academic honesty (academic probation, expulsion, etc)
- International student documents (I-20, employment authorization, passport, I-94, statement of financial responsibility, statement of educational costs).

ADMINISTRATIVE PROCEDURE: The following student content must remain permanent in a student file:

- Graduation application
- Final official academic transcript
- Grade change forms, if in student record
- Correspondence related to FERPA disclosures or student consent for disclosure

ADMINISTRATIVE RULE: The College reserves the right to keep any information and reports retained permanently or for one to three years in the aggregate.

- Enrollment verifications (one year)
- Registration forms (one year)
- Add/drop forms (one year)

- Scholarship forms (three years)
- Graduation lists (permanent)
- Enrollment statistics (permanent)
- Degree statistics (permanent)
- Schedules of classes (permanent)
- Catalogs (permanent)
- Requests for disclosures of FERPA information (permanent)

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§ 2.5.10.3 – STUDENT FILE SECURITY & CONFIDENTIALITY

ADMINISTRATIVE RULE: The College must act in compliance with the State of California's Bureau for Private Postsecondary Education record-keeping and operational requirements as set forth in Article 9 of the Private Postsecondary Education Act. The Director of Education, Admissions Counselors, and the Student Services Coordinator will be granted access to student records.

ADMINISTRATIVE PROCEDURE: Student records are kept confidential. All original records are stored in locked fire-proof file cabinets at the College, never to be left unattended on work desks, and digital assets are stored in a password protected school database, as well as backed up on an off site host, and are available only to authorized personnel needing access. Full student records are stored for a minimum of 5 years from the date the student completes a program of study, in accordance with state regulations.

ADMINISTRATIVE RULE: Only official College staff using password protected office computers in the administration office will have access to the College's database.

ADMINISTRATIVE RULE: Anti-malware and Anti-Viral software will run weekly on office computers to safeguard against any potential computer threats such as phishing or hacking.

ADMINISTRATIVE PROCEDURE: The Director of Administration will program automated weekly scans on each office computer and ensure that the software is up to date.

ADMINISTRATIVE RULE: The College shall identify 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.

ADMINISTRATIVE PROCEDURE: The College will seek the services of a networking security specialist twice a year to evaluate the College's computer and networking security. The College evaluates and adjusts its information security program in light of the results of the required testing and monitoring by the specialist, 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.

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§ 2.5.10.4 – STUDENT FILE REVIEW

ADMINISTRATIVE RULE: The College maintains student files for the purpose of documenting academic progress as well as documenting any events that have aided or deterred academic progress. Such student files are confidential and information therein contained shall be released only (a) at the written request of the student or (b) in such circumstances that, in the opinion of the Dean, the release of the information is necessary in order to protect the safety and well-being of the student, other students and/or personnel of the College or (c) when subpoenaed by a court of law. The Dean conducts a review of all current student files quarterly, with assistance from the Director of Administration, to ensure that they comply with institutional standards and are up-to-date and complete with respect to academic and financial information.

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§ 2.5.10.5 – REPRODUCTION OF RECORDS

ADMINISTRATIVE RULE: The reproduction of student records is prohibited with the exception of official or non-official transcripts at the behest of the requesting student or graduate of the College.

ADMINISTRATIVE PROCEDURE: All requests for transcripts should be addressed to the Director of Administration and must be authorized by the student (or alumni) by their signature. There is a per copy cost for official transcripts supplied by the College at \$15.00 per transcript. Transcripts are not provided for those who have overdue financial obligations to the College.

ADMINISTRATIVE RULE: The unauthorized altering of an academic record is a crime punishable by law. Students, or alumni, who fail to respect and maintain the integrity of their academic record, or copies thereof, will be prosecuted. The College reserves the right to limit or discontinue transcript service

§ 2.5.10.6 – FERPA (Family Educational Rights and Privacy Act)

ADMINISTRATIVE RULE: The college must be in compliance with the Family Educational Rights and Privacy Act.

§ 2.5.10.6.1 - STUDENT RECORD REVIEWS AND AMENDMENTS

ADMINISTRATIVE RULE: Students have the right to review their educational records at any time and if applicable make requests to amend inaccurate information.

ADMINISTRATIVE PROCEDURE: File reviews are conducted in the Administration Office in which the file is kept with the following steps:

1. The student presents a written request, signed and dated to review his/her file(s)
2. No documents are to be added or removed in this review. A photo ID must be presented at the time of inspection in order to request and view records.
3. Inspection of student records maintained by the Director of Administration is by appointment only. An inspection request takes approximately five business days to process, and the student is notified by e-mail when the record is available. To preserve the security and integrity of the College files, inspection of the student record must be conducted in the presence of a designated representative of the Director of Administration.
4. If the record is not viewed within seven days of notification, a new request must be submitted to arrange a new inspection appointment.
5. A student who attended the College more than five years prior may view the academic transcript, which is the official permanent record and only information available.

6. If the student believes that material contained in his/her file(s) is inappropriate or inaccurate, the student may bring the matter to the attention of the Director of Administration and ask for a correction of the situation. If applicable the student may bring evidence to prove their claim(s).
7. If the Director of Administration is unable to comply with the student's request for correction, the student may submit a typed request for file correction to the Dean. This request must explain specifically which documents are inappropriate or inaccurate, why the student considers them so, and what specific correction is requested.
8. This request will be reviewed by the Dean who will make the final decision as to whether or not the student's requested change is allowable.

§ 2.5.10.6.2 - RECORD CONSENT

ADMINISTRATIVE RULE: A student or a legal guardian/parent whom the student has authorized on AD-49 FERPA Consent to Release Student Information can obtain a copy of one's student record.

ADMINISTRATIVE PROCEDURE: AD-49 Consent forms are distributed during student orientation. The student has the ability to edit their consent form at any time, such requests must be submitted in writing.

ADMINISTRATIVE RULE: A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

ADMINISTRATIVE RULE: The college may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

ADMINISTRATIVE PROCEDURE: In the event that the college discloses information pursuant to a court order or lawfully issued subpoena the administration must make a reasonable effort to notify a student who is the subject.

§ 2.5.10.6.3 - FERPA ANNUAL NOTIFICATIONS

ADMINISTRATIVE RULE: The College must annually notify students of their rights under FERPA. The annual notice describes the students' rights to review their educational records, request changes to their records, consent to disclosures of personally identifiable information, and to file complaints with the administration office, as well as procedures for reviewing and amending their educational records.

ADMINISTRATIVE PROCEDURE: The administration office will include a notice in the Student Portal notifying enrolled students of their rights under FERPA during Student Orientation.

§ 2.5.10.6.4 - STUDENT DIRECTORY

ADMINISTRATIVE RULE: For the purposes of the student directory, the following information will be included in the student directory; Name, program, emphasis, & email address.

ADMINISTRATIVE PROCEDURE: The information that the student provides on their Informational Request and Acknowledgement Form during student orientation will be used in the Student Directory. The student directory is made available on the Student Portal and to all instructors.

§ 2.5.10.6.5 - HEALTH AND SAFETY EXEMPTION

ADMINISTRATIVE RULE: In the case of an immediate threat to the health or safety of students or other individuals in the CCM community, the College may only disclose personally identifiable information if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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§ 2.5.11 - STUDY STATUS

ADMINISTRATIVE RULE: Students must declare full- or part-time study status when signing an AM-27 Enrollment Agreement (see [§ 7.4 – ENROLLMENT AGREEMENT](#)) in the Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, and the Associate of Science in Performance programs.

ADMINISTRATIVE PROCEDURE: The Director of Administration will adhere to the rules and execute the procedures given in the following areas when finalizing student schedules:

[§ 2.5.11.1 - FULL-TIME STUDY STATUS](#)

[§ 2.5.11.2 - PART-TIME STUDY STATUS](#)

[§ 2.5.11.3 - LESS THAN PART-TIME EXEMPTION](#)

§ 2.5.11.1 - FULL-TIME STUDY STATUS

ADMINISTRATIVE RULE: A student who meets all admission and audition requirements is eligible to enroll with the status of full-time which shall be defined as maintaining a minimum course load of 12 and a maximum (without extra payment) of 17 credits. Students shall be encouraged to maintain an average of 15 credits per quarter in order to complete their program on time (see [§ 4.1 – PROGRAM OUTLINES](#)). Students may elect to register for more than 17 units but must apply for course overload (see [§ 2.5.1.3 – COURSE OVERLOAD](#)).

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§ 2.5.11.2 - PART-TIME STUDY STATUS

ADMINISTRATIVE RULE: A student who meets all admission and audition requirements is eligible to enroll with the status of part-time which is defined as maintaining a minimum course load of 7 and a maximum of 11 credits. The purposes of each individual program do not change with part-time study status but instead doubles the length of the existing approved programs. The purposes of part-time study status itself are: (1) to accommodate students who would be unable to commit to a full-time program for personal, professional, financial, and/or medical reasons, (2) to enable adult enrichment by lessening the time commitment of the programs, and (3) to give students time with which to pursue professional objectives.

ADMINISTRATIVE RULE: Students on part-time study status shall be charged the part-time quarterly payment (see [§ 3.3.1 - DOMESTIC STUDENT BASE TUITION](#)) and may only register for 7-8 credits worth of courses in a given quarter. Students who elect to register up to 9-11 credits shall be charged the base tuition plus an additional fee at the per credit cost (see [§ 3.3.3 - FEES](#)). In the instance a student registers for a total of 12 credits or more in a quarter, he/she shall be considered a full-time student and will be charged the full-time student tuition rate and must sign an updated AM 27 - Enrollment Agreement as well as a **AD-42 Change of Study Status Request Form**..

ADMINISTRATIVE PROCEDURE: The Director of Student Services and/or his/her appointee(s) will review all student schedules once the registrar opens Week 0. In the instance a student adds more than 8 credits to his/her schedule, he/she shall be contacted in order to discuss the added fees. If the student wants to continue, the Director of Administration will render a new FP-05 Receipt & Balance Statement with the added per credit costs. Once the student has made his/her payment for the extra credits then the Director of Administration will add him/her to those courses. Students can only make changes to their schedule prior to the Last Day to Add/Drop Courses without any penalties (see [§ 2.5.1.2 – ADDING & DROPPING COURSES](#)).

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§ 2.5.11.3 - LESS THAN PART-TIME EXEMPTION

ADMINISTRATIVE RULE: A student may be eligible to register for less than part-time and charged at the per credit cost (see [§ 3.3.3 - FEES](#)) in a quarter if he/she only needs 1-5 credits worth of courses to complete his/her program. This can occur due to failed courses (see [§ 9.3.2 - FAILING & INCOMPLETE GRADES](#)) or returning from a leave of absence (see [§ 2.5.2 – STUDENT LEAVES OF ABSENCE](#)) that would result in a program extension (see [§ 2.5.3 – PROGRAM EXTENSION](#)). All less than part-time exemptions must be finalized by the Director of Administration and may not impede maximum-time frame (see [§ 4.10 - MAXIMUM TIME FROM FOR PROGRAM COMPLETION](#)).

ADMINISTRATIVE PROCEDURE: The Director of Student Service and/or his/her appointee(s) will monitor student program progress and will recommend less than part-time when it assists the student in program progress. Students who request less than part-time course load but have not failed courses or are planning a leave of absence, must discuss their reasons with their personal academic advisor. Approval for less than part-time study status will be reviewed on a case-by-case basis with the Director of Student Services, Director of Administration, and/or the Dean. The student may be required to provide supporting documentation for any mitigating circumstances for less than part-time. If approved, the Director of Administration will render a new FP-05 Receipt & Balance Statement reflecting any changes to tuition and fees.

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[Return to 2.5.11 - Study Status](#)

§ 2.6 – MEETINGS AND COMMITTEES

POLICY: Both the administration and faculty shall meet as often as is necessary to appropriately address institutional issues and maintain a trajectory of progress towards meeting the institutional goals and upholding the mission. The administration shall determine the appropriate frequency of such meetings, and effectively schedule and hold such meetings with regularity.

[§ 2.6.1 - Board of Directors Meetings](#)

[§ 2.6.2 - Weekly Administrative Staff Meetings](#)

[§ 2.6.3 - Quarterly Faculty Meetings](#)

[§ 2.6.4 - Program Chair Meetings](#)

[§ 2.6.5 - Executive Team Member Meetings](#)

[§ 2.6.6 - Committee Formation and Action](#)

§ 2.6.1 – BOARD OF DIRECTORS MEETINGS

ADMINISTRATIVE RULE: Meetings of the Board of Directors shall take place at least once per year at a time designated by the President and Dean.

ADMINISTRATIVE RULE: Attendance is required of all board members except those approved time off or leave of absence. AD-50 Board of Directors Meeting Agendas & Minutes are to be recorded and disseminated within one business day to all board members.

ADMINISTRATIVE PROCEDURE:

1. The Dean creates a formal agenda with input from the President and administrative staff members, and distributes physical copies to each person present.
2. The President shall call board meetings to order, allocates speaking time, and adjourns meetings.
3. Meeting minutes are taken down by the secretary (or other designated staff member) and kept permanently in digital format in the Meetings directory on the College database.
4. Immediately following the meeting, the minute-taker then sends an e-mail with a PDF copy of the AD-50 Board of Directors Meeting Agenda & Minutes to all board members, and executive team members, including those who were not present.

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§ 2.6.2 - WEEKLY ADMINISTRATIVE STAFF MEETINGS

ADMINISTRATIVE RULE: Meetings of the administrative staff shall take place once per week on Fridays at 1:00 p.m.

ADMINISTRATIVE RULE: Attendance at every Weekly Administrative Staff Meeting is required of all administrative staff members except those on approved time off or leaves of absence. Key staff members and executive team members should make every effort to attend Weekly Administrative Staff Meetings whenever possible. When any staff member (including key staff and executive) is absent from the Weekly Administrative Staff Meeting, they are responsible for reading the meeting's agenda and minutes, and shall remain accountable for all information discussed that pertains to his/her area of responsibility. Weekly AD-51 Administrative Staff Meeting Agendas and Minutes are to be recorded and disseminated within one business day to all staff members including key staff and executive team members. Weekly Administrative Staff Meetings should not exceed one hour in length. The Mission Statement, Institutional Goals, and Strategic Plan shall be reviewed at every Weekly Administrative Staff Meeting.

ADMINISTRATIVE PROCEDURE:

5. The Dean creates a formal agenda with input from the President and administrative staff members, and distributes physical copies to each person present.

6. The Dean (or any Director designated by the Dean) shall call staff meetings to order, allocates speaking time, and adjourns meetings.
7. Meeting minutes are taken down by the secretary (or other designated staff member) and kept permanently in digital format in the Meetings directory on the College database.
8. Immediately following the meeting, the minute-taker then sends an e-mail with a PDF copy of the AD-51 Weekly Administrative Staff Meeting Agenda & Minutes to all administrative staff, key staff members, and executive team members, including those who were not present.

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§ 2.6.3 - QUARTERLY FACULTY MEETINGS

ADMINISTRATIVE RULE: Meetings of the College faculty shall take place no less than once per quarter, either during the in-service "dead weeks" following Finals Week (Week 11) or around Midterm Week (Week 6). In a given quarter, the Dean may elect to hold a faculty meeting during each of these times. Attendance at quarterly and midterm faculty meetings is mandatory for faculty members except those on approved time off or leave of absence.

ADMINISTRATIVE RULE: Attendance at every Quarterly Faculty Meeting is required of all faculty. Key staff members and executive team members should make every effort to attend whenever possible. When any faculty member (including key staff and executive) are absent from the Quarterly Faculty Meetings, they are responsible for reading the AD-52 Faculty Meeting Agendas & Minutes, and are accountable for all information pertaining to their area of responsibility. AD-52 are to be recorded by a staff member designated by the Director of Administration, and disseminated within one business day to all other faculty including key staff and executive team members. The Mission Statement, Institutional Goals, and Strategic Plan shall be reviewed at every Weekly Administrative Staff Meeting.

ADMINISTRATIVE PROCEDURE:

1. The Dean creates a formal agenda with input from the President and administrative staff members, and distributes physical copies to each person present.
2. The Dean or Director of Education calls faculty meetings to order, allocates speaking time, and adjourns meetings.
3. Meeting minutes are taken down by the secretary (or another designated staff member) and kept digitally in the Meetings directory on the College database.
4. Immediately following the meeting, the minute-taker then sends an e-mail with a PDF copy of the AD-52 Quarterly Faculty Meeting Agenda & Minutes to all faculty, administrative staff, key staff members, and executive team members, including those who were not present.

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§ 2.6.4 - PROGRAM CHAIR MEETINGS

ADMINISTRATIVE RULE: Informal meetings between Program Chairs and the President, Dean, or Directors should be held as frequently as deemed necessary by the executives or key staff members to address important curricular or programmatic issues.

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§ 2.6.5 - EXECUTIVE TEAM MEMBER MEETINGS

ADMINISTRATIVE RULE: Informal private meetings between the CEO, CAO, and/or CFO shall be held at least once a week and as needed to address important institutional issues.

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§ 2.6.6 - COMMITTEE FORMATION AND ACTION

ADMINISTRATIVE RULE: If, during any Weekly Administrative Staff Meeting, Quarterly Faculty Meeting, Program/Department Chair Meeting, or Executive Team Member Meeting, an important issue is discovered or addressed that requires further action, an executive (or any Director designated by an executive) may appoint administrative staff members to serve on a committee as members or chairs in order to make quantifiable, documented progress on the matter. The Dean (or any Director designated by the Dean) may also define committee tasks, timetables for committee actions, or schedule committee reports as necessary to accomplish committee objectives.

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§ 2.7 – FIELD TRIPS

POLICY: The administration shall maintain rules and procedures adequate to ensure the safety of College students during field trips. The administration shall ensure the relevance of the field trip to the program.

ADMINISTRATIVE RULE: Instructors who wish to take students off campus during class time must first submit a completed AD-54 Field Trip Release Form to the Director of Administration with all participating students' signatures. The administration must be informed of the date, location address, and contact phone number where the field trip will be held at least one week in advance. At least one member of the College faculty or staff is required to accompany students on every field trip.

§ 2.8 – ARTICULATION AGREEMENTS

POLICY: For the benefit of its students and students from outside institutions, the administration shall seek to craft and maintain effective articulation agreements with other institutions. Focus should be made on music institutions with baccalaureate and graduate programs.

PROCEDURE: The administration shall maintain a list of all institutions with which the College holds executed articulation agreements, and publish this list within the General Catalog.

ADMINISTRATIVE RULE: At this time, California College of Music does not hold any articulation agreements with other institutions.

ADMINISTRATIVE RULE: Articulation agreements are based on course outline content and texts, and it is very important that students meet all prerequisites and satisfy course content requirements.

DOCUMENTATION: AD-55 Articulation Agreement List and AD-75 Articulation Agreement Template

§ 2.9 – COMPLIANCE AND DISCLOSURES

California College of Music is a private institution approved by the Bureau for Private Postsecondary Education (BPPE) to operate in the state of California.

The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state of California or the Bureau.

POLICY: The administration shall disclose and comply with all laws, rules, and regulations at the state and federal levels; the State of California and the United States of America.

State Oversight: The Dean of College shall maintain a familiarity with the California Private Postsecondary Education Act of 2009 and ensure compliance with all regulations contained therein. The College pledges to uphold and operate in compliance with all provisions of the California Education Code. Specifically, the College shall meet all requirements defined in Title 3 (Postsecondary Education), Division 10 Part 59 (Private Postsecondary and Higher Education Institutions), Chapters 8 (Private Postsecondary Institutions) and 8.5 (Student Tuition Recovery Fund) of the California Education Code. The College shall maintain registration with, and approval to operate by, the State of California's Bureau for Private Postsecondary Education (BPPE), and shall take all steps necessary (including periodic submission of Renewal Applications for Approval to Operate and Student Tuition Recovery Fund Assessment Reporting Forms) in order to maintain its BPPE approval.

Federal Oversight: The College maintains international student records and legal Immigration status in compliance with the U.S. Department of Homeland Security's requirements through the Student and Exchange Visitor Program (SEVP) and the Student and Exchange Visitor Information System (SEVIS). The Principal Designated School Official (PDSO) to SEVIS oversees all other Designated School Officials (DSOs). The PDSO and DSO(s) follow procedures set forth by the federal government.

PROCEDURE: The College will comply with all state, federal, and accreditation organization regulations through the following procedure:

1. The Dean of College shall maintain a familiarity with and understanding of all existing regulations and any new regulations as they are published by the aforementioned oversight organizations.
2. The Dean of College shall inspect and revise all institutional documents to ensure that they comply with state, federal, and accreditation organization regulations.
3. The Dean of College shall discuss any and all applicable regulations with the President and any other appropriate staff members to ensure that state, federal, and accreditation organization regulations are followed at every level of the institution.

Compliance with state, federal, and accreditation organization regulations are accomplished through actions including, but not limited to:

- Documenting student enrollments, withdrawals, and completions
- Documenting all financial transactions
- Documenting compliance with refund policy, enrollment agreement, and pre-contract disclosure requirements
- Paying fees to BPPE as required at specified intervals
- Archiving student records for a minimum of 5 years from the date the student completes a program of study
- Permanent archiving of student academic transcripts

PROCEDURE: The administration shall appoint qualified staff members to oversee:

[§ 2.9.1 – Compliance Assurance](#)

[§ 2.9.2 – Disclosures](#)

§ 2.9.1 – COMPLIANCE ASSURANCE

ADMINISTRATIVE RULE: The President and Dean are responsible for compliance with regulatory, statutory, contractual, and accreditation requirements. On an ongoing basis, the President and Dean of the College reviews, updates and prepares policies and procedures for compliance and final policy and procedure creations and revisions are implemented and approved by the Director. If questions arise that require consultation, outside consultants are contacted for advice and recommendations. Compliance with tax code and the business and professions code is assured by consulting a certified public accountant, by adherence to standard business accounting practices, by maintaining proper student invoices, and by utilizing standardized forms. The President supervises financial matters. The Dean of College supervises SEVIS related practices. The Director and Dean of College hold the responsibility for BPPE and accreditation compliance. Recordkeeping and operational requirements are set forth in the California Education Code and are supervised by the President, Director and the Dean.

DOCUMENTATION: Financial Reports (see [§ FINANCES](#)), SEVIS Manual (see [§ 7.2 - INTERNATIONAL STUDENT SERVICES](#)), [The Education Code and Regulations](#), Internal Curriculum Documents (see [§ ACADEMICS & CURRICULA](#)), Various Evaluation Forms (see [§ EVALUATIONS](#)), [§ 7.4 - ENROLLMENT AGREEMENT](#).

[Return to 2.9 - Compliance Assurance Table of Contents](#)

§ 2.9.2 - DISCLOSURES

POLICY: The College shall comply with the minimum catalog requirements pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR).

ADMINISTRATIVE RULE: The following approved and required disclosures shall appear in MV-15 General Catalog:

LEGAL AUTHORITY: The College is a private, for-profit institution of higher learning approved by the Bureau for Private Postsecondary Education (BPPE) to operate in the state of California. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the State of California or the Bureau. California College of Music is not affiliated with any parent or sibling organization. This school is authorized under Federal law to enroll nonimmigrant alien students.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Postsecondary Education:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
<https://www.bppe.ca.gov>
Tel: 916.431.6959 / Fax: 916.263.1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the EV-12 School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

COMPLAINTS: The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C))

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (insert toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's internet Web site (insert internet Web site address) ."

*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov

INSTITUTION FINANCIAL STATUS: This institution has never had a history of a pending petition in bankruptcy, operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, nor has 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.

ENGLISH LANGUAGE STATEMENT: All courses at California College of Music are taught in English.

NON-DISCRIMINATION POLICY: California College of Music is a post-secondary educational institution of higher learning that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at the California College of Music. CCM does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: The Family Educational Rights and Privacy Act (FERPA) afford eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day CCM receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before CCM discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the California College of Music to comply with the requirements of FERPA. The name and address of the Office that administer FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

California College of Music may disclose PII from education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the California College of Music whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institution services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

LIABILITY DISCLAIMER: The California College of Music is not responsible for loss of, or damage to, personal property and/or personal injury that may occur while on CCM premises.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at California College of Music is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the Apprentice Program, Certificate Program, Artist Development Certificate Program, or Associate of Science Degree in Performance Program are also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer to after attending California College of Music beforehand to determine if your credits, degree or certificate will transfer. CCM pledges to assist students who request outgoing transfer credit by providing counseling and all relevant transcripts, syllabi and course outlines in a timely fashion.

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS: This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.
- If this institution stops pursuing accreditation, it must:
- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

- An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- copyrighted material

California College of Music pledges to adhere to the Copyright Act of 1978 and to practice fair and legal methods of distributing music and instructional material. If copyrighted material or music is given to a student for educational purposes, that student is informed of copyright laws and under no circumstances has permission from CCM to further copy the music or pass it along to any third party. Unauthorized duplication of any copyrighted materials is a violation of applicable laws.

RECORDS RETENTION: The College shall keep all student records for a minimum of five years from the last day of attendance. They may be accessed upon the student's request. Academic transcripts of work completed by students at the California College of Music will be retained permanently.

SMOKING POLICY: California College of Music is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so more than 25 feet away from any entrance.

JOB PLACEMENT: California College of Music pledges to provide job placement assistance for all graduates of its vocational programs; however, graduation from the College does not guarantee employment. Self-employment is a common vocational objective in the music and recording industries. Instructors are encouraged to serve as character references and give whole-hearted job recommendations for students who demonstrate a high level of professionalism, skill, and talent in their area of study.

RESERVED RIGHTS: CCM reserves the right to: change the requirements for admission or graduation; modify the staff; modify content or materials of courses; change tuition fees, class schedules, and any regulations affecting the student body; and consider extenuating circumstances related to individual application of the policies stated in the catalog. Also reserved is the right to cancel a course if there is insufficient enrollment. Such changes shall become effective on a date determined by the administration. Changes in tuition or length of course will not affect those students who are currently enrolled. The College strives to meet the needs of the student and the business community. Periodic revisions of courses and programs are made to benefit the student in his/her vocational training.

FACULTY QUALIFICATIONS: All instruction at California College of Music is administered by faculty members who are eminently qualified for their positions through their own academic achievement as well as their professional experience in the popular music industry. The minimum academic qualification for faculty members is a baccalaureate degree or higher in the field of music. The minimum professional qualification for faculty members is participation in at least one large-scale, professionally released recording of a quality on par with music industry standards. This twofold approach of confirming our faculty's qualifications using both academic and professional metrics ensures that our instructors are capable of fulfilling the mission of the College.

COMPLAINTS AND GRIEVANCES:

DOCUMENTATION: PP-00 Policies and Procedures Manual; hard & digital copies of all state, federal, and accreditation organization regulations; student-related documents such as AM-46 Enrollment Agreements, FP-04 Tuition & Fee Statements, MV-16 General Catalog, I-20 forms; and, supporting documentation, EV-01 Attendance & Grading Ledgers, and EV-13 Academic Transcripts.

MONITORING ACTIONS: Activities are documented in each student's official file. The Dean monitors student file documentation, catalog, and all files related to comply with BPPE standards.

ASSESSMENT OF OUTCOMES: MV-16 General Catalog, student files, and all files related to comply with BPPE standards verify that the requirements of the education code are met.

[Return to 2.9 - Compliance Assurance Table of Content](#)

§ 2.10 – ACCREDITATION

POLICY: The administration shall achieve and maintain accreditation with an appropriate accrediting body recognized by the United States Department of Education.

STATUS: California College of Music is an accredited institutional member of the National Association of Schools of Music.

PROCEDURE: As stated in the Institutional Goals ([MV § 1.2](#)), the administration shall work tirelessly to maintain institutional membership within the National Association of Schools of Music (an accrediting body recognized by the U.S. Department of Education) and cultivate positive professional relationships with all N.A.S.M. representatives.

RULE: The term "accreditation" is to be used only when referring to a status conferred by an accrediting body recognized by the Secretary of Education through the U.S. Department of Education.

PROCEDURE: The Dean and Director of Administration assure that the College's accreditation status is correctly represented in all institutional documents and promotional materials.

§ 2.11 – APPROVED ADMINISTRATIVE DOCUMENTS

POLICY: The administration shall develop, format, approve, issue, and maintain an ordered list of approved documents and forms in use at the College for students, faculty, staff, and administrative purposes. A centralized locus of necessary administrative documents unifies the administration's approach towards appropriately documenting all necessary activities it undertakes. The administration shall appoint qualified staff members to oversee the creation and implementation of approved administrative documents and forms.

ADMINISTRATIVE RULE: The Dean shall have authority over the introduction of new documents into the AD-57 Approved Administrative Document List and shall maintain and/or delegate and approve the maintenance of AD-57. Employees of the College may submit written recommendations for new administrative documents directly to the Dean.

ADMINISTRATIVE PROCEDURE (DOCUMENT/FORM REVISION): At the discretion of the Dean, some pre existing documents or forms may need to be revised. The Dean will notify the Director of Administration who will render a new draft based on the requirements set by the Dean. Once complete, the new document will replace the older version in the root of the digital file.

ADMINISTRATIVE PROCEDURE (DOCUMENT/FORM CREATION): When a new document or form is requested by the Dean, the Director of Administration will be charged in the initial draft creation. Once the document or form has been created, the Director of Administration will provide a copy to the Dean for final review and acceptance. If the document or form is approved, it shall be assigned a code, added to AD-57, and made available online and/or in the Administration Office.

ADMINISTRATIVE PROCEDURE (ASSIGNING NEW CODES): All documents and forms must receive a document code and added to AD-57 once approved by the Dean. Codes are assigned as followed:

1. New documents shall be placed in their corresponding policy type as detailed in the approved document categories. Document categories are determined by policy type which corresponds with the respective policy section. For example, any new documents pertaining to student admissions and enrollment will be assigned a code policy title of "AM" for Admissions.

DOCUMENT CATEGORIES:

PP (Policies & Procedures Manual)
MV (Mission & Vision)
AD (Administration & Management)
FP (Finances)
AC (Academics & Curricula)
DL (Instructional Delivery)
PL (Instructional Personnel)
AM (Admissions)
SS (Student Services)
EV (Evaluation)

2. Once a document category has been assigned, the new document or form shall be assigned the next numerical number in the document list within the assigned document category. For example, if a preexisting document is labeled "AM-32" and it is the last document/form on the list in the admissions policy type, the new document will then be assigned "AM-33".
3. When a new document or form is assigned both a document category and a number, the document or form may then be added to AD-57. All final approvals must be reviewed by the Dean before an updated AD-57 can be published. When a new document is added to AD-57, three things must be included: code, name of the document, and the location in which it can be found in the policies and procedures manual

§ 2.12 – HEALTH AND SAFETY

POLICY (CULTURE OF HEALTH, WELLNESS, SAFETY AND INJURY PREVENTION): The College is committed to maintaining high standards, as is reasonably practicable, of health and safety for faculty, staff, students, and all College community members at all times within the facility and during participation in off-site events. The administration shall promote a positive culture of health, wellness, safety, and injury prevention within the College community, and shall provide and/or facilitate access to education, counseling, and professional care associated with the maintenance of physical and mental health for all of its students, faculty, and staff members.

RULE (HEALTH AND INJURY PREVENTION SPECIFIC TO MUSICIANS): Students, faculty, staff, and administrators must be informed regarding health and safety issues, hazards, and procedures inherent to practice, performance, teaching, and listening both in general and as applicable to their specialization, including but not limited to hearing, vocal, and musculoskeletal health and injury prevention. NASM & PAMA have developed excellent advisory materials for this purpose; these documents as well as all other approved and required College-produced documents and policies on health and safety must be disseminated at first contact with all new students, faculty, staff, and administrators.

RULE (REFER TO CERTIFIED MEDICAL PROFESSIONALS): College administrators are not health care professionals or experts in the medical field, and therefore may not provide medical advice or recommendations to individuals, but should rather seek to refer individuals to certified medical health professionals as appropriate.

RULE (PRIVACY AND CONFIDENTIALITY OF HEALTH RECORDS): At no time should any employee of the College distribute or release any medical or health record or information pertaining to any individual (other than themselves) to any other individual or organization except as required by applicable state or federal law. However, If a health record is used to make a decision in regard to a student's educational program, the health record may be construed to be an education record. In that case, normal FERPA provisions for safeguarding the record would apply.

RULE (HELP AND REFER): Should any member of the College community request assistance with their health or medical issues, all other College community members, particularly administrators and faculty members, should attempt to help the individual to the best of their ability, and should refer the issue to the Director of Administration and/or the Dean.

RULE (HEALTH & SAFETY AT WORK ACT OF 1974): The College recognizes its duties under the Health & Safety at Work Act of 1974 and the regulations contained therein. The College will comply with the above legislation and accept its responsibilities for the health, safety, and welfare of all College community members while at work on or off campus. The College shall create and maintain safety management procedures with the overarching aim of conducting activities in a manner which will not adversely affect the health and safety of any faculty, staff, student or community member. The College will:

1. Provide a safe and healthy working and learning environment.
2. Prevent accidents and work related ill-health by maintaining the workspace and campus premises so they are safe and that risks to health are controlled and minimized.
3. Assess and control risks from curricular and non-curricular activities.
4. Ensure safe working methods and provide safe equipment through regular maintenance.
5. Provide effective information, instruction, and training.
6. Monitor and review systems to make sure they are effective and thoroughly maintained.
7. Promote a positive health and safety culture through communication and consultation for students with faculty and staff on health and safety matters.
8. Ensure adequate resources are made available for health and safety issues.
9. Keep up to date with current best practices in relation to health and safety.

PROCEDURE: The following information on health and safety standards shall be distributed, reviewed and discussed during the first day of orientation for all faculty, staff, and students with the Director of Administration and/or other designated personnel. The Director of Administration will oversee the distribution of all approved and required health, safety, and injury prevention information during student, faculty, and staff orientations, as well as review of the information in faculty and staff meetings, student open forums, and student advisement sessions. All approved and required health and safety information shall be made readily available

in the Administration Office and on the official College website at <https://ccmla.edu/health/>. All students shall be encouraged to discuss musical health concerns with faculty or administrators at any time.

PROCEDURE: The administration shall create and maintain policies and procedures in the following areas:

[§ 2.12.1 – PHYSICAL & MENTAL HEALTH AND WELLNESS: EDUCATION, COUNSELING, & ACCESS TO CARE](#)

[§ 2.12.2 – HEALTH MAINTENANCE AND INJURY PREVENTION FOR MUSICIANS AND NON-MUSICIANS](#)

[§ 2.12.3 – RELATIONSHIPS WITH HEALTH PROFESSIONALS FOR STUDENTS, FACULTY, AND STAFF](#)

ADMINISTRATIVE RULE: As a result of the COVID-19 disease, California College of Music will require all students, faculty members, and staff members to be fully vaccinated against COVID-19.

ADMINISTRATIVE PROCEDURE: Students, faculty, and staff members must submit proof of their vaccination record to the Administration Office.

§ 2.12.1 – PHYSICAL & MENTAL HEALTH AND WELLNESS: EDUCATION, COUNSELING, & ACCESS TO CARE

ADMINISTRATIVE RULE (HEALTH INFORMATION PROVIDED BY THE COLLEGE IS ADVISORY): Documents and presentations regarding health, safety, and injury prevention are advisory in nature. They should not be considered a substitute for professional medical diagnoses or advice, nor should they be used as a basis for medical treatment. Members of the administration should continually remind faculty, staff, and students to seek immediate professional medical advice or attention when serious health concerns arise or appear likely to arise.

ADMINISTRATIVE RULE: The CCM Health & Wellness Contact Information document is a list of local medical professionals, providers, and centers which offer professional advice or assistance in general practices, medical specialists, and emergency and rehabilitation centers. Faculty, staff, and students should be reminded that the names and centers provided in this list do not currently hold any official relationship with the College.

ADMINISTRATIVE PROCEDURES: The Director of Student Services, in conjunction with the Dean, will continually develop and maintain general health information for the betterment of faculty, staff, and students at the College. The Director of Student Services will provide General Health Information Packets, consisting of all appropriate information found on <https://ccmla.edu/health/> to students, faculty, and staff during orientation. The same information will also be made readily available in the Administration Office and reminders given during quarterly student advisements as necessary.

ADMINISTRATIVE RULE (DISTRIBUTED INFORMATION): The texts that must be distributed under this policy in person and on the college website are as follows:

STUDENTS:

1. NASM/PAMA Student Information Sheet on Hearing Health
2. NASM/PAMA Student Information Sheet on Neuromusculoskeletal Health
3. NASM/PAMA Student Information Sheet on Vocal Health
4. NASM/PAMA Student Information Sheet on Preventing Hearing Loss
5. NASM/PAMA Student Guide – Protect Your Hearing Every Day
6. NASM/PAMA Student Guide – Protect Your Neuromusculoskeletal and Vocal Health Every Day
7. CCM Health & Wellness Contact Information
8. CCM Personal Hygiene Packet
9. CCM Code of Conduct
10. CCM Decibel Chart: Safe Levels and Exposure Times

FACULTY AND STAFF:

1. NASM/PAMA Basic Information on Neuromusculoskeletal and Vocal Health – Faculty and Staff
2. NASM/PAMA Basic Information on Hearing Health – Faculty and Staff
3. NASM/PAMA Student Orientation Script for Neuromusculoskeletal and Vocal Health
4. NASM/PAMA Student Orientation Script for Hearing Health

ADMINISTRATORS AND FACULTY:

1. NASM/PAMA Basic Information on Neuromusculoskeletal and Vocal Health – Administrators and Faculty
2. NASM/PAMA Basic Information on Hearing Health – Administrators and Faculty

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§ 2.12.2 – HEALTH MAINTENANCE AND INJURY PREVENTION FOR MUSICIANS AND NON-MUSICIANS

ADMINISTRATIVE RULE: The College recognizes injury prevention as a critical component of health and wellness. All collegiate community members should strive to reduce preventable injuries and violence while establishing a general culture of injury prevention. The administration will provide awareness, resources, and documentation on injury prevention as well as continual facility maintenance to ensure the safety of all faculty, staff, and students who use the facilities.

ADMINISTRATIVE RULE: Injury prevention measures must cover topics including but not limited to health and wellness, physical and mental abuse whether intentional or unintentional, violence, facility and equipment safety, as well as the hazards inherent to musical practice, performance, teaching, and listening both in general and as applicable to an individual's specialization, including but not limited to hearing, vocal, and musculoskeletal health and injury prevention. The College's Code of Conduct, College-developed Health and Safety materials, and the NASM-PAMA Advisories are particularly appropriate and useful in identifying possible injurious behaviors and must be disseminated to all students, faculty, administrators, and staff as appropriate.

ADMINISTRATIVE PROCEDURE: The Director of Administration and designated personnel shall execute the operational procedures establishing continual facility, equipment and technology maintenance in order to generate and maintain a safe collegiate environment where students can study and faculty and staff members can work.

ADMINISTRATIVE PROCEDURE: The Director of Student Services disseminates and reviews injury prevention information during Student Orientation, and introduces policies and procedures relating to drug and alcohol abuse, code of conduct violations, general health and safety, and resources for seeking professional medical treatment by certified health professionals. The Director of Student Services should seek to provide a safe space during quarterly midterm student advisement sessions in order to encourage students to openly discuss issues that could lead to injury; however, the Director of Student Services is not a certified medical health professional, and if he/she comes to believe that a student requires diagnosis or treatment by a certified medical health professional in order to avoid personal injury, he/she should refer the student to the Dean for referral to an appropriate medical professional or organization.

ADMINISTRATIVE RULE (BASIC RULE OF HEARING SAFETY): At no time while participating in classes or in any college-sponsored event (including rehearsals, performances, concerts, and clinics) shall any College community member (faculty, staff, or student) be required to be subjected to sound pressure levels that may damage hearing.

ADMINISTRATIVE RULE: According to the U.S. Environmental Protection Agency's Office of Noise Abatement and Control (<https://nepis.epa.gov/Exe/ZyPDF.cgi/2000L3LN.PDF?Dockey=2000L3LN.PDF>), noise-induced hearing loss can occur if an individual is subjected to sustained sounds at 91 decibels for more than two hours and at 94 decibels for more than one hour; therefore, the College requires the following safeguards to protect its community members from hearing loss at its events:

ADMINISTRATIVE RULE (PRACTICE ROOM AND CLASSROOM DECIBEL LIMIT): Faculty members, students, or other community members utilizing College practice rooms or classrooms may not produce sounds exceeding 85 decibels. If an administrator suspects that a community member is producing sounds at an unsafe volume in a practice room or classroom, the administrator

shall enter the room and measure the sound level using a decibel meter. If the reading is above 85 decibels, the administrator shall ask and require the community member to reduce their volume.

ADMINISTRATIVE RULE (LIVE ROOM DECIBEL LIMIT): Faculty members, students, and other community members utilizing the College's primary rehearsal space (the "live room") must not subject themselves to sounds above 94 decibels for more than one hour, or 91 decibels for more than two hours. If sounds exceed these levels, community members are required to attenuate the sound by using ear protection with a Noise Reduction Rate (NRR) greater than or equal to the difference between the loudest measured decibel level in the live room and the decibel limit corresponding to the total time to be spent in the live room. For example, if an ensemble is found to be rehearsing at 100 decibels for two hours, there is a 9 decibel difference between this level and the desired level of 91 decibels; therefore, community members must use ear protection with a Noise Reduction Rate of at least 9 decibels. If a community member declines to use ear protection with the appropriate Noise Reduction Rate in the Live Room when sound levels are expected to exceed the levels outlined above, the instructor of record (if it is during a class) and/or an administrator must dismiss the community member from the event. The community member may return to the live room once they obtain appropriate ear protection, which shall always remain available at the Administration Office. Generally, as sounds frequently reach 90-95 decibels during rehearsals in the live room, all students, faculty, and observers must wear ear protection in this primary College performance space.

ADMINISTRATIVE RULE (EAR PLUGS ARE REQUIRED GEAR): All students are required to own ear protection with a Noise Reduction Rate of at least 15 decibels, as outlined on the AC-17 Required Textbooks, Materials, & Gear List; however, for students who forget or misplace theirs, disposable foam ear plugs with a Noise Reduction Rate of at least 15 decibels shall be made available at the Administration Office. Students may request these "replacement earplugs" a maximum of two times each, after which they may only request to borrow a pair of the Shooters Hearing Protection Ear Muffs.

ADMINISTRATIVE PROCEDURE: A student requesting to use disposable College ear plugs or the Shooters Hearing Protection Ear Muffs must sign them out by logging their use in the Equipment Checkout binder at the Administration Office.

ADMINISTRATIVE PROCEDURE: If a community member habitually exceeds the 85 decibel limit while using practice rooms and classrooms or declines or forgets to use proper ear protection in the live room during rehearsals and performances, an administrator shall schedule a meeting with the community member and review the College's Health and Safety Guidelines with them. These can be found online at the following web address: <https://ccmla.edu/health/>

ADMINISTRATIVE RULE (DRUM SHIELDS): To further reduce the volume of performing ensembles, and improve instrumental blend, a Plexiglass drum shield shall surround each drum set in the live room during rehearsals and performances.

ADMINISTRATIVE RULE (EAR MUFFS): The administration shall keep and maintain 2 or 3 pairs of Shooters Hearing Protection Ear Muffs at all times which may be checked out by students who have forgotten to bring their ear plugs but wish to participate in ensemble rehearsals.

[Return to 2.12 - Health & Safety Table of Contents](#)

§ 2.12.3 – RELATIONSHIPS WITH HEALTH PROFESSIONALS FOR STUDENTS AND STAFF

ADMINISTRATIVE RULE: The administration shall seek to promote relationships with health professionals for its students, faculty, and staff members. The College shall seek to maintain and document relationships with health professionals for the purpose of evaluating students, staff, and faculty members' health when necessary. The health and well-being of the College's students, staff, and faculty is highly important to the success in and out of the classroom which can be accomplished by establishing trust and continual support from the same health professionals.

ADMINISTRATIVE PROCEDURE: The administration shall distribute an approved, required AD-58 Health and Wellness Contact Information for Certified Medical Health Professionals document that shall be distributed to all new students, faculty, and staff at first contact within their respective orientation programs.

ADMINISTRATIVE PROCEDURE: The Director of Student Services, in conjunction with the Dean, will reach out to local general practitioner health professionals in order to build long-lasting relationships for the benefit of students and staff at the College. He/she will review professional health practitioners based on low appointment costs, acceptability of insurances, credibility, strong referrals, and health professionals of both genders. Should a student or staff member require more specialized attention, the Director of Student Services will assist students and staff in contacting local medical specialists in areas including but not limited to: general practice, dermatology, emergency medicine, gynecology, psychiatry, and/or rehabilitation.

ADMINISTRATIVE PROCEDURE: In the interest of student health maintenance and connecting students with medical professionals, during each Midterm Student Advisement Session, the administrator conducting the session shall recite the following question prompt:

"While you are studying at California College of Music, we want you to know that we are here to help you maintain your own physical and mental health. We can help facilitate access to information, education, and certified medical health care providers who can provide counseling and professional care to you, so that you may maintain your physical and mental health throughout your time here and beyond. Would you like to request we provide or facilitate access to any of those services? Are there any areas of your physical or mental health in which you would like to be provided with information, education, counseling, or professional care?"

The administrator conducting the session shall forward any inquiries received in response to this question to the Dean.

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FINANCES

[3.0 – Budgeting & Financial Planning](#)

[3.1 – Accounting & Financial Statements](#)

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[3.4 – Student Tuition Recovery Fund](#)

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§ 3.0 – BUDGETING AND FINANCIAL PLANNING

POLICY (BUDGETING & FINANCIAL PLANNING): The administration shall provide the primary support and analysis to the Board of Directors in the development of fiscal and budgetary planning to promote achievement of the objectives outlined in the Strategic Plan and Long-Range Strategic Plan, attainment of the Institutional Goals, and overall realization of the College's Mission, Vision, and Purposes. The administration shall create and maintain its own rules and procedures in order to strive to implement sound management and budget practices and procedures in a collaborative fashion with the College community, always remaining responsive to the input of the faculty, the student body, and alumni. To ensure that the College's financial resources are utilized optimally, the administration shall appoint qualified staff members to facilitate the strategic budget allocation, implementation reporting, and efficiency analysis of those resources. The administration must strive to ensure that the budget allocations it recommends to the Board of Directors for personnel, space, equipment, and materials are appropriate and sufficient to sustain the educational programs the College offers from quarter to quarter, and from year to year.

POLICY (NON-TUITION-BASED REVENUE): In any quarter or year in which the administration expects tuition-based revenue may not cover all of the College's expenses, the administration must indicate this in its proposed budget, as well as recommend a specified amount of fiscal support to the Board of Directors which it expects will compensate for this shortfall. The administration must also outline the measures it intends to take in the short-term to generate non-tuition-based revenue to help reconcile the shortfall. The Board of Directors, then, once it approves the quarterly or annual budget, is required to either find or provide the necessary financial resources to ensure that the College maintains the financial resources necessary to sustain the programs the College offers at all times.

POLICY (BUDGET PROCESS AND IMPLEMENTATION): The Board of Directors of California College of Music shall approve an annual operating budget for each fiscal year (currently set as January 1 to December 31) that will project income and expenses and will provide for all programs and support services as outlined in the Strategic Plan covering the year in question. The Board of Directors will approve the annual budget prior to the start of the fiscal year. If the Board of Directors determines that the administration requires closer budgetary oversight, it may request that the administration deliver a proposed budget quarterly rather than annually, which it must approve prior to the start of each quarter. Through its Delegations of Authority document, the Board authorizes the President and the Dean to implement the approved budget allocations and manage the day-to-day operations of the College in accordance with the approved annual or quarterly operating budget. Programmatic or operational changes that may have a significant impact on the budget shall be reviewed by the board between budget cycles and may lead to a budget revision at the Board's discretion.

POLICY (PROMISED GIFTS): Through a Promised Gift Agreement, the Chief Financial Officer has agreed to make timed gifts of financial resources to the institution which will be made in full on or before the first day of instruction of each quarter or year. The gifts will be used to support the operating expenses of the College, as projected in the College's approved quarterly and annual budgets, at the amount requested by the Board of Directors above and beyond the ability of the College's own tuition-based revenue to cover the entire actual operating expenses of the College.

PROCEDURE: The administrative rules, procedures, and guidelines for budgeting and financial planning shall be divided into the following areas:

[§ 3.0.1 - BUDGET DEVELOPMENT, APPROVAL, AND REVIEW](#)

[§ 3.0.2 - LONG-RANGE FINANCIAL PLANS](#)

§ 3.0.1 - BUDGET DEVELOPMENT, APPROVAL, AND REVIEW

ADMINISTRATIVE RULE (BUDGETING): Budgeting for any fiscal period shall not deviate materially from the College's Mission, Vision, and Purposes, nor risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight. Accordingly, the administration shall develop a budget that:

1. contains enough detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails, and disclosure of planning assumptions;

2. plans the expenditure in any fiscal year of no more funds than are available or conservatively projected to be received in that period through a combination of tuition-based revenue and financial support from the Board;
3. maintains current assets (cash, accounts receivable, prepaid expenses, etc.) at any time to no less than 100 percent of current liabilities (accounts payable, debt due in 12 months, etc.); and
4. does not deviate materially from Board-stated priorities and Board-approved budgets (except for grant revenues received during a fiscal year and their related expenditures) without seeking Board approval.

ADMINISTRATIVE RULE (BUDGET DEVELOPMENT AND REVIEW): The Budget Development and Review process is designed to provide:

- a means by which spending limits are set based on expected revenue levels
- a system to allow for procedures to compare actual results to the set spending limits
- a means for setting program priorities and allocating resources to those priorities
- a means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

ADMINISTRATIVE PROCEDURE (PREPARATION OF BUDGET): Prior to the end of the fiscal year, the President, the Dean, and any of their designees from the College administration shall review the financial activity of the institution for each of the prior two fiscal years, including actual results of operations for those two fiscal years, as well as the College's Mission, Vision, and Purposes, Institutional Goals, Strategic Plan, Long-Range Strategic Plan, and any other relevant information it deems appropriate. After such a review, it shall prepare an annual budget for the next fiscal year which it feels will most successfully promote achievement of the objectives outlined in the Strategic Plan and Long-Range Strategic Plan, attainment of the Institutional Goals, and overall realization of the College's Mission, Vision, and Purposes.

ADMINISTRATIVE PROCEDURE (APPROVAL OF BUDGET): After preparation of the budget for the next fiscal year, copies of the budget, proposals for cost reductions (if necessary), and proposals for cost increases (if necessary) shall be sent to all Board members by the Dean. At the Board's Fall meeting, the Board members shall meet to discuss and approve or reject the budget. If the budget is rejected, the Board shall direct the President and the Dean to amend the budget for changes as directed by the Board.

ADMINISTRATIVE PROCEDURE (REVIEW OF BUDGET): Once the budget has been approved for the fiscal year, the budget shall be included in the accounting system of the College. As monthly and/or quarterly financial statements are prepared, a comparison of actual results of operations to budget figures shall also be prepared. The financial statements and budget variance analyses (with detailed explanations and classifications as favorable or unfavorable variances) shall be reviewed by the President and the Dean. When deemed necessary, the Board shall revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses.

ADMINISTRATIVE GUIDELINES (GENERAL BUDGETING GUIDELINES): The annual budgeting process should be documented, with tasks, responsibility assignments and deadlines clearly stated. A good budgeting process:

- engages those who are responsible for adhering to the budget in the creation of the budget,
- allows time for the Finance Committee to participate,
- provides adequate time for research, review, feedback, revisions, etc. before the budget is ready for presentation to the Board,
- incorporates strategic planning initiatives,
- is characterized by realistic projections for income and expense,
- is income-based (expenses do not exceed the realistic income projections),
- identifies fixed costs and relates them to reliable revenue, and
- is driven both by mission priorities and fiscal accountability.

A well constructed operating budget will demonstrate in numbers the organization's commitment to fulfilling its mission. It will be based on reliable income projections and expense projections will be well-researched, conservative, and thorough. Those building the budget will understand what components of it are fixed and which can be adjusted as the budget year progresses.

For small and midsize organizations such as our College, priority should be given to building an operating reserve before considering establishment of an endowment. Endowment funds are permanently restricted and the principal cannot be used for operating, cash flow, or other purposes. Conversely, an operating reserve creates liquidity and financial flexibility for the organization and positions it to withstand emergencies, temporary cash flow fluctuations, or unplanned reductions in revenue or increased demand for its programs. Organizations with sufficient operating and other designated reserves can focus beyond day-to-day cash flow needs and more effectively plan for the long-term health of the organization. Organizations with limited or negative liquidity tend to focus on the short term. Good financial management requires the organization to be conscious and deliberate about planning for both its long term financial goals and immediate financial health.

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§ 3.0.2 - LONG-RANGE FINANCIAL PLANS

ADMINISTRATIVE PROCEDURE: Within the MV-03 Long-Range Strategic Plan, estimated associated costs and/or recommended budget allocations shall be envisioned for each Long-Range Objective presented. Based on these estimates, Long-Range Budget Projections spanning at least five years shall be drafted and included as an exhibit within the MV-03 Long-Range Strategic Plan. These long-range budget projections shall serve as the basis for each New Year's budget development and proposal process.

ADMINISTRATIVE PROCEDURE: Long-range financial projections and plans which develop greater detail in various strategic areas such as Marketing, Equipment, Programs and Curricula, et cetera shall also be drafted and attached to the Long-Range Strategic Plan as deemed appropriate by the Dean.

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§ 3.1 – ACCOUNTING AND FINANCIAL STATEMENTS

POLICY: The administration shall create and maintain effective rules and procedures for maintaining accurate accounting and financial records in accordance with generally accepted accounting principles in the United States.

RULE: The policies for accounting and financial statements are divided into the following subsections:

[§ 3.1.1 - ACCOUNTING PRINCIPLES AND DEFINITIONS](#)

[§ 3.1.2 - PROCESSING AND DOCUMENTING FINANCIAL TRANSACTIONS](#)

[§ 3.1.3 - TUITION AND FEES STATEMENTS AND RECEIPT AND BALANCE STATEMENTS](#)

[§ 3.1.4 - TUITION & FEES PAYMENT METHODS](#)

[§ 3.1.5 - ACCOUNTING RECORDS AND FINANCIAL STATEMENTS](#)

[§ 3.1.6 - ANNUAL AUDITS](#)

[§ 3.1.7 - REPORTING WRONGDOING](#)

§ 3.1.1 - ACCOUNTING PRINCIPLES AND DEFINITIONS

ADMINISTRATIVE RULE (INTRODUCTION): California College of Music (CCM) is a private, proprietary, for-profit institution of higher education in the field of popular music under the governance of the Board of Directors of California College of Music, LLC, a limited liability company engaged in business activities and legally organized in the State of California under the Revised Uniform Limited Liability Company Act of 2014.

ADMINISTRATIVE RULE (GAAP COMPLIANCE): CCM's accounting policies shall conform with accounting principles generally accepted in the United States of America (GAAP) as they apply to private colleges engaged in business-type activities, as established by the Financial Accounting Foundation (FAF) and its various branches, such as the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). The six basic objectives of the generally accepted accounting principles (GAAP) are stated below.

Financial reporting should provide information that is:

1. Useful to present to potential investors and creditors and other users in making rational investment, credit, and other financial decisions;
2. Helpful to present to potential investors and creditors and other users in assessing the amounts, timing, and uncertainty of prospective cash receipts about economic resources, the claims to those resources, and the changes in them
3. Helpful for making financial decisions
4. Helpful in making long-term decisions
5. Helpful in improving the performance of the business
6. Useful in maintaining records

To achieve basic objectives and implement fundamental qualities, GAAP has three basic assumptions, four basic principles, and five basic constraints.

ASSUMPTIONS:

1. **Business Entity:** The business is separate from its owners and other businesses. Revenue and expense should be kept separate from personal Expense
2. **Monetary Unit:** A stable currency is the unit of record. The FASB accepts the nominal value of the U.S. dollar as the monetary unit of record, unadjusted for inflation.
3. **Periodicity:** The economic activities of an enterprise can be divided into artificial time periods.
4. **Going Concern:** Continuation of an entity as a going concern is presumed.

PRINCIPLES:

1. Historical cost principle: Companies must account for and report the acquisition costs of assets and liabilities rather than their fair market value. This principle provides information that is reliable (removing the opportunity to provide subjective and potentially biased market values), but not very relevant. Thus there is a trend toward the use of fair values. Most debts and securities are now reported at market values.
2. Revenue recognition principle: Companies should record revenue when earned but not when received. The flow of cash does not have any bearing on the recognition of revenue. This is the essence of accrual basis accounting. Conversely, however, losses must be recognized when their occurrence becomes probable, whether or not it has actually occurred. This comports with the constraint of conservatism, yet brings it into conflict with the constraint of consistency, in that reflecting revenues/gains is inconsistent with the way in which losses are reflected.
3. Matching principle: Expenses have to be matched with revenues as long as it is reasonable to do so. Expenses are recognized not when the work is performed, or when a product is produced, but when the work or the product actually makes its contribution to revenue. Only if no connection with revenue can be established, cost may be charged as expenses to the current period (e.g. office salaries and other administrative expenses). This principle allows greater evaluation of actual profitability and performance (shows how much was spent to earn revenue). Depreciation and Cost of Goods Sold are good examples of application of this principle.
4. Full disclosure principle: The amount and kinds of information disclosed should be decided based on trade-off analysis as a larger amount of information costs more to prepare and use. Information disclosed should be enough to make a judgment while keeping costs reasonable. Information is presented in the main body of financial statements, in the notes or as supplementary information.

CONSTRAINTS:

1. Objectivity principle: the company financial statements provided by the accountants should be based on objective evidence.
2. Materiality principle: the significance of an item should be considered when it is reported. An item is considered significant when it would affect the decision of a reasonable individual.
3. Consistency principle: It means that the company uses the same accounting principles and methods from period to period.
4. Conservatism principle: when choosing between two solutions, the one which has the less favorable outcome is the solution which should be chosen (see convention of conservatism)
5. Cost Constraint: The benefits of reporting financial information should justify and be greater than the costs imposed on supplying it.

ADMINISTRATIVE RULE (Basis of Accounting): Basis of accounting refers to when revenues, expenses, and related assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied.

ADMINISTRATIVE RULE (GAAP Reporting): Although it is not a public institution, CCM intends to follow the GASB's requirement that financial statements be presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met.

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§ 3.1.2 - PROCESSING AND DOCUMENTING FINANCIAL TRANSACTIONS

POLICY: The administration shall develop and maintain effective rules and procedures for processing and documenting all financial transactions in order to ensure that the College's FP-01 Daily Income Report, FP-02 General Ledger, and all financial records are presented clearly and accurately to the President, the Chief Financial Officer and the Board of Directors. The administration shall ensure that compliance with regulatory and accreditation requirements shall be clearly documented and can be understood by both internal and external reviewers for all financial and accounting transactions.

RULE: As outlined in the Board of Directors' Delegations of Authority document, the Chief Financial Officer shall be the only member of the administration with signing privileges for checks drawn on College accounts, and the only members of the administration authorized to process financial transactions shall be the Director of Administration, the Director of Admissions & Student Services, the Outreach and Marketing Manager, and the Chief Financial Officer.

PROCEDURE: The Chief Financial Officer shall receive all of the following documentations of transactions:

ADMINISTRATIVE PROCEDURE (EVERY TRANSACTION IS DOCUMENTED ON THE FP-01 DAILY INCOME REPORT): Every single payment made to the College and processed by the administration shall be documented on the cloud-based FP-01 Daily Income Report by the approved administrator who processes it. The FP-01 Daily Income Report shall include columns showing the Date Received and Date Processed for each transaction. These fields may normally show the same date, except in cases such as wire transfers, which are received but not processed until the College is notified in writing by the bank that the wire transfer has cleared, which normally occurs within 3 to 7 days, depending on the bank.

ADMINISTRATIVE PROCEDURE (EVERY TRANSACTION IS DOCUMENTED IN THE FP-03 PAYMENT LEDGER RECEIPT BOOK): All payments of \$5.00 or greater shall be documented within the FP-03 Payment Ledger Receipt Book by the approved administrator who processes the transaction. All "micro-transaction" payments (reprographics, et al) of less than \$5.00 shall be summed at the end of each day and entered into the FP-03 Payment Ledger Receipt Book as "Micro-transaction Sum." White original receipts for all transactions (micro-transactions excluded) are given to the payee. In the case that the payee is not present, the white original receipt is scanned and emailed to them, then discarded. The yellow duplicate receipt remains in the FP-03 Payment Ledger Receipt Book, which is placed in the Deposit Lockbox daily, which is collected at the end of each working day by the President, who is the only one authorized to collect these receipts. When the Payment Ledger Receipt Book is full, the President/CEO shall collect it, replace it with a blank book, and deliver the full FP-03 Payment Ledger Receipt Book to the Chief Financial Officer, who shall ensure that it is kept permanently.

ADMINISTRATIVE PROCEDURE (RECEIPTS ARE GIVEN FOR ALL TRANSACTIONS GREATER THAN \$5.00): It is the responsibility of the approved administrator who processes any transaction larger than \$5.00 to give the payer a receipt for the transaction. All tuition and associated student fees payments shall be rendered by the Director of Administration onto a student FP-05 Receipt and Balance Statement, with the general purpose of helping students keep track of their past and future tuition and student fees payments.

ADMINISTRATIVE PROCEDURE (CASH AND CHECKS HELD IN LOCKBOX): Checks and cash shall be held in the Deposit Lockbox and collected daily by the President and delivered to the Chief Financial Officer for depositing in the College bank account.

ADMINISTRATIVE PROCEDURE (CREDIT CARD SETTLEMENT REPORTS HELD IN LOCKBOX): Daily credit transaction settlement reports, which document every credit card transaction processed in the previous 24-hour period, are printed automatically by the credit card machine at 6:00 a.m., and shall be held in the Deposit Lockbox, collected daily by the President, and delivered to the Chief Financial Officer for permanent safekeeping.

ADMINISTRATIVE PROCEDURE (CREDIT CARD SETTLEMENT REPORTS HELD IN LOCKBOX): The President and/or the Chief Financial Officer shall cross-reference the payments received in the FP-03 Payment Ledger Receipt Books with the FP-01 Daily Income Reports and the Credit Card Settlement Reports to ensure all daily transactions have been accurately recorded, and that no previous entries have been manipulated. After 24 hours have passed, each Daily Income Report shall be locked against any further editing by the Chief Financial Officer.

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§ 3.1.3 - TUITION AND FEES STATEMENTS AND RECEIPT AND BALANCE STATEMENTS

ADMINISTRATIVE RULE: Every student applying for a program shall receive a FP-04 Tuition & Fees Statement upon acceptance into his or her program of study. The FP-04 Tuition & Fees Statement shall include: student name, program, program length, statement date, program start and projected completion date, tuition and fees breakdown, scholarship and financial support package breakdown, total program tuition and fees, and the first quarter tuition and fees amount and due date.

ADMINISTRATIVE PROCEDURE: The Director of Administration shall create a FP-04 Tuition & Fees Statement reflecting the tuition and fees payment and due dates including any applicable international student fees, talent-based scholarships, and/or economic tuition reductions. This statement shall be placed and saved in both the digital and physical student files, then given to the prospective student with his or her Acceptance Letter & Offer of Admission.

ADMINISTRATIVE RULE: Once a prospective student has provided his or her tuition and fees payment for the quarter, the Director of Administration shall generate a FP-05 Receipt and Balance Statement which will include: student name, program, program length, statement date, program start and end date, tuition and fees balance recap, next payment due date, and all payments received.

ADMINISTRATIVE PROCEDURE: Within 3 to 5 business days of receiving a student's tuition and fees payment, the Director of Administration will email a FP-05 Receipt & Balance Statement to the student. Both the physical and digital copy of the receipt and balance statement shall be saved in the student's physical and digital file respectively.

DOCUMENTATION: FP-04 Tuition & Fees Statement template, FP-05 Receipt & Balance Statement template

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§ 3.1.4 - TUITION AND FEES PAYMENT METHODS

ADMINISTRATIVE PROCEDURE: Students may provide payment of tuition and/or fees using one of the following methods: bank wire transfer, check, cash, or credit card. Payments may include but are not limited to tuition and fees, application fee, housing placement service fee, photocopies or prints, and any associated late fees. The application fee and housing placement service fee may also be paid using PayPal.

ADMINISTRATIVE PROCEDURE (STUDENTS PROVIDE PROOF OF WIRE TRANSFER): Any student paying tuition and/or fees with a bank wire transfer shall provide a receipt of the wire transfer initiation from their bank to an approved College administrator. The administrator must notify the Chief Financial Officer to confirm that the wire transfer has been successfully received and cleared. In the case that a student has not notified the administration of a wire transfer payment, the Chief Financial Officer shall send an email to the Director of Administration noting the new wired funds. Only the President and Chief Financial Officer are authorized to open bank notification letters; if such letters contain information about incoming wire transfers, they must deliver the letter to the Director of Administration, who shall process the bank notification as proof of wire transfer and place copies in the student's digital and physical files.

ADMINISTRATIVE RULE: The Chief Financial Officer must assess and verify all incoming wire transfers and report any student tuition and fee payments to the Director of Administration within 3 to 5 business days of the transaction date so that the Director of Administration may generate a Receipt and Balance Statement.

ADMINISTRATIVE RULE: The approved administrator who processes any tuition payment must record it within the FP-03 Payment Ledger Receipt Book. A copy of the transaction receipt must also be scanned and saved within both the physical and digital student files, then given directly to the individual who initiated the transaction. The institutional copy of all receipts remains within the FP-03 Payment Ledger Receipt Book, which is held in the Administration Office.

ADMINISTRATIVE RULE (ACCEPTED CREDIT CARDS): Visa, MasterCard, and American Express shall be the only accepted credit or debit cards. For credit or debit card transactions, the customer copy of the receipt shall be given to the individual initiating the

transaction. The merchant copy shall be saved. A 5% processing fee shall be added to every transaction processed on international credit cards not drawn on an American bank.

ADMINISTRATIVE RULE: Students and/or parents/sponsors must fill out a FP-06 Credit Card Authorization Form in order to pay by credit card without coming to the Administration Office in person. The FP-06 Credit Card Authorization Form must be signed and dated by the cardholder and processed by an approved administrator. All transactions made with a credit or debit card shall be recorded in the FP-06 Payment Ledger Book and added to the FP-01 Daily Income Report, and copies of the receipt and the credit card authorization form shall be saved within the student's digital and physical files.

ADMINISTRATIVE RULE: PayPal shall be an acceptable method of payment only for processing application fees and housing placement service fees; notifications of all payments made via PayPal shall arrive via email addressed to admissions@ccmla.edu. All electronic PayPal receipts will be saved in a prospective student's digital file and printed for the physical file.

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§ 3.1.5 - ACCOUNTING RECORDS AND FINANCIAL STATEMENTS

ADMINISTRATIVE RULE (GENERAL LEDGER): Based on the information provided to the Chief Financial Officer through the FP-01 Daily Income Report and the FP-03 Payment Ledger Receipt book, as well as the Chief Financial Officer's own knowledge and documentation of all outgoing transactions and expenses paid on College accounts, he/she must maintain an accurate FP-02 General Ledger documenting all incoming and outgoing transactions on College accounts.

ADMINISTRATIVE RULE (FINANCIAL STATEMENTS): From the FP-02 General Ledger and the Chief Financial Officer's computer accounting software, the Chief Financial Officer shall maintain and publish as he/she deems necessary FP-07 Profit and Loss Statements, Balance Sheets, Income Statements, and Statements of Cash Flows.

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§ 3.1.6 - ANNUAL AUDITS

POLICY: On an annual basis, the Chief Financial Officer of the College shall contract with a certified public accountant to perform a financial audit with opinion which is crafted according to generally accepted accounting principles. Such audits shall be produced within 180 days after the close of the institution's fiscal year, and preferably within 120 days after the close of the institution's fiscal year, that is, no later than June 30 each year, and preferably by April 30."

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§ 3.1.7 - REPORTING WRONGDOING

ADMINISTRATIVE RULE (REPORTING WRONGDOING): The College is committed to the highest ethical and professional standards of conduct in pursuit of its mission. This mission demands integrity, good judgment and dedication to educational service from all members of the College community. College employees have an affirmative duty to report wrongdoing in a timely manner and to refrain from retaliating against those who report violations or assist with authorized investigations. The College also is committed to preventing and detecting fraud, waste, abuse, and other forms of wrongdoing and taking action when wrongdoing occurs. It is the policy of the College to refer all criminal acts to law enforcement for investigation.

ADMINISTRATIVE RULE (CONDUCT TO REPORT): Wrongdoing is defined as violations of College policies, state or federal law, violations of ethical or professional conduct, and fraud, waste or abuse. Examples of wrongdoing include, but are not limited to: AD-01 College Code of Conduct violations, discrimination, harassment, academic misconduct and privacy violations. Fraud, waste and abuse are defined further as follows:

ADMINISTRATIVE RULE (DEFINITION OF FRAUD): A false representation of a matter of fact that is intended to deceive another. A fraudulent act may be illegal, unethical, improper, or dishonest and may include, but is not necessarily limited to: embezzlement, misappropriation, alteration or falsification of documents, false claims, asset theft, inappropriate use of computer systems including hacking and software piracy, bribery or kickbacks, conflict of interest, and intentional misrepresentation of facts.

ADMINISTRATIVE RULE (DEFINITION OF WASTE): An extravagant or careless expenditure or allocation of resources in excess of need.

ADMINISTRATIVE RULE (DEFINITION OF ABUSE): The intentional, wrongful, or improper use of resources. Abuse may be a form of wastefulness, as it entails the exploitation of "loopholes" to the limits of the law, primarily for personal advantage.

ADMINISTRATIVE RULE (WHERE TO REPORT): Events presenting an immediate threat to life or property or that are obvious criminal acts should be reported to law enforcement immediately. Employees should report other wrongdoing or concerns through the administrative processes and procedures established at the College. Unless otherwise indicated or circumstances make it inappropriate, employees should report wrongdoing through their supervisory chains.

ADMINISTRATIVE RULE (WHISTLEBLOWER PROTECTION AGAINST RETALIATION): College employees may not interfere with the right of another employee to report concerns or wrongdoing, and may not retaliate against an employee who has reported concerns or wrongdoing, has cooperated with an authorized investigation, has participated in a grievance or appeal procedure, or otherwise objected to actions that are reasonably believed to be unlawful, unethical or in violation of College policy. Violations of this policy may result in disciplinary action, which may include the termination of employment. Retaliation is any action or behavior that is designed to punish an individual for reporting concerns or wrongdoing, cooperating with an investigation, participating in a grievance or appeal procedure or otherwise objecting to conduct that is unlawful, unethical or violates College policy. Retaliation includes, but is not limited to, dismissal from employment, demotion, suspension, loss of salary or benefits, transfer or reassignment, denial of leave, loss of benefits, denial of promotion that otherwise would have been received, and non-renewal. Alleged retaliation by an employee should be reported to the Dean or the President.

ADMINISTRATIVE RULE (FALSE REPORTING): The no-retaliation policy stated above shall not protect an employee who files a false report or who provides information without a reasonable belief in the truth or accuracy of the information. Any employee who knowingly files a false report or intentionally provides false information during an investigation may be subject to disciplinary action, which may include the termination of employment.

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§ 3.2 – INTERNAL CONTROLS

POLICY: The administration shall be responsible for maintaining an adequate system of internal controls to protect its assets, ensure the integrity and reliability of its information, secure compliance with rules, regulations, laws, and standards, and ensures optimal efficacy towards achievement of its Mission, Vision, and Purposes. Internal controls are a process that is established, reviewed, and continually monitored by the Board of Directors, the President, and the Dean. It is the responsibility of the Board of Directors to ensure an adequate internal control system is implemented and used. It is the Chief Financial Officer's responsibility to establish and maintain adequate internal control over financial reporting. It is the responsibility of all employees to understand the internal controls and ensure they are effective. The President and the Dean are responsible for communicating the expectations and duties of all administrative staff members as part of a control environment. They are also responsible for assuring that the other major areas of an internal control framework are addressed.

RULE: Internal controls are all of the policies and procedures the administration uses to achieve the following goals:

1. Safeguard College assets: well designed internal controls protect assets from accidental loss or loss from fraud.
2. Ensure the reliability and integrity of financial information: internal controls ensure that the Board of Directors have accurate, timely and complete information, including accounting records, in order to plan, monitor and report the business operations of the College.
3. Ensure compliance: internal controls help to ensure the College is in compliance with the many federal, state and local laws and regulations affecting its operations.
4. Promote efficient and effective operations: internal controls provide an environment in which executives and administrators can maximize the efficiency and effectiveness of their operations.

RULE (INTERNAL CONTROL FRAMEWORK):

Control environment: A sound control environment is created by the key administrators through communication, attitude and example. This includes a focus on integrity, a commitment to investigating discrepancies, diligence in designing systems and assigning responsibilities.

Risk Assessment: This involves identifying the areas in which the greatest threat or risk of inaccuracies or loss exist. To be most efficient, the greatest risks should receive the greatest amount of effort and level of control. For example, dollar amount or the nature of the transaction (for instance, those that involve cash) might be an indication of the related risk.

Monitoring and Reviewing: The system of internal control should be periodically reviewed by management. By performing a periodic assessment, management assures that internal control activities have not become obsolete or lost due to turnover or other factors. They should also be enhanced to remain sufficient for the current state of risks.

Information and communication: The availability of information and a clear and evident plan for communicating responsibilities and expectations is paramount to a good internal control system.

ADMINISTRATIVE RULE (INTERNAL CONTROL CHECKLIST PURPOSE): An internal control checklist is intended to give the College a tool for evaluating the state of its system of internal controls. By periodically comparing the checklist to actual systems and practices, one can spot control breakdowns that should be remedied. When followed regularly, a checklist has the following benefits:

- There are fewer audit comments about internal control weaknesses.
- Management can gain assurance that reported financial results are accurate.
- There is a reduced risk of asset losses due to fraud.
- There is less chance that the College is failing to comply with applicable regulatory requirements.

Internal controls are a system of policies, procedures, reviews, segregation of duties, and other activities that are used to minimize the risk of asset loss, produce accurate financial statements, and conduct operations in an efficient and orderly manner. When going through an internal control checklist, the intent is to spot any controls that are missing or weak. Such a finding does

not automatically indicate the presence of a control problem that requires remediation. If there are offsetting controls elsewhere in the system, a weak control could be considered acceptable. (For example, if a signature plate were used to sign checks, this could be considered a control weakness, except that a formal approval is required upstream for every purchase order issued. This offsetting control ensures that purchases are still approved somewhere in the purchasing system.)

ADMINISTRATIVE RULE (OTHER CONSIDERATIONS): With a good internal control system in place, other considerations to keep in mind include:

1. Regularly communicate updates and reminders of policies and procedures to staff through emails, staff meetings and other communication methods.
2. Periodically assess risks and the level of internal control required to protect College assets and records related to those risks.
3. Document the process for review, including when it will take place.
4. The President and the Dean are responsible for making sure that all staff are familiar with College policies and changes in those policies.

ADMINISTRATIVE RULE (EVALUATION OF INTERNAL CONTROLS): The system of internal controls shall be evaluated at least once each year by the Dean.

ADMINISTRATIVE RULE: An internal control checklist can be massive, and should be tailored to the needs of the College. FP-15 Internal Controls Checklist must be used when evaluating internal controls.

§ 3.3 – TUITION AND FEES

POLICY: The administration shall create and maintain a process for the periodic evaluation of tuition and fee rates, and for making recommendations to the Board of Directors, which has ultimate authority for approving tuition and fee rates. The Board of Directors of the College reserves the right to change tuition and fees. All changes to tuition and fee rates go into effect on the first day of the quarter following the Board of Directors approval.

RULE (DEFINITION OF TUITION): Tuition is defined as payment required for credit-based instruction and related services and shall be charged to all students enrolling into a program at the College. Tuition rates shall be approved by the Board of Directors.

RULE: All tuition and fee rates must be made publicly available on the official College website and in MV-16 General Catalog at all times. The processing of tuition and fee payments is the responsibility of the appropriate members of the administration, as indicated in the Board-approved Delegations of Authority document.

PROCEDURE: All tuition and fees rules and administrative procedures appear below, separated by area.

[§ 3.3.1 - DOMESTIC STUDENT BASE TUITION](#)

[§ 3.3.2 - INTERNATIONAL STUDENT BASE TUITION](#)

[§ 3.3.3 - FEES](#)

[§ 3.3.4 - INTERNATIONAL STUDENT FEES](#)

[§ 3.3.5 - CONSISTENCY OF CHARGES TO STUDENTS](#)

[§ 3.3.6 - STUDENT TUITION PAYMENT](#)

[§ 3.3.7 - DOMESTIC STUDENT TUITION PAYMENT DUE DATES](#)

[§ 3.3.8 - INTERNATIONAL STUDENT TUITION PAYMENT DUE DATES](#)

§ 3.3.1 - DOMESTIC STUDENT BASE TUITION

RULE: Base tuition for domestic students enrolled as full-time shall be \$4,080 per quarter, equivalent to \$16,320 per year. Base tuition for domestic students enrolled as part-time shall be \$2,176.00 per quarter.

§ 3.3.2 - INTERNATIONAL STUDENT BASE TUITION

RULE: The base tuition for international students shall be \$5,700 per quarter, equivalent to \$22,800 per year.

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§ 3.3.3 - FEES

RULE: The approved College fees are as follows:

Application Fee = \$100.00 (non-refundable)

Late Application Fee = \$70.00 (non-refundable)

Late Tuition Payment Fee (quarterly payments) = \$100.00 per week (non-refundable)

Late Tuition Payment Fee (monthly payments) = \$50.00 (non-refundable)

Change of Program, Emphasis, or Study Status Fee = \$70.00 (non-refundable)

Additional course cost over 17 units = \$272.00 per unit (domestic) and \$380.00 per unit (international) (non-refundable)

Independent Study = \$700.00 each (non-refundable)

Student Identification Card = \$20.00 each (non-refundable)

Official Transcript = \$15.00 each (1 free after graduating/completing a program) (non-refundable)

Degree/Certificate Replacement = \$35.00 (non-refundable)
Housing Placement Services = \$250.00 (non-refundable)
Airport Pickup Service = \$120.00 (non-refundable)
Materials and Maintenance Fee = \$300 per quarter (non-refundable)

§ 3.3.4 - INTERNATIONAL STUDENT FEES

RULE: The additional approved College fees for international students are as follows:

Wire Transfer Fee = \$80.00 (non-refundable)
I-20 Issuance & Mailing Fee = \$200.00 (non-refundable)

PURPOSE (INTERNATIONAL STUDENT FEES): The Wire Transfer Fee covers incoming wire transfer costs as well as outgoing wire transfer costs in the case of student refunds. The I-20 Issuance & Mailing Fee covers processing and updating of the student's SEVIS I-20 Form as well as international shipping via DHL.

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§ 3.3.5 - CONSISTENCY OF CHARGES TO STUDENTS

ADMINISTRATIVE RULE: Any changes in tuition or in fees will not affect students who are already enrolled and have paid tuition for a quarter of study. However, upon completion of a given quarter, students will be assessed for the approved current tuition rate for all following quarters.

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§ 3.3.6 - STUDENT TUITION PAYMENT

ADMINISTRATIVE RULE (DOMESTIC STUDENT PAYMENTS): Tuition payments may either be made in full by the due date dates shown below in [§ 3.3.7](#), or by the due date(s) shown on a monthly or quarterly payment plan. For students who choose the monthly or quarterly payment plan option, payments must continue to be made on this schedule until all tuition and fees have been paid in full.

Incoming students who elect a quarterly payment plan, must provide a \$250.00 tuition deposit for enrollment. The tuition deposit is due one month prior to the first day of instruction, and the first quarterly tuition payment is due at the time the Enrollment Agreement is signed or by Student Orientation (Monday of Week 0), whichever is later. For the quarterly payment plan, every payment thereafter is due one month before each quarter's first day of instruction.

For the monthly payment plan, every payment is due on the first day of each calendar month. For more information, reference [§ 3.5.2 - MONTHLY PAYMENT PLAN PLAN](#).

ADMINISTRATIVE RULE (INTERNATIONAL STUDENT PAYMENTS): For international students, tuition payments and all associated fees may either be made in full or on a quarterly payment plan at the time the Enrollment Agreement is signed or by Student Orientation (Monday of Week 0), whichever is later. If the student's visa application is not approved by the U.S. Embassy in his/her country, he/she shall receive a full refund, minus the application fee and all clearly stated non-refundable fees, not to exceed a total of \$250.00..

ADMINISTRATIVE RULE (NEW STUDENT LATE PAYMENTS): New students who fail to make their initial payment on their scheduled due date will be charged a one-time, non-refundable \$100.00 late fee. If neither the first payment or an AM-15 Admissions Deferral Request Form is submitted on or before the Monday of Week 0, the AM-14 Acceptance Letter & Offer of Admission shall be cancelled. All attempts shall be made to contact the new student before terminating AM-14. For more information, reference [AM 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#).

ADMINISTRATIVE RULE (DEFAULT ON PAYMENTS): Should the student default on payment completely, or fail to abide by the terms for tuition payment agreed upon in his/her signed Enrollment Agreement, the student will not be allowed to attend classes until tuition payments are made current.

ADMINISTRATIVE PROCEDURE (DEFAULT ON QUARTERLY PAYMENTS): Any late tuition payments made on the day after the payment due date or later will be charged an additional \$100.00 non-refundable late fee per week until the tuition payment is made current. If a student has any pending tuition payments due at the end of the quarter, the student will not be permitted to register for the next quarter's classes until payment(s) have been received. No payments will be accepted after the hard deadline for tuition payment, which is Friday of Week 2 by 5:00 pm PST (Last Day to Add/Drop).

ADMINISTRATIVE PROCEDURE (DEFAULT ON MONTHLY PAYMENTS): Any late tuition payments made on the day after the payment due date up to five days will be charged an additional \$50.00 late fee. If payment is not received within five days, the student will be suspended from enrolled courses. For more information, reference [§ 3.5.2.3 - MONTHLY PAYMENT PLAN PLAN](#).

ADMINISTRATIVE PROCEDURE: Each student accepts the above terms respectively by signing the AM-46 Enrollment Agreement. He/she is responsible for all tuition payments in order to stay in good financial standing with the College, and if the student has any outstanding payments when his/her program ends, his/her financial sponsor (if one exists) will be contacted to retrieve all outstanding amounts. For additional administrative rules and procedures, see [§ 3.1.4 - TUITION & FEES PAYMENT METHODS](#).

ADMINISTRATIVE RULE (BOUNCED CHECKS): If any student tuition or fee payments made by personal check bounce, the student will be charged a \$40.00 bounced check fee, in addition to any late payment fees accrued. Students who bounce a check must make their next payment in cash or cashier's check.

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§ 3.3.7 - DOMESTIC STUDENT TUITION PAYMENT DUE DATES

POLICY:

DOMESTIC (1ST QUARTER ONLY)

Deposit DUE DATE -- 1 month prior to First Day of Instruction

Tuition Payment DUE DATE -- Monday of Week 0 (Student Orientation)

Tuition Payment HARD DEADLINE (FOR LATE TUITION) -- Friday of Week 2 by 5:00 pm PST (Last Day to Add/Drop)

DOMESTIC (ONCE ENROLLED)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction of the new quarter by 5:00 p.m. PST

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm PT

DOMESTIC (MONTHLY PAYMENT)

Tuition Payment DUE DATE -- 1st of every month

Tuition Payment HARD DEADLINE (LATE) -- 15 days after the five day probationary period

ADMINISTRATIVE PROCEDURE: To collect payment from domestic students, reference [§ 3.1.2 - PROCESSING AND DOCUMENTING FINANCIAL TRANSACTIONS](#), [§ 3.1.3 - TUITION AND FEES STATEMENTS & RECEIPT AND BALANCE STATEMENTS](#), and [§ 3.1.4 - TUITION & FEES PAYMENT METHODS](#).

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§ 3.3.8 - INTERNATIONAL STUDENT TUITION PAYMENT DUE DATES

POLICY:

INTERNATIONAL (1ST QUARTER ONLY)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm (PST)

INTERNATIONAL (ONCE ENROLLED)

Tuition Payment DUE DATE -- 1 month prior to First Day of Instruction of the new quarter not later than 5:00 pm PST.

Tuition Payment HARD DEADLINE (LATE) -- Friday of Week 2 by 5:00 pm (PST)

ADMINISTRATIVE PROCEDURE: To collect payment from international students, reference [§ 3.1.2 - PROCESSING AND DOCUMENTING FINANCIAL TRANSACTIONS](#), [§ 3.1.3 - TUITION AND FEES STATEMENTS & RECEIPT AND BALANCE STATEMENTS](#), and [§ 3.1.4 - TUITION & FEES PAYMENT METHODS](#).

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§3.4 – STUDENT TUITION RECOVERY FUND

POLICY: California College of Music participates in the State of California's Student Tuition Recovery Fund (STRF). According to the Bureau for Private Postsecondary Education, who collects the STRF assessment quarterly:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total fees are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total fees are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

§ 3.5 – FINANCIAL SUPPORT PROGRAMS

POLICY: In order to support students in affording the cost of an excellent higher education in music, the administration shall offer an equal opportunity for all students applying to a new program at California College of Music to apply for a financial support program based on both talent and academic achievement, as well as tuition reductions for students facing economic hardship. The administration shall appoint qualified staff members to administer and offer see the financial support program awards.

RULE: The administration does not offer full-ride or 100% tuition reduction in financial support programs. The maximum total of institutional awards awarded may not exceed 30% of the program tuition cost.

PROCEDURE: The administrative policies of the College's financial aid programs appear below, separated into the following areas:

[§ 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#)

[§ 3.5.2 - ECONOMIC TUITION REDUCTION PROGRAM](#)

[§ 3.5.3 - FEDERAL FINANCIAL AID](#)

[§ 3.5.4 - DEPARTMENT OF VETERAN AFFAIRS EDUCATIONAL BENEFITS DISCLOSURE](#)

§ 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM

ADMINISTRATIVE RULE: The College awards a number of scholarships each year to new applicants based on outstanding talent in performance or composition, excellence of overall musicianship, and proven academic ability. The College's Talent-Based Scholarship Program is open to any student pursuing full-time enrollment in the Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, or Associate of Science in Performance degree programs.

ADMINISTRATIVE PROCEDURE: In order to be considered for a talent-based scholarship, students must provide the following prerequisites:

1. Submit a completed online application for admission into a full-time program with application fee, required audition videos, and all supporting documents
2. Submit an online talent-based scholarship application with a scholarship statement and an optional new video which differs from the application audition video submissions,
3. a letter of recommendation from a teacher, music instructor preferred but not required, and

ADMINISTRATIVE PROCEDURE (SCHOLARSHIP REVIEW COMMITTEE): Each talent-based scholarship applicant is evaluated individually by at least two adjudicators comprising (1) the Dean and/or Director of Education, and (2) the respective Program Chair, or at least one member of the College faculty who specializes in the applicant' applied emphasis. This Scholarship Award Committee will determine the amount, if any, awarded to the applicant based on artistic merit demonstrated by the audition videos as well as the Letter of Recommendation(s) provided by the applicant's teacher(s). If the Scholarship Review Committee awards an applicant a talent-based scholarship, they may present a cumulative percentage amount ranging between 10% to a maximum of 30% in tuition reduction. An applicant who receives less than 10% will not be awarded a Talent-Based Scholarship. Reference [§ 7.1.2.3.2.2 - SCHOLARSHIP ADJUDICATIONS](#).

ADMINISTRATIVE PROCEDURE: The administrative procedures for determining talent-based scholarship program shall be separated into the following areas:

[§ 3.5.1.1 - TALENT-BASED SCHOLARSHIP PROGRAM APPLICATION PROCESS](#)

[§ 3.5.1.2 - TALENT-BASED SCHOLARSHIP DISBURSEMENT](#)

[§ 3.5.1.3 - TALENT-BASED SCHOLARSHIP PROGRAM RULES AND REQUIREMENTS](#)

[§ 3.5.1.4 - TALENT-BASED SCHOLARSHIP REVIEW PROCESS](#)

§ 3.5.1.1 - TALENT-BASED SCHOLARSHIP PROGRAM APPLICATION PROCESS

ADMINISTRATIVE PROCEDURE: The process through which a prospective student applies for a talent-based scholarship award is as follows:

1. Prepare and submit an online AM-13 Application for Admission. This includes submitting the required application fee and completing the application process (see [§ 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#)).
2. Within the Application for Admission, indicate intention to apply for a talent-based scholarship.
3. Once AM-13 is completed and submitted, fill out FP-21 Talent-Based Scholarship Application Form online.
4. Within FP-21, submit a 250 word scholarship statement outlining music awards, achievements, performance opportunities, and/or any other accomplishment that highlights the applicant's performance and/or talent.
5. Within FP-21, submit the name and email contact of at least 1 to 3 teachers willing to write a Letter of Recommendation on the applicant's behalf. Music teachers or band leaders are preferred, but any teacher is acceptable.
6. Within FP-21, applicants shall be recommended to submit an additional video that demonstrates their exceptional musical ability; this is not required in order to be considered for a talent-based scholarship and the applicant may re-submit one of his/her songs from AM-13.

ADMINISTRATIVE RULE: Applicants who submit a FP-21 prior to AM-13 shall not be considered for a talent-based scholarship until he/she has completed the application process for a full-time program at the College.

ADMINISTRATIVE RULE: Applicants may not submit a Letter of Recommendation on behalf of their teacher. All Letter of Recommendations must be submitted directly to the Director of Admissions at admissions@ccmla.edu from the applicant's teacher. In the instance the teacher does not speak or write in English, he/she must still provide the Letter of Recommendation to the Director of Admissions.

ADMINISTRATIVE PROCEDURE: Admissions personnel will email an applicant's teacher in order to collect a Letter of Recommendation to determine an applicant's eligibility for a talent-based scholarship once an online Application for Admission and application fee have been provided. If an admissions personnel does not receive a Letter of Recommendation from the instructor within two weeks, all attempts will be made to contact the applicant for another email address for a teacher willing to write a Letter of Recommendation.

ADMINISTRATIVE PROCEDURE: In the instance all required materials for acceptance into the College have been provided and there is no Letter of Recommendation on file, admissions personnel will ask the applicant if they would still like to be considered for a talent-based scholarship. If yes, then the application for admission will be held for evaluation until all talent-based scholarship requirements have been received and reviewed by the Scholarship Award Committee.

ADMINISTRATIVE RULE: Each member of the Scholarship Review Committee must submit AM-18 Scholarship Adjudication Form to the Director of Admissions separately. Members of the Scholarship Review Committee may not collaborate when reviewing an applicant's audition videos and filling out AM-18; this ensures fairness to all applicants. Committee members may discuss their finds after all AM-18 have been submitted for the applicant.

[Return to 3.5.1 - Talent-Based Scholarships Table of Contents](#)
[Return to 3.5 - Financial Support Programs Table of Contents](#)

§ 3.5.1.2 - TALENT-BASED SCHOLARSHIP DISBURSEMENT

ADMINISTRATIVE PROCEDURE (ADMISSIONS): Once each member of the Scholarship Review Committee submits AM-18 Scholarship Adjudication Form, the Director of Admissions will calculate the cumulative awarded amount and present his/her findings to the Director of Administration. The Director of Admissions will save all AM-18 until that applicant matriculates and a physical file is rendered. In the interim, a scan of all AM-18 shall be saved in the applicant's digital file.

ADMINISTRATIVE RULE: Any awarded scholarship must be divided evenly amongst all initial quarters. Applicants may not request to apply more scholarship to one quarter over another.

ADMINISTRATIVE PROCEDURE (FINANCIAL): The Director of Administration shall take the cumulative award amount for the scholarship applicant and apply it to the overall base cost of tuition for the applied program. For example, an applicant who applies for a talent-based scholarship for the Certificate in Performance program (\$16,320.00 USD) and receives a 30% scholarship, shall receive \$4,896.00 USD in talent-based scholarship. The talent-based scholarship shall then be divided evenly amongst the initial required quarters needed to complete the program.

ADMINISTRATIVE RULE: The Director of Administration shall follow all administrative rules and procedures outlined in [§ 3.1.3 - TUITION AND FEES STATEMENTS & RECEIPT AND BALANCE STATEMENTS](#) when rendering a talent-based scholarship in an applicant's final Tuition & Fees Statement. The statement shall then be saved in the applicant's digital file and attached to an Acceptance Letter & Offer of Admission.

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§ 3.5.1.3 - TALENT-BASED SCHOLARSHIP PROGRAM RULES AND REQUIREMENTS:

ADMINISTRATIVE RULE: The rules and requirements for the talent-based scholarship award are as follows:

1. Auditions, transcripts, and letters of recommendation are considered final once submitted by the applicant, and scholarship application packages may not be amended except through special requests to the administration, which must be reviewed by the Director of Admissions.
2. All submitted audition videos must belong to the applicant. Submission of another's work or performance is automatic denial of talent-based scholarship consideration and possibly denial of acceptance into the institution.
3. A student's application for a talent-based scholarship award may only be adjudicated once for any given program. Once awarded, a talent-based scholarship award may not be re adjudicated or reassessed during a student's program.
4. Scholarships are non-transferable and have no redeemable cash value.
5. Scholarships may only be applied to base tuition costs and may not be applied to institutional fees or cost of living.

ADMINISTRATIVE RULE: The rules and requirements for maintaining the talent-based scholarship award are as follows:

1. Student must pay tuition and fees in full according to the payment schedule in the Enrollment Agreement
2. Students must maintain full-time status (a course load of at least 12 units) at all times. A student who elects to change his/her study status from full-time to part-time will lose his/her remaining scholarship.
3. Student must attend at least 85% of scheduled classes in every course
4. Students receiving scholarships must maintain a minimum cumulative GPA of 3.0 for their scholarship award to be disbursed in each new quarter.
5. Student must make continuous academic progress each quarter and complete his/her program on time
6. A student who must extend his/her program beyond the initial program length as stated in the Enrollment Agreement, whether by choice or due to failed courses, may not reapply for a scholarship or redistribute any remaining scholarship to the new quarters.
7. Students receiving scholarships are not permitted to discuss award amounts with other students at any time.

ADMINISTRATIVE RULE: The College reserves the right to reassess the scholarship award and reduce or eliminate it at any time when the student fails to fulfill all the prescribed conditions and obligations outlined above.

ADMINISTRATIVE PROCEDURE: During student orientation, any student who receives a talent-based scholarship must fill out FP-11 Scholarship Award Acceptance Agreement with the Director of Admissions. Also reference [§ 7.5 – MATRICULATION & STUDENT ORIENTATION](#).

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[Return to 3.5 - Financial Support Programs Table of Contents](#)

§ 3.5.1.4 - TALENT-BASED SCHOLARSHIP REVIEW PROCESS

ADMINISTRATIVE RULE: The Director of Administration or his/her designee, shall evaluate all talent-based scholarship recipients' final grades and attendance during Week 12 after final grades have been submitted.

ADMINISTRATIVE PROCEDURE (SCHOLARSHIP REVIEW WARNING): A FP-18 Talent-Based Scholarship Award Review Warning will be issued without an appeal or other action by the student to the student if he/she did not maintain his/her scholarship requirements by the evaluation period. Scholarship recipients on the Talent-Based Review Warning may continue to receive his/her scholarship amount for one payment period. At the next evaluation period, if the student does not meet the minimum requirements to maintain his/her scholarship, then the College shall issue the student a FP-19 Notice of Talent-Based Scholarship Award Review.

ADMINISTRATIVE PROCEDURE (SCHOLARSHIP REVIEW NOTICE): Talent-Based Scholarship recipients who did not meet the minimum requirement during the warning period shall receive FP-19 Notice of Talent-Based Scholarship Award Review. The student shall be informed that he/she will be reviewed during the upcoming quarter and if by the evaluation period he/she does not meet minimum requirements to maintain his/her talent-based scholarship, the scholarship may be reduced or eliminated for all subsequent quarters. The Director of Administration shall provide an updated FP-05 Receipt & Balance Statement any time a scholarship award is reduced or eliminated; the student is responsible for all remaining tuition & fees for the remainder of his/her program.

ADMINISTRATIVE PROCEDURE (REVIEW APPEAL PROCESS): If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the Talent-Based Scholarship Award requirements, the student may appeal the FP-19 Notice of Talent-Based Scholarship Award Review by submitting FP-20 Talent-Based Scholarship Review Appeal Form on the student portal. Mitigating circumstances include illness, death of a family member, disability, or a work schedule conflict. Documentation supporting circumstances cited in FP-20 is required. Lack of documentation may result in a denial of the appeal. Documentation must be a letter from a medical professional, a letter from an employer, or an obituary, funeral program, or prayer card for a deceased relative. All decisions made by the Dean are final. FP-20 shall include a section for the student to demonstrate why he/she failed to meet the minimum requirements to retain his/her talent-based scholarship, and what has changed in his/her situation that will allow him/her to demonstrate the minimum requirements at the next evaluation.

SUCCESSFUL APPEAL: If the Dean deems the mitigating circumstances is sufficient evidence for the student's inability to maintain minimum talent-based scholarship requirements, the student shall receive a new FP-18 Talent-Based Scholarship Award Review Warning which shall detail (1) why the student is receiving a warning and (2) recap the minimum requirements to maintain his/her scholarship for the subsequent quarter.

UNSUCCESSFUL APPEAL: Any instance the Dean does not approve the student's appeal, the Dean will reinstate FP-19 Notice of Talent-Based Scholarship Award Review and either reduce or eliminate the remaining talent-based scholarship. The Director of Administration shall provide an updated FP-05 Receipt & Balance Statement reflecting the change and the student shall be responsible for all remaining tuition & fees for the remainder of his/her program. The student is not eligible to reapply for a new or updated talent-based scholarship.

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§ 3.5.2 - ECONOMIC TUITION REDUCTION PROGRAM

ADMINISTRATIVE RULE: Applicants who can demonstrate significant economic hardship are eligible to receive a reduction in tuition. The College's Economic Tuition Reduction program is open to any student pursuing full-time or part-time enrollment in the

Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, or Associate of Science in Performance degree programs.

ADMINISTRATIVE RULE: Only U.S. citizens or permanent residents may apply for economic tuition reductions. Tuition reductions are available for new applicants only. Previously or currently enrolled students are not eligible. Tuition reductions are non-transferable and have no redeemable cash value.

ADMINISTRATIVE RULE: Eligible applicants are able to apply and receive both a talent-based scholarship and an economic reduction in tuition when they fill out and complete the application process as outlined in [§ 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#). Applicants may receive up to approximately 18.3% (see tuition reduction breakdown amounts on [§ 3.5.2.3](#)) of the program tuition in economic reduction and/or be eligible to participate in the College's zero interest monthly payment plans. An applicant who applies for economic tuition reduction and a talent-based scholarship may receive a maximum of 30% in total program tuition reduction.

ADMINISTRATIVE PROCEDURE: In order to be considered for an economic reduction in tuition, applicants must provide the following prerequisites:

1. Submit a completed AM-13 Application for Admission with application fee, required audition videos, and all supporting documents
2. Submit a FAFSA at studentaid.gov to CCM.

ADMINISTRATIVE PROCEDURE: The administrative procedures for determining economic tuition reduction or monthly payment plans shall be separated into the following areas:

[§ 3.5.2.1 - ECONOMIC TUITION REDUCTION APPLICATION PROCESS](#)

[§ 3.5.2.2 - ECONOMIC TUITION REDUCTION EVALUATION](#)

[§ 3.5.2.3 - ECONOMIC TUITION REDUCTION DISBURSEMENT](#)

[§ 3.5.2.4 - ZERO INTEREST MONTHLY PAYMENT PLANS](#)

§ 3.5.2.1 - ECONOMIC TUITION REDUCTION APPLICATION PROCESS

ADMINISTRATIVE PROCEDURE: The process through which a prospective student applies for economic tuition reduction is as follows:

1. Prepare and submit an online AM-13 Application for Admission. This includes submitting the required application fee and completing the application process (see [§ 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#)).
2. Within the Application for Admission, indicate intention to apply for an economic tuition reduction.
3. Once AM-13 is completed and submitted, submit your FAFSA to CCM.

ADMINISTRATIVE RULE: Applicants who submit a FAFSA prior to AM-13 shall not be considered for economic tuition reduction until he/she has completed the application process for any program, regardless of study status, at the College.

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§ 3.5.2.2 - ECONOMIC TUITION REDUCTION EVALUATION

ADMINISTRATIVE PROCEDURE: The Financial Aid advisor shall evaluate and determine (if any) economic tuition amount will be disbursed to the applicant:

1. The student's ISIR will be evaluated by the financial aid advisor to verify the following:
 - Filing status
 - Total income
 - Number of dependents declared
 - Main Address
2. The information provided previously shall be compared to a national database of average income to poverty line in their zip code, including that relation to the number of household members.
3. Economic tuition award amounts will then be determined based on the percentage difference between income and the poverty line.

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§ 3.5.2.3 - ECONOMIC TUITION REDUCTION DISBURSEMENT

ADMINISTRATIVE RULE: Any awarded economic reduction must be divided evenly amongst all initial quarters. Applicants may not request to apply more reduction to one quarter over another.

ADMINISTRATIVE PROCEDURE: The Director of Administration shall take the awarded economic reduction amount and apply it to the overall base cost of tuition for the applied program. For example, an applicant who applies for economic tuition reduction for the Certificate in Performance program (\$16,320.00 USD) and receives 30%, shall have \$4,896.00 USD reduced off the overall cost of tuition.

ADMINISTRATIVE RULE: The Director of Administration shall follow all administrative rules and procedures outlined in [§ 3.1.3 - TUITION AND FEES STATEMENTS & RECEIPT AND BALANCE STATEMENTS](#) when rendering economic tuition reduction and/or talent-based scholarship in an applicant's final Tuition & Fees Statement. The statement shall then be saved in the applicant's digital file and attached to an Acceptance Letter & Offer of Admission.

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§ 3.5.2.4 – ZERO INTEREST MONTHLY PAYMENT PLANS

ADMINISTRATIVE RULE: Zero-interest monthly payment plans are considered institutional loans, but are not extensions of credit; therefore cannot be applied to books and supplies, room and board, transportation, and miscellaneous personal expenses. Monthly payment plans split quarterly tuition and fees payments into smaller monthly payments with no added interest. Applicants who

apply and are approved for the economic reduction program are eligible to participate in the zero interest monthly payment plan. In the instance an applicant is denied economic tuition reduction, he/she may still be eligible for the monthly payment plan.

ADMINISTRATIVE RULE: Title IV/HEA recipients are not eligible to participate in the College's zero interest monthly payments plans.

ADMINISTRATIVE RULE: Once enrolled in the College, if a student was not accepted into the economic reduction program during the admissions process, he/she may not reapply for economic reduction and be considered for zero interest monthly payment plans. In the instance the student has a medical or family emergency that would otherwise impact timely payments, the Director of Administration may use (on a case by case basis) personal judgement on whether to reconsider a student for zero interest monthly payments once a student has been enrolled at the College.

ADMINISTRATIVE PROCEDURE (DISBURSEMENT): Monthly payment plans are determined by quarterly payments. After factoring any additional financial support reductions offered by the College, the quarter amount owed shall be divided by 3 for 3 months and due at the 1st of each month for the duration of the program. The Director of Administration shall draft FP-12 Payment Plan Agreement & Authorization Form and provide it to the applicant prior to signing the Enrollment Agreement ([see § 7.6](#)). FP12 shall include all monthly payment due dates and amounts owed as well as the credit card authorization form for the recurring payments.

ADMINISTRATIVE RULE: To participate in the monthly payment plan, students must provide a valid credit card. This credit card will be charged automatically on the 1st of each month in accordance to the signed FP-12. In the instance the 1st of the month falls on a weekend (Saturday or Sunday), the College shall charge the card on file the preceding Friday. Should the Administrative Office be closed due to a Federal Holiday or temporary change in administrative hours, the payment shall be processed on the previous business day. Every attempt will be made to contact the student when payment must be rendered prior to the 1st of each month.

ADMINISTRATIVE PROCEDURE (FIRST PAYMENT): All new applicants participating in the monthly payment plan must provide their first monthly payment one month prior to the start of the program (reference [§ 3.3.6 STUDENT TUITION PAYMENT](#)). Late applicants will be required to make their first payment upon acceptance into their program (due upon receipt) and all subsequent payments are due on the first of the month.

ADMINISTRATIVE PROCEDURE (LATE PAYMENT): If any scheduled payment is late for any reason, a \$50.00 USD late fee will automatically be assessed. If any scheduled payment is not made within 5 days, the College will suspend student access to all enrolled courses and student services until the payment has been received. All attempts will be made to contact the student to resolve any scheduled payment. If the student does not attend 10 consecutive days, he/she will be administratively withdrawn from his/her program in accordance to [§ 9.11.2 ADMINISTRATIVE WITHDRAWAL](#). Habitual late payments may result in a review of the economic reduction program eligibility and potential loss of the monthly payment plan.

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§ 3.5.3 - FEDERAL FINANCIAL AID

ADMINISTRATIVE RULE: Before the College disburses Title IV, HEA program funds for any award year, the student must be notified of the amount of funds that the student or his or her parent can expect to receive under each Title IV, HEA program, and how and when those funds will be disbursed. If those funds include Direct Loan program funds, the notice must indicate which funds are from subsidized loans, which are from unsubsidized loans, and which are from PLUS loans.

ADMINISTRATIVE PROCEDURE: The financial aid officer will provide the student with an Award Letter via email that contains in detail the amount they are eligible for for each Title IV program. The notice should be 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 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 668.165(a)(6)(i)

ADMINISTRATIVE RULE: If the College credits a student ledger account with Direct Loan, Federal Perkins Loan, or program funds, the College must notify the student or parent.

ADMINISTRATIVE PROCEDURE: The financial aid officer will notify the student and/or parent of a disbursement and include the following:

- The anticipated date and amount of the disbursement;
- The student's or parent's right to cancel all of a portion of the loan, loan disbursement,
- The procedures and time by which the student or parent must notify the institution that he or she wishes to cancel the loan, or loan disbursement.
- 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 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 668.165(a)(6)(i)

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

ADMINISTRATIVE PROCEDURE: The financial aid officer must direct a student to complete entrance counseling located at studentaid.gov/entrance-counseling and must verify that they have received a record of the students completion prior to issuing any disbursement.

ADMINISTRATIVE RULE: 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.

ADMINISTRATIVE PROCEDURE: The financial aid officer will ensure that the U.S. DOE publication links are located in the Student Consumer Disclosure section of the schools website.

ADMINISTRATIVE RULE: The College must inform the student or parent that any loan 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.

ADMINISTRATIVE PROCEDURE: This disclosure must be published in the General Catalog and within the schools FA Handbook.

ADMINISTRATIVE RULE: 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.

ADMINISTRATIVE PROCEDURE: The financial aid officer must direct a student to complete entrance counseling located at <https://studentaid.gov/exit-counseling/> and must verify that they have received a record of the students completion. In addition, the 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.

ADMINISTRATIVE RULE: The institution must provide a private education loan lender a self-certification form signed by the applicant for students admitted or enrolled at CCM in compliance with the Truth in Lending Act.

ADMINISTRATIVE PROCEDURE: The financial aid officer must have the applicant fill out a **Private Education Loan Applicant Self-Certification** form provided by the U.S. Department of Education.

ADMINISTRATIVE RULE: The institution will publish on its website that it is not affiliated with any private education loan lenders.

ADMINISTRATIVE RULE: In compliance with 668.41(b)(c) The institution must annually provide a NOTICE directly (one-on-one distribution) to all enrolled students describing the availability of the required consumer information. The notice must contain a brief description of the various disclosures and how to obtain the full disclosures.

ADMINISTRATIVE PROCEDURE: The disclosures required will be published in the Financial Aid Handbook, the General Catalog, & the Annual Security Report. These documents will be provided to students during student orientation and annual updates thereafter will be emailed to each enrolled student.

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§ 3.5.4 - DEPARTMENT OF VETERAN AFFAIRS EDUCATIONAL BENEFITS DISCLOSURE

ADMINISTRATIVE RULE: The College has been approved by the Department of Veteran Affairs through the California State Approving Agency for Veterans Education (CSAAVE) to accept veterans educational benefits. All veteran applicants shall be eligible to apply for the [§ 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#) and [§ 3.5.2 - ECONOMIC TUITION REDUCTION PROGRAM](#).

ADMINISTRATIVE PROCEDURE: The Director of Administration and the Director of Student Services shall serve as School Certifying Officials who oversee the application, registration, and certifying of enrollment of accepted veteran students at the College. He/she shall ensure compliance with all VA policies and procedures, maintain yearly training certification as the School Certifying Official, and submit the yearly Application for Approval of Accredited Institutions to CSAAVE two months prior to the submission of the updated MV-16 General Catalog.

DOCUMENTATION: SCO Handbook

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§ 3.6 – CANCELLATIONS AND REFUNDS

POLICY: The administration shall adhere to all rules and regulations required by the State of California's Bureau for Private and Postsecondary Education as well as the National Association of Schools of Music with regards to student refunds and cancellation of enrollment agreement. The administration shall appoint qualified staff to oversee the rules, regulations, and procedures governing cancellations and refunds.

RULE: The following language shall be provided in MV-16 General Catalog, AM-47 Enrollment Agreement, and made readily available at the request of a student:

STUDENT'S RIGHT TO CANCEL

Every student has the right to cancel their enrollment and obtain a full refund of charges (100 percent of the amount paid for institutional charges minus the application fee) paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student must provide written notice of cancellation to the registrar before 5:00 p.m. on the first day of instruction or the seventh day after enrollment, whichever is later.

If the student pays tuition but does not show up for class during the entire first week of the quarter (a type of cancellation known as a "no-show"), the student will be issued a full refund (minus the application fee) and will be automatically removed from their classes.

REFUND POLICY

If 60% or less of the quarter has been completed, the student shall receive a pro rata refund of any unearned institutional charges minus all non-refundable fees. Students are entitled to a refund regardless if the withdrawal status was voluntary or involuntary. All refunds shall be issued within 45 days from the date of determination (DOD), the date the College receives the students Program Withdrawal Form or the date the College administratively withdraws or expels the student.

The pro rata refund to a withdrawn student shall be calculated by subtracting the total amount paid to the institution (either full tuition or quarterly payment) by the amount the student owes the institution. To determine the amount owed by the student, the College shall multiply the daily charge for the program or quarter (tuition amount divided by the number of days in the program or quarter) by the number of days the student has attended using the last date of attendance (LDA) as determined by faculty attendance ledgers.

Example:

An enrolled student who makes quarterly payments voluntarily withdraws from his/her program on a Thursday of the 3rd week of a quarter.

\$4,080 (domestic quarterly tuition)
divided by
50 (number of days of instruction in the quarter) = \$81.60 (daily charge)

\$81.60 (daily charge)
multiplied by
14 days (number of days student attended) = \$1,142.40 (amount owed from student)

\$4,080 (student's tuition payment)
Minus
\$1,142.40 (amount owed from student) = **\$2,937.60 (pro-rated refund to the student)**

If the student withdraws after completing more than 60% of the quarter, the college will retain 100% of tuition for the period of attendance.

If the student's tuition and fees were disbursed by a third party organization, all refund monies shall be paid by the College directly to the source of funding. The student is still responsible for any monies owed to that organization (if applicable) as per the financial agreement the student signed with the funding source.

§ 3.6.1 - RETURN OF TITLE IV FUNDS

ADMINISTRATIVE RULE: The College shall perform a Return to Title IV (R2T4) calculation when a student withdraws from his/her program (or from all courses for the quarter) voluntarily or involuntarily before the Friday of Week 7, whether any credits were earned or not (reference [2.5.4 - RESIGNING ENROLLMENT](#) and [9.11.2 - ADMINISTRATIVE WITHDRAWAL](#)); the College shall return the aid to the Title IV programs from which it was received. If a student withdraws after completing more than 60% of the quarter, all Title IV aid is considered earned. All information regarding R2T4 shall be made readily available to the student within MV-16 General Catalog and the MV-15 Student Handbook.

ADMINISTRATIVE RULE (INSTITUTIONAL RETURN OF UNEARNED AID): The College shall return the lesser of the total amount of unearned Title IV assistance as calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the College's determination that the student withdrew. The College shall return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date the College determines that the student withdrew from his/her program. The date of determination (DOD) is determined by the date the College receives the student's Program Withdrawal Form or the date the College administratively withdraws or expels the student..

ADMINISTRATIVE PROCEDURE: Within 30 days of the date the College determines that the student withdrew, the College shall send a FP-17 Notification of Title IV Overpayment to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

ADMINISTRATIVE PROCEDURE (DETERMINING PERCENTAGE OF PAYMENT PERIOD COMPLETED): The College shall determine the percentage of payment period completed by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student's withdrawal date. The total number of calendar days in a payment period includes all days within the period that the student was scheduled to complete except any scheduled break weeks. These break weeks are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period. Additionally, the total number of calendar days in a payment period does not include days in which the student is on an approved leave of absence. Days completed shall be determined using the Last Date of Attendance (LDA) as documented by EV-01 Attendance & Grading Ledger provided by faculty. Days attended are then divided by days in the term the student was scheduled to complete to calculate the percentage completed. Example: 12 completed days (divided by) 50 scheduled days in a quarter = 24% payment period completed.

ADMINISTRATIVE PROCEDURE (DETERMINING AID RETURN BY THE COLLEGE): Once the percentage of the payment period completed is calculated, that percentage is multiplied by total aid provided on behalf of the student to determine the amount of aid earned (% completed (x) total aid = earned aid). Next, the College will subtract the earned aid from the total aid provided to determine unearned aid to be returned (total aid – earned aid = unearned aid). Once unearned aid has been determined, the College shall determine the total institutional charges and multiply that figure by the percentage of unearned aid (100% - % completed = % unearned). Institutional charges (times) % unearned = amount returned by the College.

Example:

John Doe stopped attending classes on April 17 (his Last Date of Attendance or LDA) and filled out a Program Withdrawal Form that same day. The quarter began on April 6 and is 75 days long. John attended 12 days of the quarter and earned 16 percent of his financial aid (12 days divided by 75 days equals 16 percent).

Federal Direct Parent PLUS Loan \$2,500
Pell Grant \$2,000
Total aid Spring Quarter \$4,500

1. The amount of federal aid earned is $16\% \times \$4,500 = \720
2. Total federal aid unearned is $\$4,500 - \$720 = \$3,780$
3. The second calculation determines the percentage of amount unearned based on school charges for tuition. John was charged \$4,080 in tuition + \$300 for his non-refundable quarterly material/maintenance fee for the Spring quarter. Percentage of unearned aid for this second calculation is $100\% - 16\% = 84\%$. Therefore, based on the tuition charges for the term, $\$4,080 \times 84\% = \$3,427.20$
4. Federal guidelines determine the order of aid types to be reduced: Direct Loans (subsidized), Direct PLUS Loans (Parent), Federal Pell Grants until \$3,427.20 has been repaid. Therefore John's aid will be reduced to:

$$\begin{aligned} \text{Federal Direct Parent PLUS Loan} / \$2,500 - \$2,500 &= \$0 \\ \text{Pell Grant} / \$2,000 - 927.20 &= \$1,072.80 \end{aligned}$$

Total returned by institution: **\$3,427.20**. The total returned amount reflects the amount to be billed to John's student billing account from his financial aid. Any refunds from tuition that are determined and applied to his account may affect the amount that John owes for Spring quarter.

ADMINISTRATIVE RULE: The College and student must return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Direct Loan (unsubsidized)
- Direct Loan (subsidized)
- Federal Perkins Loan Program
- Direct Loan / Federal Direct PLUS Loan (Parent loans)
- Federal Pell Grant Program
- Iraq-Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

ADMINISTRATIVE RULE (STUDENT RETURN OF UNEARNED AID): After the College has allocated the unearned funds for which it is responsible, the student must return his/her unearned funds. Unearned funds must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required.

ADMINISTRATIVE PROCEDURE: The College shall determine the amount of unearned aid the student is responsible for returning by subtracting the amount returned by the College from the total amount which is unearned (**total amount unearned (-) amount returned by school = amount for which student is responsible**). That remaining amount is the student's share and must be allocated in the same order stated above. Once the College determines the amount and which individual programs must be paid, the Director of Administration will then provide the withdrawn student a FP-16 Notice of Return of Title IV Funds to inform the student any amount he/she owes.

Funds that must be returned by the student to the loan programs can be paid in accordance with the normal loan repayment terms. For grant funds that must be repaid, the amount due from the student is limited to 50% (or half) of the total Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$50.00 or less. Unpaid balances will be reported to the National Student Loan Data System (NSLDS) and reported to the U.S. Department of Education for collection. The student will be notified in FP-16 that any student who owes an overpayment will be ineligible for further Title IV aid at any institution.

ADMINISTRATIVE RULE: Title IV return policy is separate from the institutional refund policy. Unpaid balances due to the College that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to calculating Return of Title IV Funds.

ADMINISTRATIVE RULE: If the total amount of Title IV grant and/or loan assistance that the student earned is less than the amount of Title IV grant and/or loan assistance that was disbursed as of the LDA, the difference between these amounts must be returned to the Title IV programs and no additional disbursements may be made to the student for the payment period or period of enrollment.

ADMINISTRATIVE RULE: If the total amount of Title IV grant and/or loan assistance that the student earned is greater than the total amount of Title IV grant and/or loan assistance that was disbursed as of the LDA, the difference between these amounts must be treated as a post-withdrawal disbursement which must be made from available grant funds before available loans.

ADMINISTRATIVE PROCEDURE: If outstanding charges exist on the student's account, the College shall credit the student's account up to the amount of outstanding charges with all or a portion of any grant funds that make up the post-withdrawal disbursement and loan funds that make up the post-withdrawal disbursement only after obtaining confirmation from the student or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed. The College shall disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The institution must make the disbursement as soon as possible, but no later than 45 days after the LDA.

The College shall also provide within 30 days from the date of determination (DOD), the date the College receives the student's Program Withdrawal Form, a FP-17 Notification of Title IV Overpayment to the student or parent in the case of a parent PLUS loan, that includes:

1. Requesting confirmation of any post-withdrawal disbursement of loans that the College wishes to credit to the student's account, identifying the type and amount of those loans and explain that a student or parent may accept or decline some or all of those funds;
2. Requesting confirmation of any post-withdrawal disbursement of loan funds that the student or parent can receive as a direct disbursement, identifying the type and amount and explain that the student or parent may accept or decline some or all of those funds;
3. Explain that a student or parent who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the College concurs;
4. Explain the obligation of the student or parent to repay any loan funds he/she chooses to have disbursed; and
5. Advise the student or parent that no post-withdrawal disbursement of loan funds will be made, unless the College choose to make a post-withdrawal disbursement based on a late response if the student or parent does not respond within 14 days of the date that the College sends FP-17.

ACADEMICS & CURRICULA

[4.0 – Curricular Design and Development](#)

[4.1 – Program Outlines](#)

[4.2 – Course Information](#)

[4.3 – Required Textbooks, Materials & Gear](#)

[4.4 – Private Lessons, Juries, and Showcases](#)

[4.5 – Performances and Recordings](#)

[4.6 – Library](#)

[4.7 – Workshops](#)

[4.8 – Copyright Compliance](#)

[4.9 – Minimum Requirements for Program Completion](#)

[4.10 – Maximum Timeframe for Program Completion](#)

[4.11 – Auditing Courses](#)

[4.12 – Course Substitution](#)

§ 4.0 – CURRICULAR DESIGN AND DEVELOPMENT

POLICY: The administration's curricula shall be designed to best realize the College's mission and vision of enabling students to express themselves dynamically through popular music, and to achieve the purposes of the program in which the course offering appears. The administration shall appoint qualified staff members to oversee the design, development, implementation of all College owned curriculum.

RULE: All curricula shall be reviewed regularly for efficacy.

PROCEDURE: The Dean and Director of Education shall design, develop, and regularly evaluate College curricula. For design and development, the Dean and Director of Education may, at their discretion, appoint and participate in a Curriculum Committee with any Program Chairs and/or Faculty Instructors they deem appropriate. All final submissions must be approved by the National Association of Schools of Music. Reference [§ 2.10 - ACCREDITATION](#).

PROCEDURE: The Director of Education will store all College syllabi and supporting curricular materials on College databases and servers, which are backed up in triplicate, including off-site cloud backup. EV-14 Instructor Course Evaluations and AD-53 Committee Meeting Agenda & Minutes are filed in the Administrative Office.

PROCEDURE: Administrative procedures and rules shall be divided into the following categories:

[§ 4.0.1 - SYLLABI](#)

[§ 4.0.2 - PROPOSING NEW CURRICULAR OFFERINGS](#)

[§ 4.0.3 - DEVELOPING EXISTING CURRICULAR OFFERINGS](#)

[§ 4.0.4 - EVALUATING CURRICULAR OFFERINGS](#)

§ 4.0.1 - SYLLABI

ADMINISTRATIVE RULE: A well-designed syllabus is an integral part of an institutionalized music education at the college level. All courses taught at California College of Music must be outlined on an effective syllabus which must include, at a minimum, the required elements of:

1. grading criteria;
2. course information of meeting day and time, classroom, units, instructor name, instructor contact information, course code, course title, etc.;
3. catalog course description;
4. instructor's course introduction;
5. student learning outcomes;
6. required textbooks and/or materials;
7. student participation expectations, rules, and/or guidelines;
8. a weekly course outline; and
9. the standardized academic policy recap page.

ADMINISTRATIVE RULE: All syllabi and weekly course outlines created or revised for use at the College are considered works for hire, and remain the property of the College. Neither faculty nor staff members shall share syllabi, weekly course outlines, or any other College property with any person or organization outside of the College.

ADMINISTRATIVE RULE: Teaching a College course without the benefit of a syllabus is grounds for disciplinary action, including probation and/or termination. All instructors must provide a syllabus and each student must sign DL-01 Syllabus Receipt Signature Form (see [§ 5.0 - SYLLABUS DELIVERY](#)).

DOCUMENTATION: AC-01 Course Syllabus template

§ 4.0.2 - PROPOSING NEW CURRICULAR OFFERINGS

ADMINISTRATIVE PROCEDURE: When designing new curricular offerings for the College, the following procedures shall be reviewed by the Dean and/or the Director of Education:

[§ 4.0.2.1 - PROGRAM PROPOSALS](#)

[§ 4.0.2.2 - COURSE PROPOSALS](#)

§ 4.0.2.1 - PROGRAM PROPOSALS

ADMINISTRATIVE PROCEDURE: The Dean or Director of Education may craft proposals for a new program, or any Program Chair may submit a written proposal for a new program to the Dean or Director of Education for review.

ADMINISTRATIVE RULE: Any new program proposal must include a justification of why the proposed program should be offered, a proposed program outline with all required elements found in [§ 4.1.1 - DESIGNING NEW PROGRAM OUTLINES](#), and program purposes abiding by the administrative rules found in [§ 1.14 - PROGRAM PURPOSES](#).

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education may form a Curriculum Committee composed of themselves and any appropriate Program Chairs, Emphasis Chairs, or instructors they designate to review and revise proposed programs for up to 28 calendar days. The Committee may then vote to approve or deny the new program proposal at its discretion. If approved, the Curriculum Committee will develop a program outline and any required courses which do not already exist. Upon completion, the Dean submits the proposal to the Board of Directors for final review. If the Board approves the program, the Dean or Director of Education then follows all accrediting and state licensures procedures for program approval.

[Return to 4.0.2 - Proposing New Curricular Offerings Table of Contents](#)

[Return to 4.0 - Curricular Design & Development Table of Contents](#)

§ 4.0.2.2 - COURSE PROPOSALS

ADMINISTRATIVE PROCEDURE: Any member of the faculty may submit a written proposal for a new course offering to the appropriate Program/Emphasis Chair or the Director of Education.

ADMINISTRATIVE RULE: Any new course proposal must include a justification of why the proposed course should be taught as well as a proposed syllabus with all required syllabus elements listed in [§ 4.0.1 - SYLLABI](#).

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education may form a Curriculum Committee composed of themselves and any appropriate Program Chairs or instructors they designate to review and revise proposed course offerings for up to 14 calendar days. The Committee may then vote to approve or deny the new course proposal at its discretion. If approved, the Dean, Director of Education, and/or their appointee(s) then integrate the course into the College curriculum, program outlines, and publications where appropriate.

[Return to 4.0.2 - Proposing New Curricular Offerings Table of Contents](#)

[Return to 4.0 - Curricular Design & Development Table of Contents](#)

§ 4.0.3 - DEVELOPING EXISTING CURRICULAR OFFERINGS

ADMINISTRATIVE PROCEDURE: When a documented syllabus already exists in the College's curricular holdings, the Director of Education emails a PDF copy to the course instructor, who then must review it and submit any suggested revisions to the Director

of Education. After reviewing the instructor's proposed syllabus changes, the Director makes any additional edits to the syllabus they deem necessary and sends a finalized version to the course instructor prior to the first scheduled day of instruction.

ADMINISTRATIVE RULE: All curricular revisions occur during the two administrative weeks between quarters (known as Weeks 12 and 0). All proposed syllabi are due no later than Monday of Week 12 for approval by the Director of Education. All final submissions are due by Monday of Week 0, no later than Friday of Week 0 if stated by the Director of Education.

ADMINISTRATIVE PROCEDURE: When a documented syllabus does not already exist in the College's curricular holdings, the Director of Education meets with the appropriate Program Chair and/or the instructor of record for the course to develop the course's student learning outcomes, weekly outline, catalog description, and any other course content such as required texts and materials and a list of repertoire to be covered. Those working with the Director in this capacity may be compensated at the administrative rate listed in their quarterly contract .

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§ 4.0.4 - EVALUATING CURRICULAR OFFERINGS

ADMINISTRATIVE PROCEDURE: See [§ 9.4.2 - STUDENT EVALUATION OF INSTRUCTORS & COURSES](#).

ADMINISTRATIVE PROCEDURE: The Dean, Director of Education, and Program/Emphasis Chairs also field instructor comments and suggestions about College curricula in program/emphasis meetings held throughout the quarter and at the quarterly faculty-wide meeting. Quarterly review of College course offerings results in highly effective curricula which achieve student learning outcomes, enact program purposes, and support the College mission.

ADMINISTRATIVE PROCEDURE: After reviewing each course curriculum for efficacy, the Dean, Director of Education, and/or Program/Emphasis Chairs implement any curricular modifications by editing existing syllabi and disseminating them to the appropriate course instructors for familiarization.

[*Return to 4.0 - Curricular Design & Development Table of Contents*](#)

§ 4.1 – PROGRAM OUTLINES

POLICY: The administration shall create and publish program outlines for all College programs, which clearly state the required courses and minimum credit requirements for each program. The program outlines must be crafted to achieve the program purposes stated in [§ 1.14 - PROGRAM PURPOSES](#), contain all the pertinent information for prospective and current students, and are clearly displayed online and in print.

RULE: Program outlines are reviewed quarterly by the Dean and Director of Education. For procedures to propose changes to CCM curricula to better achieve program purposes, [see § 4.0](#).

PROCEDURE: The Dean and Director of Education shall draft and publish program outlines by adhering to administrative rules and procedures organized in the following categories:

[§ 4.1.1 - DESIGNING NEW PROGRAM OUTLINES](#)

[§ 4.1.2 - DEVELOPING EXISTING PROGRAM OUTLINES](#)

[§ 4.1.3 - RENDERING PROGRAM OUTLINES](#)

§ 4.1.1 - DESIGNING NEW PROGRAM OUTLINES

ADMINISTRATIVE RULE: A program outline must include (1) the program's title; (2) the program's length, expressed in total quarters, months, and required credits; and (3) all required courses with their corresponding course codes. Courses in a program outline are organized by the quarter in which students are suggested by the College to enroll in order to complete the program in the time frame designated on the outline.

ADMINISTRATIVE PROCEDURE: If the Board of Directors approves a new College program, the Dean and Director of Education shall form a Curriculum Committee comprised of themselves and any Program Chairs or instructors they designate to create a program outline with all the required outline elements listed above.

§ 4.1.2 - DEVELOPING EXISTING PROGRAM OUTLINES

ADMINISTRATIVE PROCEDURE: Any member of the faculty may submit a written proposal for a change to the appropriate Program/Department Chair or the Director of Education. The Dean and/or Director of Education shall then form a Curriculum Committee to develop the program outline.

§ 4.1.3 - RENDERING PROGRAM OUTLINES

ADMINISTRATIVE PROCEDURE: Once a new program outline is completed by a Curriculum Committee, or if an existing outline is revised, the Dean, Director of Education, and/or their appointee(s) then produce a digital rendering of the new program outline in the PDF format, using the AC-02 Program Outline Template and [§ 2.11 - APPROVED ADMINISTRATIVE DOCUMENTS](#) procedures. The Director of Administration publishes the outline to the College's website, embeds it into MV-16 General Catalog, and prints copies to have on hand for prospective students.

ADMINISTRATIVE RULE: All program outlines must include all the required outline elements found in [§ 4.1.1](#).

§ 4.2 – COURSE INFORMATION

POLICY: The administration shall maintain and publish the following information for all courses offered by the College. Each College course shall have clear, measurable 1) student learning outcomes; 2) course descriptions; 3) course prerequisites; 4) course codes; and, 5) course credit assignment. Course descriptions, prerequisites, course codes, and credit assignments shall be published in the MV-16 General Catalog and appear on course syllabi. Student learning outcomes shall only appear on the course syllabuses. The administration shall appoint qualified staff members to oversee the creation, implementation, and distribution of course information.

RULE: The Dean and Director of Education (or their appointees) shall ensure that effective student learning outcomes, course descriptions, prerequisites, course codes, and credit assignments exist for each course and are reviewed regularly.

RULE: Student learning outcomes, course descriptions, prerequisites, course codes, and credit assignments are reviewed annually by the Dean, Director of Education, and Director of Administration in the Summer quarter during the General Catalog update and publication process (see [§ 1.7 - GENERAL CATALOG](#)). For procedures to propose modifications to College curricula to better achieve program purposes, see [§ 4.0 - CURRICULAR DESIGN & DEVELOPMENT](#).

PROCEDURE: The administrative rules and procedures for the creation, maintenance, and publication of the various types of course information are divided into the following areas:

[§ 4.2.1 - STUDENT LEARNING OUTCOMES](#)

[§ 4.2.2 - COURSE DESCRIPTIONS](#)

[§ 4.2.3 - PREREQUISITES](#)

[§ 4.2.4 - COURSE CODES](#)

[§ 4.2.5 - CREDIT ASSIGNMENT AND COURSE DESIGNATIONS](#)

§ 4.2.1 – STUDENT LEARNING OUTCOMES

ADMINISTRATIVE RULE: Student learning outcomes (SLOs) are statements specifying the knowledge and skills students will develop and be able to demonstrate upon completing the course. They are created to achieve the program purposes found in § 1.14 and must be measurable. Each course's syllabus must contain its corresponding SLOs.

ADMINISTRATIVE PROCEDURE: The instructor of record in each course reviews any existing syllabuses for the course and submits any suggested revisions of SLOs to the Dean or Director of Education, who then finalizes the SLOs prior to the first day of instruction. When a documented syllabus does not already exist in the College's curricular holdings, see [§ 4.0.3 - DEVELOPING EXISTING CURRICULAR OFFERINGS](#).

ADMINISTRATIVE PROCEDURE: Director of Education updates AC-13 Course Information Master List.

§ 4.2.2 - COURSE DESCRIPTIONS

ADMINISTRATIVE RULE: A course description is a brief statement summarizing the topics covered, and activities performed, in a course. All course descriptions shall appear in MV-16 General Catalog, published online and in print. Each course's syllabus must contain its corresponding description.

ADMINISTRATIVE PROCEDURE: The instructor of record in each College course agrees to review any existing syllabuses for the course and submit any suggested revisions of course descriptions to the Dean or Director of Education, who then finalizes the course descriptions prior to the first day of instruction. When a documented syllabus does not already exist in the College's curricular holdings, see [§ 4.0.3 - DEVELOPING EXISTING CURRICULAR OFFERINGS](#).

ADMINISTRATIVE PROCEDURE: Director of Education updates AC-13 Course Information Master List.

§ 4.2.3 - PREREQUISITES

ADMINISTRATIVE RULE (DEFINITION OF PREREQUISITES): Prerequisites are courses at the College that students must have passed in order to enroll in a more advanced course.

ADMINISTRATIVE PROCEDURE: The appropriate Program Chair, in consultation with other faculty members in his/her program or department, may assign a prerequisite to a course and send it to the Dean or Director of Education for approval. If approved, the Dean or Director of Education adds the prerequisite to the corresponding syllabus, and a member of the administration adds it to MV-16 General Catalog and any other relevant marketing materials.

ADMINISTRATIVE RULE: Students who do not meet a course's listed prerequisites or demonstrate a satisfactory understanding of the prerequisite course(s)'s material on a College assessment may not enroll in the course.

ADMINISTRATIVE PROCEDURE: If a student attempts to enroll in a course but is initially denied because they do not meet the prerequisites, they may contact the instructor of record and request that the instructor waive the prerequisite coursework after the student demonstrates mastery of the prerequisite competencies. The instructor of record must then either administer a prerequisite competencies assessment (typically the final examination of the prerequisite course(s)) or request that the Dean, Director of Education, or appropriate Program Chair administer the same assessment. If the student earns a grade of C (75%) or better on this prerequisite competencies assessment, the student is considered to have earned the consent of the instructor to enroll in the course, and the instructor completes a AC-14 Instructor Approval to Waive Prerequisite Coursework form. The student must then return the completed form to the Registrar, who then enrolls the student in the course, following policies and procedures outlined in [§ 2.5.1 – COURSE REGISTRATION & WITHDRAWAL](#).

ADMINISTRATIVE PROCEDURE: Director of Education updates AC-10 Course Information Master List.

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§ 4.2.4 - COURSE CODES

ADMINISTRATIVE RULE: Course codes for any music classes required in a program at the College begin with the prefix M ("music"); required liberal arts classes start with L ("liberal arts"); performing ensembles start with P ("performance"); elective courses other than performing ensembles start with E ("elective"); and elective performing ensembles start with P ("performance") and end with E (e.g., P910E).

ADMINISTRATIVE RULE: Courses deemed appropriate for students in their first year of study then receive a number between 100 and 199, which follows the prefix; courses designed for second-year students receive a number between 200 and 299; and third-year courses are numbered between 300 and 399. All performing ensemble courses are numbered between 900-999.

ADMINISTRATIVE RULE: Sequential courses, called a track, receive a letter corresponding to the level of the class, which follows the number. The first course in a track is assigned an A, the second a B, third a C, and fourth a D.

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education confer to assign a course code to a new course based on the previously stated administrative rules. The Director of Education then adds the course code to the corresponding syllabus, and a member of the administration adds it to MV-16 General Catalog, all relevant program outlines, and any other relevant marketing materials.

ADMINISTRATIVE PROCEDURE: Director of Education updates AC-13 Course Information Master List.

[Return to 4.2 - Course Information Table of Contents](#)

§ 4.2.5 - CREDIT ASSIGNMENT AND COURSE DESIGNATIONS

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education confer to assign quarter credit to all College courses.

ADMINISTRATIVE RULE: When assigning credit, the Dean and Director of Education shall work from the general rule that one quarter credit hour equals approximately three hours of work per week over a period of ten weeks, plus one week with a final examination or other assessment.

ADMINISTRATIVE RULE: The College uses four course designations with the following corresponding quarter credit assignments:

- **LECTURE:** For lecture-based classes, one credit hour represents one 50-minute recitation period of in-class instruction and two hours of homework and outside preparation per week for ten weeks, plus final examination.
- **LAB/WORKSHOP:** For lab-style classes, also referred to as workshops, one credit hour represents 1.5 hours of in-class instruction and 1.5 hours of homework and/or independent practice, plus final examination and/or project.
- **ENSEMBLE:** For ensembles, one credit hour represents two hours of in-class rehearsal and one hour of outside practice and preparation, plus final examination and/or performances.
- **PRIVATE LESSON:** For private lessons, one credit hour represents one hour of private instruction per week for ten weeks, plus a final jury performance. An additional credit hour is awarded for completing 50 hours of logged practice per quarter, which equates to five hours per week.
- **INDEPENDENT STUDY:** For independent study courses, one credit hour represents one 50-minute recitation period of in-class instruction and two hours of homework and outside preparation per week for ten weeks, plus final examination and/or project.

ADMINISTRATIVE RULE: Credit shall only be granted if all course requirements are met and the final examination, project, performance, jury, or the equivalent is passed.

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education assign credit hours to a new course based on the previously stated administrative rules. Once assigned, the Director of Education adds them to the corresponding syllabuses, and a member of the administration adds them to the MV-16 General Catalog, all relevant program outlines, and any other relevant marketing materials.

ADMINISTRATIVE PROCEDURE: Director of Education updates AC-13 Course Information Master List.

[Return to 4.2 - Course Information Table of Contents](#)

§ 4.3 – REQUIRED TEXTBOOKS, MATERIALS, AND GEAR

POLICY: The administration shall require all courses offered at the College to list appropriate textbooks, gear, and/or other materials which shall enable students to achieve the course's learning outcomes. The administration shall appoint qualified staff to oversee the efficacy of each required textbook, material, and gear and review its relevance regularly. Required textbooks, gear, and other materials shall be listed on all pertinent documents and publications.

RULE: The Dean and Director of Education shall choose and assign required textbooks, materials, and gear to benefit student learning and enforce their proper implementation in College courses. All approved required textbooks, materials, and gear shall be published in the course syllabus of each course.

PROCEDURE: The Dean and/or Director of Education shall ensure that each CCM course has effective required textbooks and/or materials, a list of which is published on the corresponding course syllabus and the College's website, and develop and publish a required gear list for all incoming students while abiding by administrative rules and procedures organized in the following categories:

[§ 4.3.1 - REQUIRED TEXTBOOKS AND MATERIALS SELECTION, ADOPTION, & AFFORDABILITY](#)

[§ 4.3.2 - REQUIRED GEAR](#)

[§ 4.3.3 - REQUIRED TEXTBOOKS AND MATERIALS ACQUISITION](#)

§ 4.3.1 - REQUIRED TEXTBOOKS AND MATERIALS SELECTION, ADOPTION, & AFFORDABILITY

ADMINISTRATIVE PROCEDURE: In consultation with Program Chairs, the Dean and/or Director of Education shall develop and maintain a list of required textbooks and materials for each newly designed College course. The Director of Education then adds this list to the corresponding course syllabus and AC-15 Required Textbooks, Materials, & Gear Master List.

ADMINISTRATIVE RULE: AC-15 Required Textbooks, Materials, & Gear Master List must contain estimated pricing, ISBN number, author/publisher, and possible location of each item.

ADMINISTRATIVE PROCEDURE: If the instructor of record in a course wishes to recommend changes to the course's required textbooks or materials, he/she must note them on his/her EV-19 Instructor Course Evaluation and may choose to submit an emailed or written request to the appropriate Program Chair or the Director of Education and filling out AC-13 Textbook Requisition. The Dean and/or Director of Education may then form a Curriculum Committee comprised of themselves and any appropriate Program Chairs or instructors they designate to determine if any revisions to the course's required textbooks, materials, and/or gear should be made. If the Committee votes to implement any changes, the Director of Education shall revise the corresponding course syllabus and AC-15.

ADMINISTRATIVE RULE: Program Chairs shall stay current regarding new texts and materials which support student learning.

ADMINISTRATIVE GUIDELINE: Faculty should consider cost to students when choosing curricular materials.

ADMINISTRATIVE RULE: PDF or digital copies on electronic devices are only acceptable when expressly permitted or required by the instructor of record within the course syllabus.

ADMINISTRATIVE RULE: Instructors must incorporate the required textbooks and materials in their lessons and coursework to an extent, and in a manner, which justifies their acquisition.

§ 4.3.2 - REQUIRED GEAR

ADMINISTRATIVE PROCEDURE: In consultation with Program Chairs and any other appropriate instructors, the Dean and/or Director of Education shall develop a list of required gear for all incoming students. The Director of Education then adds this list to the corresponding course syllabus and the AC-15 Required Textbooks, Materials, & Gear Master List.

ADMINISTRATIVE RULE: AC-15 must contain estimated pricing; any recommendations or requirements of item manufacturers, models, or specifications such as size or quality; and possible location of each item.

ADMINISTRATIVE PROCEDURE: If an instructor wishes to recommend changes or additions to the College's gear requirements, they may submit an emailed or written request to the appropriate Program Chair or the Director of Education. The Dean and/or Director of Education may then form a Curriculum Committee comprised of any appropriate Program Chairs or instructors they designate to determine if any revisions to the College's required gear should be made. If the Committee votes to implement any changes, the Director of Education shall revise AC-15.

ADMINISTRATIVE RULE: Program Chairs shall stay current regarding new technologies, software, hardware, digital services, and other gear which support student learning.

ADMINISTRATIVE GUIDELINE: Faculty should consider cost to students when choosing curricular materials.

ADMINISTRATIVE RULE: Instructors must incorporate the required gear in their lessons and coursework to an extent, and in a manner, which justifies their acquisition.

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§ 4.3.3 - REQUIRED TEXTBOOKS, MATERIALS, & GEAR ACQUISITION

ADMINISTRATIVE PROCEDURE: Prior to Student Orientation Day, the administration shall direct incoming students to AC-15 Required Textbooks, Materials, & Gear Master List published on the College's website and recommend that they purchase the items listed for incoming students in their program. After taking placements exams during the week of Student Orientation (reference [§ 7.5.1 – STUDENT ORIENTATION](#)), students shall be informed of the level in which they will begin each of their required course tracks so that they may purchase these courses' required textbooks, materials, and gear prior to the first day of instruction.

ADMINISTRATIVE RULE: If a student already owns any of the required items, they may use them in their studies at CCM.

ADMINISTRATIVE RULE: Students must arrive on the first day of instruction with all required textbooks, materials, and gear or present the instructor with a printed receipt showing that they have purchased them. If a student does not acquire all their required materials by the Friday of Week 2, the Last Day to Drop/Withdraw from a Course, the instructor of record may request to drop the student from the course by notifying the Registrar. Students may not share textbooks, materials, or gear with other students registered in the same class at the same time; each student must independently own the required items of the course.

ADMINISTRATIVE RULE: The College does not operate a bookstore for publishers other than the California College of Music Press, which prints textbooks published independently by faculty members. Books printed by the California College of Music Press may be purchased at the Administrative Office or pre ordered online for in-school pickup. For the College's publishing policy, see [§ 2.3.7 - PUBLISHING](#).

ADMINISTRATIVE RULE: The College Library shall carry a copy of all required textbooks and materials for faculty use. For policies concerning library acquisitions, see [§ 4.6.2 - LIBRARY COLLECTIONS, ACQUISITION, & RESERVATIONS](#).

ADMINISTRATIVE RULE: Students may borrow required gear such as headphones for on-campus use no more than three times per quarter by signing out an item from the Equipment Checkout Binder in the Administration Office.

[Return to 4.3 - Required Textbooks, Materials, & Gear Table of Contents](#)

§ 4.4 – PRIVATE LESSONS, JURIES, AND SHOWCASES

POLICY: The administration shall maintain procedures to ensure that every student enrolled in a college-level program receives one-on-one instruction in their primary area of emphasis and gives adjudicated performances followed by both informal and formal instructor feedback. The content covered in the lessons must support the program purposes outlined in [§ 1.14 - PROGRAM PURPOSES](#). In the Associate of Science in Performance degree program, the capstone project shall be an adjudicated professional showcase, advised by an appropriate faculty member and the student's private lesson instructor, for which each student shall receive formal feedback.

PROCEDURE: The Dean and Director of Education shall ensure that all students receive private lessons in their primary emphasis from a qualified instructor, culminating each quarter in a juried performance which is evaluated by appropriate faculty members. Private lessons, juried performances, and professional showcases must abide by administrative rules and procedures found in the following sections:

[§ 4.4.1 - PRIVATE LESSONS](#)

[§ 4.4.2 - JURIES](#)

[§ 4.4.3 - PROFESSIONAL SHOWCASE & JURY](#)

§ 4.4.1 - PRIVATE LESSONS

ADMINISTRATIVE RULE: As required within each college-level program, students receive one hour of private instruction per week for ten weeks by enrolling in one of the College's M100 Private Lesson & Jury courses. 50 hours of dedicated, documented practice time (the "practice hours") are required in each instance of every M100 course, except the M100SP Private Lessons & Showcase Preparation course, which requires no documented practice time.

ADMINISTRATIVE RULE: The content covered in private lessons must support the student learning outcomes found on the course syllabus, which include preparing the student to execute the technical requirements found on the emphasis specific Jury Adjudication Form (AC 16–22) in their jury performance. Technical requirements are rooted in applied music theory and ear training/solfège and are chosen based on the average student's expected level of musicianship at the time of each jury performance/recording.

ADMINISTRATIVE PROCEDURE: After reviewing student audition materials and any input from Program Chairs, the Dean and/or Director of Education assign incoming students to private instructors.

ADMINISTRATIVE PROCEDURE: To log practice hours, students scan their fingerprint on the biometric scanner outside the Administration Office at both the beginning and end of their practice session. Every Monday morning, the Director of Administration posts each student's practice hours completed in the previous week.

ADMINISTRATIVE PROCEDURE: If a student wishes to change private lesson instructors prior to the Last Day to Add/Drop, they must submit a written or emailed statement to the Dean and/or Director of Education stating the reasons for the requested switch and their preferred choice(s) of private instructor. The Dean and/or Director of Education shall then evaluate the request and inform the student of its approval or denial within five (5) business days.

ADMINISTRATIVE PROCEDURE: If a student alleges that their private instructor violated AD-01 Code of Conduct in one of their lessons, the Dean and/or Director of Education may grant a switch of private instructors after the Last Day to Add or Drop/Withdraw from Courses and after reviewing AD-03 Incident Report describing the alleged behavior.

ADMINISTRATIVE PROCEDURE: During Week 11, students are encouraged to submit their private instructor preferences for the following quarter online by completing EV-06 Quarterly Student Preferences form online. During Week 12, the Dean and/or Director of Education review this feedback and determine with whom each student will study in the following quarter (reference [§ 9.4.4 - PREFERENCE POLLS](#)).

ADMINISTRATIVE GUIDELINE: When assigning a returning student to a private instructor, the Dean and/or Director of Education should consider the following criteria, listed in order of importance:

1. the student's preferences listed on the EV-03 Quarterly Student Preferences form;
2. the number of times the student was previously denied their first choice of instructor;
3. the student's academic performance, especially in their most recent jury;
4. the teaching burden on the requested instructor; and
5. student seniority.

ADMINISTRATIVE RULE: Students who take more than 100% timeframe to complete a program but who have already finished the M100 series required for their program may elect to continue in private lessons at no additional tuition charge by enrolling in the E100 Private Lesson course, which does not require documented practice time.

ADMINISTRATIVE RULE (STUDENT CANCELLATIONS): Students enrolled in M100, M101, and E100 private lesson(s) must provide at least a 24 hour cancellation notice of their scheduled lesson time to their private instructor in order to be considered for an excused absence and provide a date and time for a makeup lesson. Approved cancellations consist of family and medical emergencies as well as any career opportunities. Other approved cancellations are at the discretion of the instructor. Notifications received less than 24 hours before the scheduled lesson time shall be considered an unexcused absence and no makeup lesson shall be scheduled (see also [§ 9.2 - STUDENT ATTENDANCE](#)). Students may collect up to three unexcused absences before the college Administratively Withdraws them from the course resulting in a fail.

ADMINISTRATIVE RULE (FACULTY CANCELLATIONS): Faculty teaching M100, M101, and E100 private lesson(s) must provide at least a 24 hour cancellation notice of their scheduled lesson time with a student to the Director of Administration. Acceptable cancellations consist of family and medical emergencies as well as any career opportunities. Other approved cancellations are at the discretion of the Director of Administration. Notifications received less than 24 hours before the scheduled lesson time may be subject to disciplinary actions or termination.

ADMINISTRATIVE PROCEDURE: All notifications of private lesson cancellations must be reported to the Director of Administration from the private lesson instructor immediately. The instructor must also provide a new date and time for the makeup lesson which must take place within one week of the scheduled private lesson times. In the instance an instructor cannot make up the lesson time, the lesson shall be given to a substitute instructor. All make-up lessons must take place before juries. In the instance of an Administratively Withdrawn private lesson course, The Director of Administration will notify the student and the instructor with an updated course schedule.

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§ 4.4.2 - JURIES

ADMINISTRATIVE RULE: Each student enrolled in a M100 course (except for M100SP Private Lessons & Showcase Preparation) must complete a live performance or presentation of recorded work in front of a faculty jury during Week 11. These evaluations ("juries") are divided into two categories:

1. For students with a defined emphasis of Voice, Guitar, Bass, Drums, or Keyboard, a "jury performance" is an adjudicated live performance of one or two musical selections rehearsed in private lessons, along with prescribed technical requirements appropriate for the individual emphases and level.
2. For students in the Certificate in Songwriting & Music Production program, a "jury recording" is an adjudicated presentation of recorded work completed under the tutelage of the private instructor. Students have the option in their first two M100 courses of their program to elect a "jury performance," however, a "jury recording" is mandatory for the last two M100 courses of their program. Within their jury presentation, students must also perform the prescribed technical requirements appropriate for their emphasis and level, using their voice or the instrument of their choice.

Adjudicators also provide constructive feedback (both verbally and in writing on AC-14-19 Jury Adjudication Forms to students immediately following their jury.

ADMINISTRATIVE PROCEDURE: By the first day of instruction, the Director of Administration (or his/her designee) prints one copy of the appropriate level of Jury Adjudication Form in a M100 course and places each one in the corresponding Instructor Binder for the instructor's reference. In the first lesson, private lesson instructors apprise their student(s) of the technical requirements they must execute during their jury performance/recording at the end of the current quarter, stated on the instructor's copy of the student's Jury Adjudication Form.

ADMINISTRATIVE RULE (JURY REQUIREMENTS): All Jury Adjudication Forms (AC-14-19) must contain grading criteria, the appropriate technical requirements, and fields for the student's name, quarters with their instructor, and musical selection(s). Program Chairs and/or the Director of Education can suggest updates to jury adjudication forms. All final submissions must be approved by the Dean and/or the Director of Education to ensure student learning outcomes are met in each jury. All approved PDF copies of the Jury Adjudication Forms are saved on the College's cloud storage site.

ADMINISTRATIVE RULE (STUDENT JURY FORMS): All students enrolled in a M100 or M101 Course must fill-out and submit an online Jury Form which states their current quarter, instructor, and the piece(s) they chose to perform no later than Friday of Week 9. Students who do not submit an online Jury Form by Friday of Week 9 shall not be provided a jury time and will receive an automatic 0.

ADMINISTRATIVE PROCEDURE (JURY TIME ASSIGNMENT): Monday of Week 10, the Director of Administration will assign M100 and M101 students to a specific jury date and time during Week 11. Students allotted a jury time are expected to arrive prepared and on time. Students may not request to switch their jury date and/or time for any reason. If the posted scheduled time interferes with either a career opportunity or pre-existing job, it is the responsibility of the student to notify the Director of Administration as soon as possible, no later than Friday of Week 10.

ADMINISTRATIVE RULE (NO-SHOWS): At the discretion of the adjudicators, "no-shows" (students who do not arrive at his/her scheduled jury time) will be given one additional opportunity to make up their jury at the end of the last jury performance or recording. If the student still does not perform his or her jury performance or recording, he/she shall receive an automatic 0. For those students with mitigating circumstances, reference [§ 9.2 - GRADING & STUDENT ASSESSMENT](#).

ADMINISTRATIVE PROCEDURE: When the student and instructor agree on the musical selection(s) to present to the jury, the student completes a digital jury adjudication form through the College's student portal by no later than the Friday of Week 9. The Director of Administration (or their appointee) then produces a paper copy of the student's form for both the Dean and Director of Education, who independently adjudicate the student's jury performance/recording using this form. If either the Dean or Director of Education cannot attend a jury date, they must appoint another faculty member, typically a Program Chair, to serve in their stead.

ADMINISTRATIVE PROCEDURE: If a Program Chair is not designated as an adjudicator but wishes to attend any jury performance/recording, they must make a written or verbal request to the Dean and/or Director of Education, who may then admit them to the jury.

ADMINISTRATIVE RULE: Program Chairs attending a jury as guests and not proxies for the Dean or Director of Education may offer informal verbal feedback to students, but they may not issue an official documented jury adjudication.

ADMINISTRATIVE PROCEDURE: A member or appointee of the administration films all juries for administrative purposes and posterity. Students may request video copies of their own jury performances for self-evaluation.

ADMINISTRATIVE PROCEDURE: The two adjudicators submit their completed Jury Adjudication Forms to the Director of Administration (or their appointee) for processing, who averages the two adjudicators' scores to calculate the student's final jury score, which represents 50% of their grade in the M100 course.

DOCUMENTATION: AC-14 Voice Emphasis Jury Adjudication Forms, AC-15 Guitar Emphasis Jury Adjudication Forms, AC-16 Bass Emphasis Jury Adjudication Forms, AC-17 Drum Emphasis Jury Adjudication Forms, AC-18 Keyboard Adjudication Forms, and AC-19 Songwriting & Music Production Adjudication Forms.

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§ 4.4.3 - PROFESSIONAL SHOWCASE & JURY

ADMINISTRATIVE RULE: Each student enrolled in the M299 Professional Showcase and Jury course must present a "professional showcase," defined as an adjudicated capstone project presented in the final quarter of the Associate of Science in Performance degree program. Students are required to arrange, produce lead sheets for, rehearse, and perform a set of songs at a professional level, preferably at a professional music venue in the local community. Students spend two hours per week rehearsing the showcase repertoire, 30 minutes of which is overseen by a faculty advisor. Faculty members adjudicating the showcase record constructive written feedback for the student(s) on the AC-20 Professional Showcase Adjudication Form.

ADMINISTRATIVE RULE: In the Associate of Science in Performance degree program, the final quarter of the six-quarter M100 series is the M100SP Private Lessons & Showcase Preparation course, a 1-unit course which runs concurrently with M299 Professional Showcase and Jury. In the M100SP course, the private lesson instructor shall mentor the student in their preparation for the professional showcase through instruction in arrangement, rehearsal techniques, and part performance. No documented practice time is required for the M100SP course.

ADMINISTRATIVE PROCEDURE: By the first day of instruction, the Director of Administration (or their designee) prints one copy of the appropriate AC-20 Professional Showcase Adjudication Form in the student's private instructor's Instructor Binder. The faculty advisor then provides the student with the M299 syllabus and reviews AC-20 Professional Showcase Adjudication Form in the first class session.

ADMINISTRATIVE RULE: AC-20 Professional Showcase Adjudication Forms must contain grading criteria and fields for the student's name, instructor, and musical selection(s).

ADMINISTRATIVE PROCEDURE: When the student and M299 faculty advisor agree on the musical selection(s) to present in the showcase, the student completes a digital AC-20 through the student portal by no later than the Friday of Week 9.

ADMINISTRATIVE PROCEDURE: The Director of Administration (or his/her designee) makes a copy of each student's completed AC-2315 Professional Showcase Adjudication Form for both the Dean and Director of Education, who independently adjudicate the student's showcase using this form. If either the Dean or Director of Education cannot attend the showcase, they must appoint another faculty member, typically the Program Chair of the student's emphasis, to serve in their stead.

ADMINISTRATIVE RULE: Program Chairs attending a showcase as guests and not proxies for the Dean or Director of Education may offer informal verbal feedback to students, but they may not issue an official documented showcase adjudication.

ADMINISTRATIVE PROCEDURE: A member or appointee of the administration films all juries for administrative purposes and posterity. Students may request video copies of their own showcase for self-evaluation.

ADMINISTRATIVE PROCEDURE: The two adjudicators submit their completed Jury Adjudication Forms to the Director of Administration (or their appointee) for processing, who averages the two adjudicators' scores to calculate the student's final showcase jury score, which represents 50% of their grade in the M299 course.

[Return to 4.4 - Private Lessons, Juries, & Showcases Table of Contents](#)

§ 4.5 – PERFORMANCES AND RECORDINGS

POLICY: The administration shall offer enrolled students the opportunity to regularly perform live in public, College-sanctioned concerts, which, along with any other pertinent College events or classes, the administration will document with audio and video recordings for posterity and potential use in marketing materials.

PROCEDURE: The Dean shall ensure that the College presents and records public concerts featuring student performers in local venues as well as document any relevant College experiences while abiding by the administrative rules and procedures outlined in the following sections:

[§ 4.5.1 - PERFORMANCES](#)

[§ 4.5.2 – RECORDINGS](#)

§ 4.5.1 - PERFORMANCES

ADMINISTRATIVE RULE: All active College ensembles shall have the opportunity to perform at a select public venue chosen by the College, usually located in Los Angeles county and surrounding areas , at least once per quarter. The Dean or Director of Education may also grant this opportunity to students either enrolled in an ensemble workshop course or developing extracurricular musical projects if they deem the students' work to be at a satisfactory level by the end of Week 10.

ADMINISTRATIVE PROCEDURE: Prior to the first day of instruction, the instructor of record in each ensemble, in consultation with the Dean and/or Director of Education, develops a proposed repertoire list for the group. By no later than the end of the Friday of Week 1, the instructor solicits repertoire suggestions from the students. After reviewing these submissions, they then create a final repertoire list for the group to perform.

ADMINISTRATIVE RULE: Ensemble instructors must choose repertoire that supports the student learning outcomes outlined on the course syllabus.

ADMINISTRATIVE GUIDELINE: Ensemble instructors should choose repertoire that is appropriately challenging for the students in the group and has historical and pedagogical significance. Instructors should strongly consider student suggestions when compiling the final repertoire list.

ADMINISTRATIVE PROCEDURE: The Director of Administration (or their designee) contacts local performance venues and books time slots for all of the College's ensembles and other potential student performers by no later than 5:00 on Friday of Week 5.

ADMINISTRATIVE PROCEDURE: If a student wishes to petition for a College-sanctioned performance opportunity, they may email a recording of them performing the proposed selection to the Dean and/or Director of Education for their review. The Dean or Director may then allow the student to perform, including their selection in a scheduled concert. If many qualified students submit performance requests, the Dean may elect to schedule a separate concert showcasing these students' works.

ADMINISTRATIVE PROCEDURE: The Director of Outreach promotes College performances on its social media channels while abiding by the administrative rules and procedures found in [§ 7.0.3.1 SOCIAL MEDIA](#).

ADMINISTRATIVE GUIDELINES: Students are encouraged to promote College functions on their personal social media accounts but must adhere to content guidelines outlined in [§ 7.0.3.1 SOCIAL MEDIA](#).

ADMINISTRATIVE PROCEDURE: The Director of Administration and/or their designees transport any necessary College equipment and gear to the performance venue and return it to the College after the concert.

ADMINISTRATIVE GUIDELINE: The administration should encourage faculty, staff, and current and former students to attend all College performances and events.

§ 4.5.2 – RECORDINGS

ADMINISTRATIVE PROCEDURE: The Director of Administration and/or their designees document all College performances with audio and video recordings by using College equipment and gear and/or outsourcing these efforts.

ADMINISTRATIVE PROCEDURE: If the administration wishes to record any College class session, a director or one of their designees emails the instructor of record to schedule an appropriate time to record and, once a date and time are determined, informs the students enrolled in the class at least one day prior via email.

ADMINISTRATIVE PROCEDURE: If a student wishes to opt out of a class session being recorded or not have a recording of them in class made available to their peers or publicly disseminated, they must notify the instructor of record via email. The instructor may then grant or deny the request.

ADMINISTRATIVE RULE: After signing AM-25 Student Acknowledgements Form, students consent to the College's use of all recordings of them for promotional purposes.

[Return to 4.5 - Performances & Recordings Table of Contents](#)

§ 4.6 – LIBRARY

POLICY: The administration shall consider the California College of Music Library as an integral part of the institution. The institution shall have a library, learning space, and information resources to fulfill its purposes as appropriate for the size and scope of its operation.

PROCEDURE: Library policies shall be organized under the following subsections:

[§ 4.6.1 - LIBRARY GOVERNANCE, ADMINISTRATION, AND PERSONNEL](#)

[§ 4.6.2 - LIBRARY COLLECTIONS DEVELOPMENT: ACQUISITION, PRESERVATION, AND REPLACEMENT](#)

[§ 4.6.3 - LIBRARY EQUIPMENT ACQUISITION AND MAINTENANCE](#)

[§ 4.6.4 - LIBRARY ACCESS, FACILITIES, AND FINANCES](#)

[§ 4.6.5 - CIRCULATION](#)

§ 4.6.1 - LIBRARY GOVERNANCE, ADMINISTRATION, AND PERSONNEL

ADMINISTRATIVE RULE: The California College of Music Library shall support student learning by maintaining, evaluating, and, when necessary, augmenting its music-related holdings. CCM shall also encourage its students to take advantage of the resources available to them at the Shatford Library at Pasadena City College as well as through the Pasadena and Los Angeles library systems.

ADMINISTRATIVE RULE: Public Patron Cards at the Shatford Library at Pasadena City College shall be required for California College of Music students at all times. In each enrolling quarter, a mandatory Shatford Library Orientation session shall be provided to all new students.

ADMINISTRATIVE RULE: The Librarian is responsible for routine audits of the library's holdings, facilitating and moderating the circulation of library materials, and day-to-day library upkeep.

ADMINISTRATIVE RULE: The library supports and abides by the American Library Association's Freedom to Read Statement, found at the following web address: <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

ADMINISTRATIVE PROCEDURE: The Director of Administration (or their designee emails AC-21 California College of Music Library Guide and AC-23 Library Orientation & Training Handout, which can also be found on the College's website:

(<https://ccmla.edu/wp-content/uploads/2020/02/AC-26-Library-Orientation-Training-Handout-20200225.pdf>),

to all incoming students along with their Student Orientation Packet (see [§ 7.5.1 - STUDENT ORIENTATION](#)). This document contains information regarding library access, how to locate items in the library's holdings, and policies and procedures concerning checking out and returning circulating items.

ADMINISTRATIVE PROCEDURE: Each Spring and Fall quarter, the Librarian (or their designee) escorts all new students to Shatford Library at Pasadena Community College, where they attend an orientation that details how to utilize Shatford's resources. There they register for a Public Patron Card, granting them access to Shatford's physical and online learning resources.

§ 4.6.2 - LIBRARY COLLECTIONS DEVELOPMENT: ACQUISITION, PRESERVATION, AND REPLACEMENT

ADMINISTRATIVE PROCEDURE (FACULTY/STUDENT LIBRARY REQUESTS AND RECOMMENDATIONS): If at any time, a student or a member of the faculty has a request or recommendation for an item to be added to the library collections, or for equipment to be added to the library facility, for a subscription (e.g. Naxos Jazz Library) or other library addition, he/she may complete the AC-22 Library Request Recommendation Form.

ADMINISTRATIVE PROCEDURE: (EMAILED FACULTY REQUESTS) Any faculty member may email a proposal for new library holdings to the Librarian, who then, in consultation with the Dean and/or Director of Education, reviews the proposal. If the Librarian accepts it, they email their formal purchase request to the President for final approval.

ADMINISTRATIVE PROCEDURE (FACULTY/STUDENT INVOLVEMENT IN LIBRARY DEVELOPMENT): At the end of each Spring and Fall quarter, the following email shall be sent to all faculty members in order to solicit their involvement in the development of the library:

"Dear Faculty Members: Could you name at least 3 books on music you have read recently, or musical thinkers you are following right now, that you feel other musicians would benefit from investigating? How about 3 modern records or musicians you think everyone should be hip to? These will be compiled and published in the CCM Monthly Newsletter, and the book titles may be integrated into the CCM Library."

ADMINISTRATIVE PROCEDURE: The Librarian shall conduct at least one audit of the library's holdings per year, completing it by no later than the Friday of Week 11 of the Summer quarter. In this process, he/she shall update the status of any damaged or missing items on the College's online library catalog and list these items on AD-09 Facilities Maintenance Request Form. The Librarian then submits this form to the Director of Administration, who then emails a purchase request for replacement of these materials to the President. If the President grants the request, the Director of Administration (or his/her designee) purchases the items. Once the items arrive, the Librarian makes any necessary changes to the corresponding item listings in the College's online library catalog and shelves the items in the library.

ADMINISTRATIVE RULE: In their audit, the Librarian shall not only assess the existence and condition of the library's holdings; they also evaluate the efficacy of the library's holdings as it pertains to student learning and stated College program purposes. To preserve the quality of the library's holdings, the Librarian may recommend purchasing new items or culling ineffective, antiquated, worn, inaccurate, or duplicative items. These decisions must be approved by both the Dean and the Director of Education.

ADMINISTRATIVE RULE: The library shall hold at least one copy of all required textbooks and materials found on AC-15 Required Textbook, Materials, and Gear list for faculty use.

ADMINISTRATIVE PROCEDURE: If new textbooks or materials are added to AC-15 Required Textbook, Materials, and Gear list, the Director of Administration emails a request to buy these items to the President. If the President grants the request, the Director of Administration (or his/her designee) purchases the items.

ADMINISTRATIVE RULE: New additions to the library's holdings must benefit student learning; be accurate, appropriate with respect to College curricula, and written by credible authors; and not overlap with existing holdings unless the Librarian recommends purchasing duplicative materials.

ADMINISTRATIVE GUIDELINE: When choosing between purchasing materials of equal usefulness and academic merit, the Librarian should select the least costly option.

ADMINISTRATIVE PROCEDURE: When the College acquires new library holdings, the Librarian inputs the items' identification information such as title, author(s), publisher, edition, International Standard Book Number (ISBN), and call number into the College's online library catalog. If an item does not have a call number, the Librarian assigns one to the item. Then they stock the items in the library.

[*Return to 4.6 - Library Table of Contents*](#)

§ 4.6.3 - LIBRARY EQUIPMENT ACQUISITION AND MAINTENANCE

ADMINISTRATIVE RULE: The library equipment and technology, consisting mainly of the computer workstation(s) found in the library, as well as the CCM Library Catalog, shall be evaluated at least annually by the Director of Administration and/or the Dean, and/or their designee(s), and repaired or replaced as necessary at the recommendation of the Dean.

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§ 4.6.4 - LIBRARY ACCESS, FACILITIES, AND FINANCES

ADMINISTRATIVE RULE (THE LIBRARY IS AN ACCESSIBLE STUDY ENVIRONMENT): The library shall be recognized as an environment conducive to study, which students may access for this purpose at any time during the normal operational hours of the College facility.

ADMINISTRATIVE RULE: All times, the library shall maintain equipment that allows access to the full resources of the library, including computer terminal(s), speakers, and other audio and video equipment. Access to at least one comprehensive streaming service shall be provided.

ADMINISTRATIVE RULE: All projected annual budgets shall contain a provision of at least \$500 for library development and facilities maintenance. This budget shall be managed by the Librarian at the discretion of the Dean.

ADMINISTRATIVE RULE: Students may access the library during all normal administrative hours of 8:00 a.m. to 6:00 p.m., Monday-Friday, except federal holidays. While not in use, the library is to remain locked with the lights on and windows unobstructed.

ADMINISTRATIVE PROCEDURE: If a student wishes to access the library, they must ask a member of the administration in the Administration Office to unlock it. The student may also request the username and password for the College wireless network.

ADMINISTRATIVE RULE: Reference books and any electronic equipment must remain in the library.

ADMINISTRATIVE PROCEDURE: If a student wishes to access reference books, they must ask a member of the administration in the Administration Office to unlock the cabinets in which they are stored.

ADMINISTRATIVE RULE: Students are responsible for turning off any computer workstations and other electronic equipment they use before leaving the library.

ADMINISTRATIVE PROCEDURE: A student places any books, scores, or other reference materials they used but does not intend to check out on the recirculation desk in the library. The Librarian then re-shelves these materials.

ADMINISTRATIVE RULE: Students are discouraged from photocopying, and using other methods of reproducing, library materials, as they are liable for any copyright infringement per the Copyright law of the United States (Title 17 U.S. Code). Copying audio or video recordings onto personal electronic devices is forbidden; these files are property of CCM.

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§ 4.6.5 - CIRCULATION

ADMINISTRATIVE RULE: A student may borrow circulating items for no more than three weeks (21 calendar days) and may renew items a maximum of two times. Each student may have up to ten circulating items checked out at any given time. Faculty members reserve the right to recall any items if deemed necessary for their classes. Students may access the locked reference book cabinets by making a request with the Administrative Office.

ADMINISTRATIVE RULE: After 21 days, if an item is outstanding, the borrower will receive an overdue notice by email from the Administration Office and assessed a \$0.25 fine per item per day late. If an item is more than two months overdue or is returned damaged or altered, CCM will levy an additional \$10.00 surcharge plus a replacement fee equal to the cost of a new copy of that item. As a courtesy, CCM stops collecting overdue charges when they reach \$10.00, but once this occurs, CCM reserves the right to freeze a student's school account. This potentially prevents them from borrowing additional library materials, registering for future classes, and graduating. Once a student repays all fines, CCM will restore their school account. All library-related payments must be made at the Administration Office.

ADMINISTRATIVE PROCEDURE: If a student wishes to check out any circulating items, they bring them to the Administration Office and present them to the Librarian or their designee, who then checks them out for the student through the College's online library directory and returns them to the student. When finished with the items, the student returns them to the Administration Office. Then the Librarian marks them as returned in the College's online library directory and re-shelves them.

ADMINISTRATIVE PROCEDURE: The searchable Library Catalog shall remain online on the Student Portal (<https://ccmla.edu/student-portal/>).

[Return to 4.6 - Library Table of Contents](#)

§ 4.7 – WORKSHOPS

POLICY: The administration shall host workshops for community members, prospective students, and/or other interested parties. These workshops shall provide customized artistic experiences to those not enrolled in a College program while enhancing the brand of the College. CCM shall actively attempt to coordinate with outside groups to create mutually beneficial workshops held at the College.

PROCEDURE: The Dean, the Directors of Administration, and/or the Director of Education shall build relationships with outside groups seeking customized artistic experiences and then develop and produce appropriate workshops to suit these groups' needs while generating income for the College. The Dean and/or Directors shall abide by administrative rules and procedures outlined in the following subsections:

[§ 4.7.1 - WORKSHOP CONTENT DEVELOPMENT](#)

[§ 4.7.2 - WORKSHOP PROMOTION, PRODUCTION, AND MANAGEMENT](#)

§ 4.7.1 - WORKSHOP CONTENT DEVELOPMENT

ADMINISTRATIVE RULE: Workshops must not unreasonably impinge on enrolled College students' ability to meet the learning objectives of their respective programs.

ADMINISTRATIVE RULE: The workshop designer(s) shall stay abreast of other colleges' workshop offerings in order to inform CCM's workshop content development.

ADMINISTRATIVE GUIDELINE: Workshop proposals to the Board of Directors should show the minimum attendance required to make the workshop profitable.

ADMINISTRATIVE PROCEDURE: Specific types of workshops are categorized as follows:

[§ 4.7.1.1 - NON-CUSTOMIZED WORKSHOPS](#)

[§ 4.7.1.2 - CUSTOMIZED WORKSHOPS](#)

§ 4.7.1.1 - NON-CUSTOMIZED WORKSHOPS

ADMINISTRATIVE PROCEDURE: The Dean and/or Director of Education designs a workshop based on perceived student demand, faculty expertise, and resource availability. The Dean and/or Director then draft a written proposal outlining the workshop's offerings, schedule, and financial details (including any purchases required to realize the workshop) and emails the proposal to the Board of Directors for approval. If approved, the Dean begins making any necessary arrangements to prepare for the workshop such as hiring instructors and delegating production tasks, abiding by administrative rules and procedures found in [§ 4.7.2 - WORKSHOP PROMOTION, PRODUCTION, AND MANAGEMENT](#).

[Return to 4.7 - Workshops Table of Contents](#)

§ 4.7.1.2 - CUSTOMIZED WORKSHOPS

ADMINISTRATIVE PROCEDURE: The Dean contacts the representative(s) of any prospective workshop attendees introduced to them by any member of the Board of Directors, faculty, or staff to discuss the interested party's learning and experiential goals, logistical concerns, and budgetary constraints. The Dean and/or Director of Education then designs a workshop which meets these criteria; drafts a written proposal outlining the workshop's offerings, schedule, and financial details (including any purchases required to realize the workshop); and emails the proposal to the Board of Directors for approval. If approved, the Dean or their designee then renders a document with the pertinent workshop details and a contract outlining the agreement between the

College and the interested party, which the Dean emails to the party's representative(s). If the party signs the contract, the Dean begins making any necessary arrangements to prepare for the workshop such as hiring instructors and delegating production tasks, abiding by administrative rules and procedures found in [§ 4.7.2 - WORKSHOP PROMOTION, PRODUCTION, AND MANAGEMENT](#).

[Return to 4.7.1 - Workshop Content Development Table of Contents](#)

[Return to 4.7 - Workshops Table of Contents](#)

§ 4.7.2 - WORKSHOP PROMOTION, PRODUCTION, AND MANAGEMENT

ADMINISTRATIVE PROCEDURE: The Director of Administration promotes the workshop on the College's website and social media pages, abiding by administrative rules and procedures found in [§ 7.0 - ADVERTISING AND STUDENT RECRUITMENT](#).

ADMINISTRATIVE PROCEDURE: The Dean and/or their designee hires any necessary faculty or staff, reserves any College rooms and/or gear for the workshop dates, and procures any required materials for the workshop prior to its launch.

ADMINISTRATIVE RULE: Workshop faculty shall be hired at a rate ranging from \$20-30 per hour, depending on the experience of the instructor and nature of the material to be taught.

ADMINISTRATIVE PROCEDURE: The Dean or their designee oversees the day-to-day operations of the workshop while it is in session. If the workshop occurs outside of normal College hours of operation, the Dean or designee is responsible for following all building opening/closing procedures found in [§ 2.3.18 - HOURS OF OPERATION](#).

ADMINISTRATIVE RULE: All workshop attendees, faculty, and staff must follow all policies, procedures, and rules found in [§ 2.1 - CODE OF CONDUCT](#). Violators of any aspect of the Code of Conduct or any College policy are subject to the same disciplinary protocols as enrolled students or College faculty/staff.

[Return to 4.7 - Workshops Table of Contents](#)

§ 4.8 – COPYRIGHT COMPLIANCE

POLICY: The administration shall draft and maintain policies and procedures to ensure that College faculty, students, and staff and any other community members comply with all federal copyright laws and respect the legal rights of copyright holders.

PROCEDURE: The Dean and Director of Education develop policies and procedures designed to inform College faculty, students, staff, and other community members utilizing College facilities of their obligation to abide by federal copyright laws.

[§ 4.8.1 - COPYRIGHT COMPLIANCE FOR WRITTEN AND RECORDED WORKS](#)

[§ 4.8.2 - OBTAINING COPYRIGHT PERMISSION](#)

§ 4.8.1 - COPYRIGHT COMPLIANCE FOR WRITTEN AND RECORDED WORKS

COPYRIGHT LAWS: United States copyright law (Title 17, U.S. Code) governs the making of photocopies and the reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law guidelines.

ADMINISTRATIVE RULE: The purpose of the CCM Copyright Compliance Policy for Written and Recorded Works is to provide a summary of U.S. copyright law as it relates to the use of written or recorded copyright-protected works in the classroom and library at CCM, and to provide guidelines and procedures for obtaining copyright permission to use these works. This policy covers classroom issues such as photocopying and music listening, as well as library uses for print and electronic reserves.

ADMINISTRATIVE RULE (DEFINITION OF COPYRIGHT): Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

ADMINISTRATIVE RULE (WHAT IS PROTECTED BY COPYRIGHT): The rights granted by the Copyright Act are intended to benefit “authors” of “original works of authorship”, including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts’ and consultants’ reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those “authors” are the rights to reproduce, distribute, publicly perform and publicly display their works. These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to “make a derivative work,” such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for “authors” of certain works of visual art. Copyright law does not protect ideas, data or facts. In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author’s life plus 70 years after the author’s death. This is often referred to as “life-plus-70”. Works created by companies or other types of organizations generally have a copyright term of 95 years.

ADMINISTRATIVE RULE (FAIR USE ANALYSIS): A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else’s copyright-protected work is likely to be considered fair if it is used for one of the

following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use. To avoid confusion and minimize the risk of copyright infringement, CCM interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one quarter.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If a student, faculty, or staff member does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

ADMINISTRATIVE RULE (CLASSROOM HANDOUTS): Based on the College's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from quarter to quarter, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance; a student, faculty, or staff member must obtain copyright permission to use.

ADMINISTRATIVE RULE (CLASSROOM AND ONLINE LISTENING EXAMPLES): The College refers its instructors and students to the following excerpts from Title 17 Sec. 100 of U.S. Code:

The following are not infringements of copyright:

1. performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made;
2. except with respect to a work produced or marketed primarily for performance or display as part of mediated instructional activities transmitted via digital networks, or a performance or display that is given by means of a copy or phonorecord that is not lawfully made and acquired under this title, and the transmitting government body or accredited nonprofit educational institution knew or had reason to believe was not lawfully made and acquired, the performance of a nondramatic literary or musical work or reasonable and limited portions of any other work, or display of a work in an amount comparable to that which is typically displayed in the course of a live classroom session, by or in the course of a transmission, if —
 - a. the performance or display is made by, at the direction of, or under the actual supervision of an instructor as an integral part of a class session offered as a regular part of the systematic mediated instructional activities of a governmental body or an accredited nonprofit educational institution;
 - b. the performance or display is directly related and of material assistance to the teaching content of the transmission;

- c. the transmission is made solely for, and, to the extent technologically feasible, the reception of such transmission is limited to —
 - i. students officially enrolled in the course for which the transmission is made; or
 - ii. officers or employees of governmental bodies as a part of their official duties or employment; and
 - d. the transmitting body or institution —
 - i. institutes policies regarding copyright, provides informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright, and provides notice to students that materials used in connection with the course may be subject to copyright protection; and
 - ii. in the case of digital transmissions —
 1. applies technological measures that reasonably prevent —
 - a. retention of the work in accessible form by recipients of the transmission from the transmitting body or institution for longer than the class session; and
 - b. unauthorized further dissemination of the work in accessible form by such recipients to others; and
 2. does not engage in conduct that could reasonably be expected to interfere with technological measures used by copyright owners to prevent such retention or unauthorized further dissemination;
3. performance of a nondramatic literary or musical work or of a dramatico-musical work of a religious nature, or display of a work, in the course of services at a place of worship or other religious assembly;
 4. performance of a nondramatic literary or musical work otherwise than in a transmission to the public, without any purpose of direct or indirect commercial advantage and without payment of any fee or other compensation for the performance to any of its performers, promoters, or organizers, if —
 - a. there is no direct or indirect admission charge; or
 - b. the proceeds, after deducting the reasonable costs of producing the performance, are used exclusively for educational, religious, or charitable purposes and not for private financial gain, except where the copyright owner has served notice of objection to the performance under the following conditions:
 - i. the notice shall be in writing and signed by the copyright owner or such owner's duly authorized agent;
 - ii. the notice shall be served on the person responsible for the performance at least seven days before the date of the performance, and shall state the reasons for the objection; and
 - iii. the notice shall comply, in form, content, and manner of service, with requirements that the Register of Copyrights shall prescribe by regulation.

ADMINISTRATIVE RULE (RESERVES): If the College library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

ADMINISTRATIVE RULE (PHOTOCOPYING IN THE LIBRARY): It is permissible to photocopy copyright-protected works in the CCM library without obtaining permission from the copyright owner under the following circumstances:

- Library user requests for articles and short excerpts. At the request of a library user or another library on behalf of a library user, the CCM library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction requests to the library.
- Archival reproductions of unpublished works. Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the CCM library or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.

- Replacement of lost, damaged or obsolete copies. The CCM library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on its computer but not placed on a public network.)
- Library user requests for entire works. One reproduction of an entire book or periodical may be made by your library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

PHOTOCOPYING FOR STUDENTS

- CCM library may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:
- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library displays the register's notice at the place library users make their reproduction requests to the library.

ADMINISTRATIVE PROCEDURE (PHOTOCOPYING BY STUDENTS): Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

ADMINISTRATIVE RULE (COPYRIGHT AND FOREIGN WORKS): The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when CCM uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.).

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§ 4.8.2 - OBTAINING COPYRIGHT PERMISSION

ADMINISTRATIVE PROCEDURE: Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the College has a copy of each permission form or letter. The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need a quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly.

ADMINISTRATIVE RULE (FACT FINDING QUESTIONS): Once you have identified the materials you want to use and determined that copyright permission is required, you must locate the copyright holder. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work. The Copyright Office of the Library of Congress (www.loc.gov) may be of assistance in locating a copyright owner if the work is registered. Note, however, that copyright is automatically granted to all works upon their being written down and that registration with the Copyright Office is not required. There are two primary options for obtaining permission to use the work. You may contact the copyright holder directly or you may contact the Copyright Clearance Center.

Information in Permission Request: The copyright holder or its agent will require the following information in order to provide you with permission:

- Title of the material

- Creator/author of the material
- Publisher of the material
- Description of material
- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

ADMINISTRATIVE RULE: Failure to comply with obtaining copyright permission may result in suspension or termination of network services, appropriate disciplinary action, termination in the case of employees or expulsion in the case of students.

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§ 4.9 – MINIMUM REQUIREMENTS FOR PROGRAM COMPLETION

POLICY: Each College program shall have defined required coursework which must be completed and defined minimum credit requirements which must be attained before program completion can be determined. The administration shall define these minimum course and credit requirements for completion of each of the College's programs, and draft policies and procedures to ensure that students are well-supported to meet these required program completion thresholds. Students must complete the program in which they are enrolled within the maximum allowable time frame ([see § 4.10](#)).

PROCEDURE: The Dean, in consultation with the Director of Education, shall determine the minimum course and credit requirements for completion of each of the College's programs. The Dean shall also develop student advisement protocols in conjunction with the Director of Student Services in order to ensure students are well-apprised and aware of the minimum course and credit requirements for completion of their program. The Dean shall also conduct a final assessment in conjunction with the Director of Education and the Director of Administration (in his/her capacity as College Registrar) for each student in their projected final quarter, to determine definitively whether or not the student has completed all required coursework and has attained the minimum required credit count for program completion.

ADMINISTRATIVE RULE (GRADUATION MINIMUM REQUIREMENTS): To graduate, students must complete all required program coursework and attain the minimum credit requirements for their program as presented in [§ 4.1 - PROGRAM OUTLINES](#) and published in MV-15 General Catalog, with a cumulative GPA of 2.0 or higher.

ADMINISTRATIVE RULE (AWARDING CERTIFICATES/DEGREES): Certificates and degrees are awarded to students who have satisfactorily completed all of the required coursework and attained the minimum credit requirements as published in the General Catalog for the 4-quarter Certificate in Performance or Certificate in Songwriting & Music Production, and the 6-quarter Associate of Science Degree in Performance degree program. Students must be in good financial standing with the College (that is, paid in full or current with all tuition and fee payment obligations) before a certificate or degree can be awarded. Requests for course requirement substitutions, waived coursework, or incoming transfer of credit from other institutions must be made with the Dean, who shall evaluate such requests in his capacity as Chief Academic Officer.

ADMINISTRATIVE RULE (RIGHT TO MODIFY REQUIREMENTS): The College reserves the right to modify to program completion requirements, and will provide students and applicants with the appropriate information about the specific updated changes made to program completion requirements as soon as they are approved and confirmed. All program completion requirements changes must be made available on the Official Website, MV-16 General Catalog, and in the MV-15 Student Handbook.

ADMINISTRATIVE PROCEDURE: For policies and procedures regarding evaluation of students' progress towards College program completion, see [§ 9.5 - COMPLETION ASSESSMENT](#).

§ 4.10 – MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

POLICY: The College shall adhere to the rules and regulations issued by the State of California and enforced by the Bureau for Private Postsecondary Education with regard to the maximum acceptable time frame for program completion.

PROCEDURE: The Dean, in consultation with the Director of Student Services, shall craft and enforce policies to ensure that students complete their program within the maximum acceptable time frame as determined by the State of California and enforced by the Bureau for Private Postsecondary Education.

ADMINISTRATIVE RULE: All program requirements must be completed within a maximum time frame of 1.5 times (or 150% of) the normal program length, as measured in weeks of calendar time based on full-time enrollment. Time spent on approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn from their program.

Below are the normal program length and maximum time frame for each College program:

Apprentice in Performance program

Normal program length: 2 quarters (22 weeks)

Maximum time frame: 3 quarters (33 weeks)

Certificate in Performance program

Normal program length: 4 quarters (44 weeks)

Maximum time frame: 6 quarters (66 weeks)

Certificate in Songwriting & Music Production program

Normal program length: 4 quarters (44 weeks)

Maximum time frame: 6 quarters (66 weeks)

Associate of Science in Performance degree program

Normal program length: 6 quarters (66 weeks)

Maximum time frame: 9 quarters (99 weeks)

The normal length of a program completed part-time is 2 times (or 200% of) the length of the program completed full-time; therefore, the maximum time frame of a program completed part-time would be 1.5 times (or 150% of) this figure, or 3 times (or 300% of) the normal length of a program completed full-time.

Below are the normal program length and maximum time frame for each College program:

Apprentice in Performance program (part-time)

Normal program length: 4 quarters (44 weeks)

Maximum time frame: 6 quarters (66 weeks)

Certificate in Performance program (part-time)

Normal program length: 8 quarters (88 weeks)

Maximum time frame: 12 quarters (132 weeks)

Certificate in Songwriting & Music Production program (part-time)

Normal program length: 8 quarters (88 weeks)

Maximum time frame: 12 quarters (132 weeks)

Associate of Science in Performance degree program (part-time)

Normal program length: 12 quarters (132 weeks)

Maximum time frame: 18 quarters (198 weeks)

For a student who changes their study status from full-time to part-time or vice versa, the normal length of their program shall be calculated based on the number of quarters for which they maintain their original study status plus the minimum number of quarters it would take the student to complete all program requirements in the new study status. For example, if a student enrolled in the Certificate in Performance program spends 2 quarters (22 weeks) in full-time status, then decides to switch to part-time status, the remainder of their program would take a minimum of 4 quarters (44 weeks) to complete based on the part-time calculation stated above, resulting in a total program length of 6 quarters (66 weeks); therefore, based on the above calculation, the maximum allowable time frame to complete the program with this change in study status would be 9 quarters (99 weeks).

ADMINISTRATIVE PROCEDURE: Students meet with the Director of Student Services or an Academic Advisor during Week 7 of each quarter to discuss their academic progress and to determine whether the student will be able to satisfy all program requirements within the maximum allowable time frame. For policies and procedures concerning student advice, see [§ 8.3 - STUDENT ADVISEMENT](#).

ADMINISTRATIVE PROCEDURE: If a student does not complete all program requirements within the maximum allowable time frame, the Director of Administration enters a Program Completion Date of "N/A" on the student's official academic transcript, and the Dean issues EV-23 Letter of Expulsion to the student, effective immediately.

§ 4.11 – AUDITING COURSES

POLICY: California College of Music shall maintain procedures to ensure that enrolled students and College faculty and staff have the opportunity to audit a finite number of College courses for no credit and no additional charge. An audited course shall be offered to the auditor only on a space-available basis with the approvals of both the instructor of the course and the administration.

PURPOSES: Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course generally does so for the purposes of self-enrichment and academic exploration.

PROCEDURE: The Director of Education shall ensure that all College students, faculty, and staff may audit College courses, abiding by the administrative rules and procedures found below:

ADMINISTRATIVE RULE: Any student enrolled in a College-level program may audit up to 4 units' worth of courses for which they meet the prerequisites and with the permission of the Instructor of Record and the Director of Education except for performing ensembles (i.e., courses containing a P in the course code). The student receives no course credit and is not assessed a fee for auditing courses. A student who wishes to audit more than 4 units' worth of courses during the duration of their program must seek written permission from the Director of Education and/or the Dean who evaluates the student's academic standing to determine whether auditing these courses would impinge on the student's ability to complete their program.

ADMINISTRATIVE RULE: Any College faculty or staff member may audit up to 6 units' worth of courses for which they either meet the course prerequisites or demonstrate the competencies developed by all prerequisite courses to the satisfaction of the Instructor of Record except for performing ensembles. They must obtain the permission of the Instructor of Record and the Direction of Education before auditing. Faculty and staff members receive no course credit and are not assessed a fee for auditing.

ADMINISTRATIVE RULE: A student not enrolled in the Preparatory Quarter program may audit any of its Weekly Workshops (except for the Recording Your Audition workshop during Week 8) with the permission of the Director of Education.

ADMINISTRATIVE RULE: The Director of Education and the course/workshop instructor must consider the student-to-teacher ratio when reviewing audit requests and strive not to exceed a ratio of 12:1 except for large performing ensembles. Smaller ratios may be more suitable for certain courses and workshops.

ADMINISTRATIVE RULE: An auditor is considered a passive learner and may not recite in class, participate in class discussions, or take examinations; however, they are expected to attend classes with reasonable regularity and do assigned work if they choose. The instructor is not obligated to grade auditors' assignments.

ADMINISTRATIVE PROCEDURE: A student, faculty member, or staff member interested in auditing a course or workshop must notify the Instructor of Record with their request. If the instructor approves, the student then completes AC-20 Instructor Approval to Audit Form, including the Instructor of Record's signature, and delivers a paper copy to the Registrar who ensures that the student meets the course's prerequisites. If so, the Registrar enrolls the student in the requested class no later than the Last Day to Add/Drop. If a student wishes to audit any Preparatory Quarter Weekly Workshops, they must email the Director of Education who then reviews the request and notifies both the student and the instructor(s) presenting the requested workshop(s) of their decision to approve or deny the request.

ADMINISTRATIVE PROCEDURE (AUDIT/CONVERSION DEADLINE): The deadline to register to audit or to request to convert a course from audit to credit, or vice versa, is Friday of Week 2 at 5:00pm.

ADMINISTRATIVE RULE: Audit courses earn no academic credit, do not fulfill program completion or degree requirements, but may affect a student's study status classification part-time or full-time. Students should note that while academic credit is not awarded for audited courses, their unit value is included in the quarter load for determining fees, study status, and the maximum number of credits carried each quarter.

ADMINISTRATIVE RULE: Any student who does elect to audit a course, the letters "AU" are entered on the transcript under credits and the course does not earn credit or impact the GPA. A student will receive a grade of S (Satisfactory) or NR (No Report) for an audited course. A student should not audit a course if they have already taken the course or plan to take the course at a future date. Students may not audit courses in their emphasis or emphasis department. Students may not audit courses they wish to take at a future date in their emphasis or department. Students may not audit the following courses: E100 Independent Study courses, Basic Musicianship Lab courses, Research/Seminar courses, or online courses.

§ 4.12 – COURSE SUBSTITUTION

POLICY: The administration shall maintain policies and procedures governing the appropriate use of course substitutions.

PROCEDURE: The Dean, in consultation with the Director of Education, determines which course(s) may be substituted for others; the Director of Student Services and/or an Academic Advisor reviews available course substitutes with students and recommends options based on the determinations of the Dean and Director of Education; and the Director of Administration enrolls students in these course substitutes.

ADMINISTRATIVE RULE: Course substitutes may be granted at the discretion of the Dean, in consultation with the Director of Education. Reasons for authorizing course substitutions include, but are not limited to, the following:

- A required course cannot be offered in a given quarter due to insufficient enrollment or other finance-related reasons.
- One of a student's required courses conflicts with another, and the next possible occurrence of the conflicting course would fall outside the student's expected program completion date.
- A required course originally in a student's program is discontinued.
- One or more courses a student successfully completed at another institution share similar requirements to one or more College courses. For policies and procedures regarding prior coursework substituting for College courses, see [§ 7.8.1 - INCOMING TRANSFER CREDIT](#).
- A student asks for a course substitution as part of a request for accommodations. For policies and procedures concerning accommodation requests, see [§ 7.9 – INDIVIDUALS WITH DISABILITIES OR SPECIAL NEEDS](#).

ADMINISTRATIVE PROCEDURE: The Dean, in consultation with the Director of Education, determines if any required courses considered for course substitution have reasonably similar learning objectives to existing alternatives. If so, the Dean or Director of Education authorizes a course substitution they deem appropriate, informing the Director of Administration of the decision. The Director of Administration then adjusts the upcoming schedule to include the change and, via email, notifies students to whom the change pertains to the Dean's decision.

If the Dean and Director of Education conclude that existing course alternatives do not exist, the Director of Education, in consultation with Program Chairs and other faculty members they deem necessary, may elect to design a course offering that achieves student learning outcomes closely related to those of the course which is not being offered. If the Dean approves the Director's course proposal, they or the Director of Education authorizes the course substitution, informing the Director of Administration of the decision. The Director of Administration then adjusts the upcoming schedule to include the change and, via email, notifies students to whom the change pertains to the Dean's decision.

ADMINISTRATIVE PROCEDURE: Prior to midterm advisements in Week 7, the Dean and/or Director of Education inform all Academic Advisors of any potential course substitutions they foresee occurring in the following quarter. Academic Advisors then discuss these substitutions with students to whom they pertain during their advisement session.

ADMINISTRATIVE PROCEDURE: After speaking with their Academic Advisor, a student may submit to the Director of Education AC-26 Course Substitution Request Form, which contains the student's desired course substitution and a statement arguing how the substituting course would help the student achieve the majority of the student learning outcomes outlined on the syllabus of the substituted course. After reviewing the request for no more than five business days, the Dean notifies the student and the Director of Administration of their decision to approve or deny the request. If approved, the Director of Administration adjusts the upcoming schedule to include the change.

ADMINISTRATIVE PROCEDURE: The Director of Education records any course substitutions on AC-27 CCM Curricular Changes List.

ADMINISTRATIVE PROCEDURE: Immediately after a student enrolls in a course substituting for another, the Director of Student Services records the substitution on the student's Academic Advisement Chart, which is saved in the student's digital file on the College's database. When a student either completes or withdraws from their program, the Director of Administration records these substitutions in the Notes section of the student's transcript. For courses taken in lieu of required ones, the Director of

Administration enters the information on the transcript as they normally would; for the courses being substituted, along with the course code and course title, the Director of Administration enters the following data:

- Letter grade earned (GRADE): P (if the student passed the course substituting for this one)
- Grade points awarded (GP): P (if the student passed the course substituting for this one)
- Credits attempted (CR ATT): [empty field]
- Credits received (CR REC): 0
- Notes (NOTES): CRS SUB, followed by the course code of the course taken as a substitute

INSTRUCTIONAL DELIVERY

[5.0 – Syllabus Delivery](#)

[5.1 – Student-Centered Learning Methodology](#)

[5.2 – Student-to-Teacher Ratio](#)

[5.3 – Guest Speakers](#)

[5.4 – Instructional Equipment Maintenance](#)

§ 5.0 – SYLLABUS DELIVERY

POLICY: The administration shall ensure all students receive, and acknowledge their understanding of, effective course syllabi. The administration shall appoint qualified staff members to oversee syllabus delivery and acknowledgement.

PROCEDURE: The Director of Education ensures that all faculty members disseminate effective course syllabuses to their students through the following administrative procedures and rules:

ADMINISTRATIVE PROCEDURE: For each College course, the Director of Education or their designee prints one copy of the course syllabus for each student enrolled in the class plus an additional copy for the Instructor of Record, then places these copies in the instructor's binder stored in the Administration Office. Instructors then deliver these syllabuses to each of their students no later than each course's first class session.

ADMINISTRATIVE RULE: All syllabuses used at California College of Music must be formatted using the College's most current approved syllabus template. Every syllabus must include all the required syllabus elements outlined in [§ 4.0.1 - SYLLABI](#).

ADMINISTRATIVE PROCEDURE: During the first class session of each course, the course instructor collects signatures of all present students on the DL-01 Syllabus Receipt Signature Form to confirm that they have received and understand the syllabus, course description, and weekly course outline. If any student is not present for the first class session, the instructor shall immediately email the syllabus to the absent student (if they have not already done so) and collect their signature during the first class session they attend.

ADMINISTRATIVE RULE: DL-01 Syllabus Receipt Signatures Forms for all courses must be submitted to the Director of Administration in the Instructor Binder no later than 5:00 p.m. on the Friday of Week 3.

§ 5.1 – STUDENT-CENTERED LEARNING METHODOLOGY

POLICY: The administration shall embrace a student-centered learning methodology, which broadly encompasses methods of teaching that shift the focus of instruction from the teacher to the student.

PROCEDURE: The Dean, in consultation with the Director of Education, shall design policies and procedures ensuring that College faculty is informed about and adopting a student-centered learning methodology.

ADMINISTRATIVE RULE: The College strives to equip students with the essential tools to succeed in the modern music industry by employing a student-centered learning methodology. Faculty members must be attuned to the artistic, academic, and professional needs and interests of their students and design curricula and conduct their classes with these in mind. Instructors guide students to predetermined learning outcomes such as the ability to perform specific chords at the piano, yet students often inform the context in which the instructor applies these concepts. For example, students may select several songs to perform in an ensemble while also achieving the class's stated goals of fluency in chart reading and successful execution of the students' musical roles in the group.

The College also attempts to foster an inextinguishable curiosity in its students through hands-on application of course content. The popular music industry forces those working in it to adjust to its transient trends and constant influx of new music and audio technology; therefore, it is imperative that prospective popular musicians embrace change and possess the necessary skills and desire to learn new material and techniques in order to thrive as artists. CCM aims to prepare students for this frontier by relating curricula to the students' own work, be it writing songs with learned music theory concepts in mind or honing music engineering chops by recording tracks that they play on, compose, arrange, and/or produce.

ADMINISTRATIVE RULE: The Dean and/or Director of Education present information and research about student-centered teaching strategies and ways to adjust the teaching space to better facilitate student-centered learning in quarterly faculty meetings, in informal meetings and correspondences with faculty members, and on faculty teaching evaluations. For policies and procedures concerning these, see [§ 2.6.3 - QUARTERLY FACULTY MEETINGS](#), [§ 6.2.1 - FACULTY PERFORMANCE DEVELOPMENT](#), and [§ 9.8 - FACULTY TEACHING EVALUATION](#), respectively.

§ 5.2 – STUDENT-TO-TEACHER RATIO

POLICY: The administration shall maintain policies and procedures ensuring that the student-to-teacher ratio in any course at California College of Music never exceeds 25:1, that the average student-to-teacher ratio for all College courses never exceeds 12:1, and that each individual College course has a defined minimum and maximum student-to-teacher ratio to ensure that the course runs effectively.

PROCEDURE: For each College course, the Director of Education, in consultation with the Dean and the appropriate Program Chairs, determines the minimum number of students required to justify running it effectively and profitably and the maximum number of students allowed in the course before the efficacy of the instruction is unacceptably compromised. The Director of Administration, in turn, ensures that enrollment in each course falls within its determined minimum and maximum student-to-teacher ratios.

ADMINISTRATIVE RULE: No course shall run solely for one or more students for whom it is not required to complete their respective programs; a course may only be run if at least one student requires it for program completion and if enrolling in the course at that time is recommended by the student's Academic Advisor during Week 7 of the previous quarter. Whether to do so or establish a course substitute is at the discretion of the Director of Education and/or the Dean. For policies and procedures regarding course substitution, see [§ 4.12 - COURSE SUBSTITUTION](#).

ADMINISTRATIVE PROCEDURE: The Director of Education, in meetings or with the Dean and the appropriate Program Chairs or via email, computes the minimum and maximum numbers of students required to effectively run each College course and enters them into AC-10 - Course Information Masterlist.

ADMINISTRATIVE RULE: When determining the minimum and maximum numbers of students necessary to run a College course, the Director must consider the cost to be incurred by the College; institutional space available to hold class sessions; the College's equipment resources; the amount of in-class, individualized student feedback and assessment in the course that is outlined in its syllabus; and the amount of in-class student collaboration required in the course curriculum.

ADMINISTRATIVE RULE: When generating and updating AD-31 Student Course Matrix, the Directors of Administration and Student Services must only include courses which meet the established minimum student-to-teacher ratios of each College course as listed on the AC-10 - Course Information Masterlist.

§ 5.3 – GUEST SPEAKERS

POLICY: The administration shall oversee the booking and compensation of guest lecturers and presenters to bolster its curricular offerings.

PROCEDURE: The Director of Education manages the approval of guest speakers and presenters requested by faculty members. The Chief Financial Officer approves all guest speaker compensation proposals, and the Director of Administration executes all guest speaker contracts.

ADMINISTRATIVE PROCEDURE: A College faculty member who wishes to bring in one or more guest speakers or demonstrators to augment their course content must email a request to the Director of Education that includes the contact information of the guest speaker(s) and/or their representative at least five business days in advance. If the guest speaker(s) seek(s) remuneration, the faculty member must also address the email to the Director of Administration and include the proposed dollar amount. If there is no proposed compensation, the Director of Education notifies the faculty member and the guest speaker(s) of their decision to approve or deny the request at least 48 hours in advance of the scheduled class session. If the Director of Education approves the request but compensation is proposed, the Director of Administration first forwards the request to the Chief Financial Officer who either approves or denies it at least 48 hours in advance of the scheduled class session. If approved, the Director of Administration emails the faculty member and the guest speaker(s) (or their representative) a signed digital copy of the DL-03 CCM Guest Speaker Contract that the guest speaker(s) must sign prior to the start of the scheduled class session. Once signed, the Chief Financial Officer issues a check to be either given to the guest speaker(s) immediately following their presentation or mailed to the address listed on the contract.

ADMINISTRATIVE RULE: Guest speaker compensation must be comparable to or less than that awarded to presenters in the College's Artist Clinic Series. For policies and procedures concerning payment to Artist Clinicians, please see [§ 8.5.2 – PAYMENT & CONTRACTS](#).

§ 5.4 – INSTRUCTIONAL EQUIPMENT MAINTENANCE

POLICY: The administration shall ensure that all College instructional equipment is properly operated and maintained and that policies and procedures are in place for its assessment, repair, and replacement.

PROCEDURE: The Dean and the Director of Administration oversee the functionality and condition of College instructional equipment and ensures that College students, faculty members, and staff follow policies and procedures regarding its operation and handling. If it is deemed that the College must repair or replace instructional equipment, the Dean or Director makes purchase requests with the Board of Directors.

ADMINISTRATIVE PROCEDURE: Each quarter, the Director of Administration and/or the Dean audits the condition, functionality, and presence of all College instructional equipment listed on AD-18 Inventory List, including but not limited to classroom items like whiteboards and desks, College instruments, amplifiers, and other technology used for instructional purposes. If the Director and/or the Dean determine that instructional equipment needs to be repaired or replaced, they may either repair the item themselves or recommend repairs or replacement to the Board of Directors. If the Board approves these recommendations, the Chief Financial Officer issues a check for the repair or replacement of the equipment.

ADMINISTRATIVE PROCEDURE: If a student, faculty member, or staff member wishes to report malfunctioning, worn, or missing instructional equipment, they obtain AD-09 Facilities Maintenance Request Form the Administration Office, complete the appropriate portions, and return the form to the Director of Administration. The Director of Administration then evaluates the state of the equipment cited on the form and then either repairs it themselves or recommends repairs or replacement to the Board of Directors. If the Board approves the Director's recommendations, the Chief Financial Officer issues a check for the repair or replacement of the equipment.

ADMINISTRATIVE RULE: The College is not responsible for instruments and other equipment owned by faculty or staff members left in College facilities or used in off-campus College functions unless there is a written agreement between the College and the faculty member.

ADMINISTRATIVE PROCEDURE (WHITEBOARD & MARKER POLICY):

1. Whiteboards will be fully cleaned each morning using dry erase board spray and a damp cloth by the Admissions Counselor or other appointed staff member designated to open the facility, as stated within the facility opening procedure.
2. Instructors must fully erase the board following each class period for the benefit of the incoming instructors.
3. Dirty, dry boards with leftover marker residue contribute to ruining the dry erase markers. If, during the course of a normal day of instruction, an instructor feels the board has become too dirty or dry for effective use, he/she should take a moment to wipe the board clean with a damp cloth.
4. When writing with dry erase markers, instructors are encouraged to use just the thinnest tip of the marker, applying very gentle pressure, to ensure the longest marker life. It is known that markers that are too hardy pressed into the board or used with the flat side of the marker tip dry out and become useless more quickly.
5. Each instructor will be given one dry erase marker per quarter if requested. When used correctly on a well cleaned board, a single marker can last a year or more. If instructors lose their markers or destroy their markers due to poor marker technique, they are expected to purchase their own dry erase markers.

INSTRUCTIONAL PERSONNEL

[6.1 – Instructor Orientation](#)

[6.2 – Faculty Development](#)

[6.3 – Office Hours](#)

[6.4 – Substitute Instructors](#)

[6.5 – Faculty Biographies](#)

[6.6 – Calculating Faculty Loads](#)

§ 6.1 – INSTRUCTOR ORIENTATION

POLICY: The administration maintains control and responsibility for all academic matters and will assure that contracted instructors satisfy and follow the College's established Policies and Procedures. The administration shall conduct an Instructor Orientation with each newly hired instructor before the instructor begins teaching at the College. At their orientation, instructors shall receive a standardized Welcome Packet, which includes the Employee Handbook, all necessary Employee Contracts, the CCM Catalog, and an Overview of the College's Student-Centered Learning Methodology. Administrative staff are orientated on an ongoing informal basis during their probationary period by the President as well as their coworkers and/or position predecessors.

PROCEDURE: The Dean and/or the Director of Education will schedule a time for the Instructor Orientation to occur and conduct the orientation not later than Friday of Week 0, prior to the start of a new quarter. The Dean then submits all original signed contracts to the Director of Administration who places them in the instructor's file. Following the orientation, the Director informally follows up with the instructor on a weekly basis, reinforcing College student-centered learning methodology and answering any questions the instructor may have.

ADMINISTRATIVE RULE (MONITORING ACTIONS): The Dean and/or the Director of Education assures that Instructor Orientation has been properly conducted through formal and informal observations and evaluations of each new instructor during the probationary period of employment.

ADMINISTRATIVE PROCEDURE (INSTRUCTOR BINDERS): Prior to the first day of instruction in each course, the College provides each faculty member with an Instructor Binder containing Attendance and Grading Ledgers for each course. The instructor agrees to document attendance on this ledger at the beginning of every class. The instructor agrees to document final grades for all students and submit their completed Instructor Binder to the Director of Administration by the end of the day on the Friday following finals week. Faculty members acknowledge that failure to submit final grades by the Friday after finals week creates unacceptable administrative delays and is grounds for probation or termination. With the exception of class meetings, faculty members agree to leave Instructor Binders in the Administrative Office at all times to ensure the proper operation of the College.

DOCUMENTATION: Welcome packet including MV-08 Faculty & Staff Handbook, MV-10 Faculty Training Manual, MV-16 General Catalog, DL-02 Overview of Student-Centered Learning Methodology, and MV-09 Acknowledgements of Receipt and Understanding of the aforementioned documents.

§ 6.2 – FACULTY DEVELOPMENT

POLICY: To assist faculty members in improving performance in teaching, scholarly activity, and service, the administration shall maintain professional development initiatives for faculty members to encourage them to participate actively in their own professional growth, including professional performances or projects, continuing education, teacher training, and scholarship.

RULE: It is the responsibility of Program Chairs, the Director of Education, and the Dean to encourage and facilitate the development of all faculty members including adjunct faculty as they strive to achieve excellence in teaching, research, professional activity, and service to the College. The present policy and its implementation cannot be coercive or violate the freedom of each faculty member to pursue those goals he or she has set as an individual.

RULE: To assist faculty members in improving performance in teaching, scholarly and professional activity, and service, the College shall provide, subject to the availability of funds, faculty development offerings that may include travel awards; teaching improvement activities; alternate work from teaching; computer access; and other such institutional support as may be reasonably expected to enhance faculty development.

[§ 6.2.1 FACULTY PERFORMANCE DEVELOPMENT](#)

[§ 6.2.2 FACULTY SCHOLASTIC DEVELOPMENT](#)

[§ 6.2.3 FACULTY PROFESSIONAL DEVELOPMENT](#)

§ 6.2.1 FACULTY PERFORMANCE DEVELOPMENT

ADMINISTRATIVE PROCEDURE: Peer mentoring of faculty occurs through quarterly instructor observations completed by the Program Chair, Director of Education, and/or the Dean; reference [§ 9.8 - INSTRUCTIONAL EVALUATION](#) for specific policies and procedures governing instructor evaluations. The peer mentoring program is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity, and service. This procedure should correspond with the mission, vision, and purposes of the College while promoting self-professional development.

ADMINISTRATIVE RULE: The College shall mandate a student evaluation process at the end of each quarter in order to supplement and enhance a faculty member's personal assessment of their teaching methods and goals. Policies and procedures regarding student evaluations are found in [§ 9.4.2 - STUDENT COURSE EVALUATION](#).

§ 6.2.2 FACULTY SCHOLASTIC DEVELOPMENT

ADMINISTRATIVE PROCEDURE: Course preparation support is provided by the Director of Education who remains available by appointment to discuss curricular development.

ADMINISTRATIVE RULE: For no charge, all College faculty members may audit up to 6 units' worth of College courses per quarter except for performing ensembles. This initiative is designed to inspire faculty members and encourage them to expand their knowledge within the field of popular music for professional improvement. For policies and procedures concerning auditing, [see § 4.11 - AUDITING COURSES](#).

ADMINISTRATIVE RULE: College faculty members may take for credit up to 6 units' worth of courses per quarter by enrolling in the College's Non-Certificate Program. Tuition is waived for faculty members.

ADMINISTRATIVE RULE: Scholarship is encouraged through college-subsidized attendance at scholarly conferences including those of the Association for Popular Music Education and the International Association for the Study of Popular Music, as well as the National Association of Schools of Music annual meeting.

ADMINISTRATIVE PROCEDURE: Faculty members who wish to attend scholarly conferences should submit a Professional Development Request Form to the Director of Administration, which will be evaluated by the Dean and submitted to the President for approval.

[Return to 6.2 - Faculty Development Table of Contents](#)

§ 6.2.3 FACULTY PROFESSIONAL DEVELOPMENT

ADMINISTRATIVE RULE: Instructors are encouraged to notify the administration of any upcoming performances, releases, publications, or other notable professional accomplishments so that the College may promote these achievements on social media platforms and in the College's quarterly newsletter. The College acknowledges and wishes to promote all faculty achievements in their pursuit of professional development.

ADMINISTRATIVE PROCEDURE: If an instructor wishes to take time off from teaching at the College and/or seeks financial support to pursue professional development opportunities such as attending or presenting at scholarly conferences or further training in a discipline related to their teaching or administrative responsibilities at the College, the instructor should complete the Professional Development Request Form and submit it to the Director of Education. The Dean reviews professional development requests and either approves or denies it within ten business days. If approved, the Dean presents the request to the President, who decides whether to allocate all or a portion of the requested funds within twenty business days. If the President approves any allotment, the Chief Financial Officer then issues a check to the requesting faculty member.

ADMINISTRATIVE RULE (SABBATICALS): Professional sabbaticals or leaves of absence of up to two quarters are encouraged and will be supported financially by the College where the annual budget permits. Faculty members in good standing can fully expect their position to remain stable once they return from their professional or scholarly obligations. Sabbaticals may include extended touring stints, creation of artistic and/or scholarly works, continuing education, and research opportunities. Sabbaticals taken for compensated teaching work at other institutions are not subsidized by the College. Professional sabbaticals are available only to faculty members who have taught at the College for at least eight consecutive quarters. The sabbatical shall last no more than six months and, with the President's approval, shall be paid at a rate no higher than 25% of the instructor's average quarterly pay from the previous four quarters. The College compensates instructors on sabbatical during the same pay periods and in the same manner as those not on sabbatical. Instructors may not take an additional sabbatical until they have taught for an additional eight consecutive quarters after their return.

ADMINISTRATIVE PROCEDURE (SABBATICALS): If an instructor wishes to take a sabbatical for professional, artistic, or scholastic purposes, he or she must complete a Professional Development Request Form and submit it to the Administration Office. The Dean then reviews the request and either approves or denies it within ten business days. If the Dean approves a request seeking no compensation, the instructor takes their leave during the approved period. For approved requests seeking compensation, the Dean presents the request to the President who decides whether to approve all or a portion of the requested funds within five business days of the Dean's presentation. If the President approves any allotment, the instructor may begin their sabbatical at the approved time, and the Chief Financial Officer adjusts payroll accordingly.

[Return to 6.2 - Faculty Development Table of Contents](#)

§ 6.3 – OFFICE HOURS

POLICY: The administration shall provide office hours to instructors teaching certain regularly scheduled classes for the purpose of evaluating student papers and examinations as well as providing an opportunity for students to ask questions regarding class topics. Office hours will be provided to instructors evaluating labor-intensive homework and exams.

ADMINISTRATIVE PROCEDURE:

1. Instructors wishing office hours must fill out the PL-01 Office Hour Request Form which must be submitted to the Dean and the Director of Administration.
2. Office hours will be granted by the Dean to instructors teaching classes requiring the evaluation of labor-intensive homework and exams (i.e., music theory).
3. Instructors who are granted office hours must provide those hours at times available for student consultation and questions at the institution.
4. Office hours are not to exceed one hour per week per subject/class.
5. Instructors will notify the Dean in the event the instructor will not provide office hours for a given week and arrangements will be made with the Dean to provide students with a suitable substitute for questions and consultation.

DOCUMENTATION: PL-01 Office Hour Request Form

ADMINISTRATIVE RULE (MONITORING ACTIONS): The Dean and the Director of Administration maintains all Office Hour Request Forms, observes open forum minutes in regard to office hours.

§ 6.4 – SUBSTITUTE INSTRUCTORS

POLICY: The administration shall make arrangements for a qualified substitute instructor when an instructor requests time off and, if possible, when an instructor is unexpectedly sick. The administration shall appoint the Dean to assure that the substitute is qualified and available. The administration will endeavor to use any available faculty instructors as preferred substitutes whenever possible; the Dean if available may also act as a substitute teacher for most program courses.

PROCEDURE: If an instructor is unable to teach a class as scheduled and agreed upon in their contract for any reason, the Dean and the Director of Administration must be notified at admin@cccmla.edu or 626-577-1751 ([reference § 2.4.7.1 - ATTENDANCE](#)) and the administration will assign a substitute to teach a lesson plan according to the weekly course outline as presented on the syllabus. The departing instructor is expected to correspond with the substitute instructor to discuss the particulars of the curriculum and class situation. Under no circumstances may a faculty member select and send their own substitute instructor to teach a class they were contracted to teach.

ADMINISTRATIVE PROCEDURE (FOR SCHEDULED ABSENCES):

1. Instructor notifies the Dean and the Director of Administration that they will be not be able teach
2. The Dean arranges for a substitute from a PL-02 Substitute List of qualified instructors and collects any relevant lesson plans, materials, substitute instructions and daily objectives from the instructor
3. The substitute instructor is given their instructions, daily objectives, lesson plans, and materials by the Director
4. The substitute instructor writes feedback (or gives it verbally) to the instructor on what was accomplished and whether or not the daily objectives were met.

ADMINISTRATIVE PROCEDURE (FOR UNEXPECTED ABSENCES):

1. The Dean arranges for a substitute from PL-02 Substitute List of qualified instructors or performs the substitute teaching himself, collects or creates any relevant lesson plans, materials, substitute instructions and daily objectives, and distributes them to the substitute
2. The substitute writes feedback (or gives it verbally) to the instructor on what was accomplished and whether or not the daily objectives were met.

ADMINISTRATIVE RULE (NO MAKEUP POLICY): Due to the increasingly excessive amount of instructor rescheduling that's been occurring in recent quarters, the administration has decided to adopt a "no makeup policy" for all classes except private lessons. The College owes it to students to deliver their instruction on the dates & times stated on the weekly course outline of the original syllabus delivered on the first day of instruction. If the instructor is unable to teach the class as scheduled and agreed upon in the signed contract due to medical or unforeseeable professional reasons, he/she must notify admin@cccmla.edu and the administration will assign a substitute to teach a lesson plan according to the predetermined weekly course outline as presented on the original syllabus.

§ 6.5 – FACULTY BIOGRAPHIES

POLICY: Biographical summaries are an important element in promoting the College's faculty members and programmatic offerings. Therefore, the administration must solicit, revise, and maintain finalized biographical summaries for each faculty member.

ADMINISTRATIVE PROCEDURE: ([REFERENCE § 2.4.4 - ORIENTATION](#)) - Instructor submits a biographical summary at the time of hiring. The Dean reviews the biographical summary and makes any necessary edits or revisions, and saves the finalized biographical summary within this file, the employee's faculty file. The Dean then publishes the finalized biographical summary to the Official Website and the General Catalog.

ADMINISTRATIVE RULE: The finalized biographical summaries for each current faculty member appear in PL-03 Faculty Biographies. The finalized biographical summaries for each former faculty member shall appear only within their former faculty file.

§ 6.6 – CALCULATING FACULTY LOADS

POLICY: The administration shall establish and execute procedures and create and adhere to rules regarding the calculation of College faculty teaching loads, including setting appropriate minimum and maximum faculty teaching loads.

RULE: Faculty loads shall not impinge on the faculty member's ability to fulfill their responsibilities to the College effectively, provide effective instruction, advise and evaluate students, supervise projects, pursue further professional development, and participate in artistic, professional, scholarly, and service activities.

ADMINISTRATIVE PROCEDURE: The Dean and Director of Education shall determine appropriate average, maximum, and minimum faculty teaching loads and ensure that all current and prospective faculty are apprised of these decisions. Faculty teaching loads are measured in weekly contact hours, defined as hours of scheduled instruction, plus course upkeep, defined as a time frame equaling 150% of weekly contact hours and devoted to course preparation, student evaluation and advisement, curricular development, and other tasks pertaining to the instructor's assigned courses.

AVERAGE FACULTY LOAD: A full-time faculty member with no administrative responsibilities is expected to maintain, on average, a weekly load of 12 contact hours plus 18 hours of course upkeep each quarter.

MAXIMUM FACULTY LOAD: Full-time faculty teaching loads may not exceed 16 contact hours plus 24 hours of course upkeep per week.

MINIMUM FACULTY LOAD: An adjunct faculty member must maintain a weekly load of at least 3 contact hours plus 4.5 hours of course upkeep per week.

ADMINISTRATIVE RULE (RESPONSIBILITIES AND TEACHING LOAD): Faculty with administrative responsibilities shall have teaching loads reduced by an amount proportional to their administrative commitments.

ADMINISTRATIVE PROCEDURE: The Dean or Director of Education informs all instructors of their teaching, administrative, curricular, advisory, evaluative, and supervisory responsibilities to the College before they sign a teaching contract.

ADMISSIONS

§ 7.0 – Advertising and Student Recruitment

§ 7.0.1 - Advertising, Publications, Promotional Literature

§ 7.0.2 - Student Recruitment for Admissions

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§ 7.0.3 - Marketing

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§ 7.0 – ADVERTISING AND STUDENT RECRUITMENT

POLICY: The administration shall maintain effective procedures for advertising the College's educational program offerings and services for the primary goal of student recruitment. All information presented must be fully accurate and presented in an ethical manner in order to enable prospective students to make informed enrollment decisions. The Dean and Director of Administration shall ensure that qualified staff members are assigned to perform all tasks related to advertising and student recruitment.

RULE: Student recruiters and admissions representatives shall treat students ethically, respectfully, and professionally in the marketing, recruiting, and admissions process so that prospective students can make an informed enrollment decision without being subjected to high-pressure tactics from the College or a related contractor.

RULE: The College shall only recruit prospective students who can reasonably be expected to succeed in and complete the educational programs offered.

PROCEDURE: The Director of Administration and Outreach & Marketing Manager, or their designees shall be responsible for administering and executing all existing and future advertising and student recruitment strategies.

[§ 7.0.1 – ADVERTISING, PUBLICATIONS, PROMOTIONAL LITERATURE](#)

[§ 7.0.2 – STUDENT RECRUITMENT FOR ADMISSIONS](#)

[§ 7.0.3 – MARKETING](#)

§ 7.0.1 – ADVERTISING, PUBLICATIONS, PROMOTIONAL LITERATURE

ADMINISTRATIVE RULE: Information provided to prospective students in the recruiting and admissions process is accurate, complete, and up-to-date and is provided to all prospective students without any requirement that such students provide contact information to receive basic information about the College.

ADMINISTRATIVE PROCEDURE: Educational programs and services offered by the College are the primary emphasis of all advertisements, publications, promotional literature, and recruitment activities and shall appropriately and accurately depict:

- Institutional purposes and goals
- Admission and enrollment requirements and procedures for all types of students, and basic information on programs and courses, with required sequences and frequency of course offerings explicitly stated
- Special programs, including international study, placement examinations, financial support options
- Institutional facilities readily available for educational use
- Rules and regulations for conduct
- Tuition, fees, and other program costs, including any fees associated with verification of student identity related to distance or correspondence education
- Policies and procedures for refunding fees and charges to students who withdraw
- Current academic calendars and grading policies

ADMINISTRATIVE PROCEDURE: In official publications describing career opportunities, clear and accurate information must be provided on any unique requirements for career paths or for employment and advancement opportunities in the profession of popular music.

DOCUMENTATION: AM-01 CCM Brochure, AM-02 CCM Pamphlet, and the Official College Website

§ 7.0.2 – STUDENT RECRUITMENT FOR ADMISSIONS

POLICY: Advertisement for student recruitment must avoid the following recruitment practices and any misrepresentations in order to comply with state and federal regulations:

- Assuring employment of students during and after attending a College program
- Assuring any type of local, state, or federal licensures
- Assuring acceptance into a labor union or similar organization
- Misrepresenting job placement and employment opportunities for graduates
- Misrepresenting program costs
- Disparaging comparisons of secondary or postsecondary institutions
- Misrepresenting abilities required to complete intended program, and
- Offering money or inducements other than educational services of the College in exchange for student enrollment. (Except for scholarship awards and economic tuition reduction which are to be offered only on the basis of specific criteria related to merit or financial need.)
- The nature and extent of the current accreditation
- Requirements for program completions and the circumstances that would lead to student termination of enrollment
- False 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.
- The size, location, facilities, or equipment of the college
- 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 668.42 and 668.43.
- Offers of scholarships to pay all or part of a course charge
- Whether a particular charge is the customary charge at the school for a course
- The cost of the program and the institution's refund policy if the student does not complete the program;
- The availability or nature of any financial assistance offered to students, including a student's responsibility to repay any loans, 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.
- That the school is connected with any organization or is an employment agency or other agency providing authorized training leading directly to employment
- The institution's plans to maintain a placement service for graduates or otherwise assist its graduates to obtain employment;

- The institution's knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared;
- Whether employment is being offered by the institution or that a talent hunt or contest is being conducted, including, but not limited to, through the use of phrases such as "Men/women wanted to train for * * *," "Help Wanted," "Employment," or "Business Opportunities";
- 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.

ADMINISTRATIVE RULE: Quarterly reviews of the policy and evaluations of outgoing emails must be conducted.

ADMINISTRATIVE PROCEDURE: The Dean will review these above mentioned statements with the Admissions staff. Additionally the Dean (and/or his appointees) will review correspondences with prospective students to ensure there are no misrepresentations of the College and its programs.

ADMINISTRATIVE PROCEDURE: The College shall utilize various methods to recruit students from local, national, and international markets. These methods include but are not limited to advertisement in print brochures and pamphlets, digital newsletters, social media presence, advertisements through online strategies, career and college fair presentations, and collaborating with international student agencies.

ADMINISTRATIVE RULE: The College shall not provide a commission, bonus or other incentive payment based in any part, directly or indirectly on success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding awarding admission or Title IV funds.

ADMINISTRATIVE PROCEDURE: Any contact information provided by prospective students will be logged in AM-03 Admissions Lead Sheet and AM-04 Applicant Master List. AM-03 and AM-04 shall consist of name, contact, location, and interested program and/or emphasis. These contact sheets shall be used to maintain consistent contact with prospective students and will be overseen by the Director of Admissions.

ADMINISTRATIVE RULE: The College shall honor any request from prospective students to remove the individual's name from phone, email from AM-03, AM-04, or other contact lists that were gathered through student recruitment or online marketing; student information collected through the admissions, recruiting, or lead process will be maintained as outlined in the College's data privacy policy.

ADMINISTRATIVE PROCEDURE: The Dean, Director of Administration, Director of Admissions, and the Outreach & Marketing Manager will collaborate on a weekly basis to develop, maintain, and modernize outreach and recruitment strategies that will include establishing and maintaining positive relationships with prospective students, local and international agencies, business, and/or organizations to ensure the College's mission and vision are correctly represented.

ADMINISTRATIVE RULE: College outreach coordinators, international student advisors, admissions coordinators, or appropriate third parties may answer questions about the student application process ([reference 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#)) but in no case will such personnel complete the application or apply the signature of the prospective student.

[Return to 7.0 - Advertising & Student Recruitment Table of Contents](#)

§ 7.0.2.1 - OUTREACH OPPORTUNITIES

ADMINISTRATIVE RULE: The College shall initiate contact and maintain open relations with high schools, charter schools, and other secondary education institution college counselors, academic advisors and/or music directors to assist prospective students in a smooth transition between high school and a higher education at the College.

ADMINISTRATIVE PROCEDURE: In conjunction with the admissions department, the Outreach & Marketing Manager and/or appointed designees will update and maintain AM-05 Local Local Outreach Contact List. In order to maintain relations, periodic outreach presentations, performances, and/or seminars will be arranged with the main liaisons. Faculty, staff, and alumni may be asked to participate in the outreach opportunities.

[Return to 7.0.2 - Student Recruitment Table of Contents](#)

[Return to 7.0 - Advertising & Student Recruitment Table of Contents](#)

§ 7.0.3 - MARKETING

ADMINISTRATIVE RULE: All marketing and communications must adhere to College approved branding guidelines. The Outreach & Marketing Manager shall ensure the accuracy and appropriateness of the communications coming from respective areas. Marketing and communications to prospective students and families should be coordinated/approved through the Director of Administration and the Director of Admissions. Marketing and communications to alumni/donors should be coordinated/approved through the Dean and the Director of Student Services.

ADMINISTRATIVE RULE: Marketing and communications must align with the College's mission and vision, respect the dignity and privacy of all members of the College community, and must not violate standards of behavior and conduct as outlined in [2.1 - CODE OF CONDUCT](#). Failure to observe these standards of behavior will result in disciplinary action.

ADMINISTRATIVE RULE: The Outreach & Marketing Manager shall record marketing data in AM-06 Weekly Marketing Data and AM-07 Monthly Marketing Data in order to track all financial transactions, lead conversion rates, and other important statistical data pertinent to the development of various marketing strategies.

ADMINISTRATIVE PROCEDURE: The Outreach & Marketing Manager must record AM-06 every Monday and AM-07 on the first business day of a new month. Data collected for AM-06 should be from the social media and advertisement campaigns of the week prior in order to derive pertinent statistics regarding current marketing strategies and for developing new marketing strategies. All findings will then be presented to the Dean, Director of Administration, and the Director of Admissions during weekly staff meetings (reference [§ 2.6.2](#)).

ADMINISTRATIVE PROCEDURE: The Outreach & Marketing Manager shall oversee the following online student recruitment marketing initiatives:

[§ 7.0.3.1 - SOCIAL MEDIA](#)

[§ 7.0.3.2 - ADVERTISEMENT](#)

§ 7.0.3.1 - SOCIAL MEDIA

ADMINISTRATIVE PROCEDURE: The College created an institutional Facebook and Instagram page to:

1. Provide a forum for the larger College community to share thoughts about, enthusiasm for and memories of the College,
2. Enable the community to stay connected to the College and to each other regardless of location,
3. Utilize the platforms as primary channels for paid advertising to increase prospective student interests and inquiries; and
4. Provide continual updates about the activities and accomplishments of the College and its students, faculty and alumni.

On occasion, the Marketing & Outreach Manager may invite various College faculty members, administrators, students, or staff to participate in the page in order to generate more content which promotes and highlights the College.

ADMINISTRATIVE RULE: The College Facebook and Instagram page shall respect all terms provided by Facebook (reference AM-08 Facebook Privacy Policy), adhere to College policies and procedures on publications, and respect intellectual property rights as

presented in [§ 4.8 COPYRIGHT COMPLIANCE](#). Entries that do not adhere to the marketing policy will be removed from the social media page upon notification. When the guidelines specified by Facebook are violated, participants are free to notify Facebook of the violation.

ADMINISTRATIVE PROCEDURE: The Outreach & Marketing Manager and/or appointed designees will make 2-3 regular posts per week. Before a new post is publicized, all marketing strategies and ideas of each post must be presented during the weekly Marketing Agenda Meetings held between the Dean and Outreach & Marketing Manager in order to approve any public content. All approved content will be logged on AM-09 Marketing Agenda.

ADMINISTRATIVE PROCEDURE: Page managers will check the College Facebook & Instagram account during regular business hours and must make timely responses to any comments or private messages in order to address any questions or issues from prospective students. Outreach coordinators that communicate with prospective students must make every effort to connect the prospective student with an admissions representative, and if the individual is willing, collect his/her contact information (email and phone) and update the AM-03 Admissions Lead Sheet.

[Return to 7.0.3 - Online Marketing Table of Contents](#)

[Return to 7.0 - Advertising & Student Recruitment Table of Contents](#)

§ 7.0.3.2 - ADVERTISEMENT

ADMINISTRATIVE RULE (DEFINITION): Advertising shall be defined as any advertisement, signage, label, logo, packaging, imprint, sales promotion activity or device, public relations materials or events, merchandising or other activity or communication that has the intent or promoting or marketing a non-college product, service, event or organization.

ADMINISTRATIVE RULE (OUTSIDE COMPANIES): All proposed uses of the College's name and/or logo in advertising by outside companies must be coordinated with the Outreach & Marketing Manager and all final approvals through the Dean and/or President.

ADMINISTRATIVE RULE (PROMOTIONAL ITEMS): Promotional items (clothing, pens, bags, lanyards, flyers, etc) imprinted with the College name and/or logo must be approved by the Director of Administration and meet College graphic standards. Any requests for promotional items from faculty or staff members for events or outreach opportunities outside of the College must fill out AM-10 Promotional Item Request Form to the Director of Administration.

[Return to 7.0.3 - Online Marketing Table of Contents](#)

[Return to 7.0 - Advertising & Student Recruitment Table of Contents](#)

§ 7.1 – ADMISSION REQUIREMENTS AND PROCEDURES

POLICY: The administration shall maintain procedures and rules to accomplish the proper functioning of the admissions process in general. These procedures and rules shall include specific and effective admission requirements which shall develop evidence that each applicant possesses the potential for success in the program for which the applicant is enrolling. The administration shall appoint qualified staff members to perform admissions-related tasks.

RULE: Any applicant who meets the College's admission requirements may apply to any program offered. The College enrolls both domestic and international students regardless of race, ethnicity, religion or creed, sexual orientation, gender identification, age, or disability, and provides equal opportunity for all applicants, in keeping with [§ 1.11 Culture of Inclusion and Diversity](#).

RULE: AM-11 Student Recruitment Documents shall be the approved admission requirements and procedures documents to give to prospective students interested in applying to the College programs. These documents shall contain pertinent information outlined below for domestic and international students and provided upon request and/or in person during tours.

RULE: The College shall not provide a commission, bonus or other incentive payment based in any part, directly or indirectly on success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding awarding admission or Title IV funds.

PROCEDURE: The Dean and the Director of Admissions shall exercise leadership and authority over the admissions process, and appoint admissions personnel to guide all applicants and prospective students through the admissions process via emails, phone calls, and video conferences. Administrative procedures and rules for admission to the College shall be divided into the following areas:

[§ 7.1.1 – AGE REQUIREMENTS](#)

[§ 7.1.2 – REQUIRED APPLICATION MATERIALS](#)

[§ 7.1.3 – PROCESSING COMPLETE APPLICATIONS](#)

[§ 7.1.4 – ACCEPTANCE PACKAGE CONTENTS](#)

[§ 7.1.5 – ACCEPTING AN OFFER OF ADMISSION](#)

[§ 7.1.6 – DEFERRAL REQUESTS](#)

[§ 7.1.7 – TRANSFER CREDIT REQUESTS](#)

[§ 7.1.8 – READMISSION](#)

[§ 7.1.9 – RE-ENROLLMENT FOR COMPLETED STUDENTS](#)

§ 7.1.1 - AGE REQUIREMENTS

ADMINISTRATIVE RULE: All students admitted into the Associate of Science in Performance, Certificate in Performance, Apprenticeship in Performance programs, and the Certificate in Songwriting & Music production program at the College must be at least 18 years of age.

ADMINISTRATIVE RULE: All students admitted into the non-collegiate Preparatory Quarter program at the College must be at least 14 years of age and currently enrolled in high school. Those under the age of 18 must have either his/her parent(s)/ guardian(s) provide a signed consent form to attend the non-collegiate workshops at the College.

DOCUMENTATION: AM-12 Parent Consent Form

§ 7.1.2 - REQUIRED APPLICATION MATERIALS

ADMINISTRATIVE PROCEDURE: Admissions personnel must direct each applicant to complete a defined application process in full in order to apply for any program at the College.

ADMINISTRATIVE RULE: Each applicant must follow the defined application process outlined below and submit all required materials in order to successfully apply to one of the programs offered at the College.

ADMINISTRATIVE PROCEDURE: The defined application process includes the following elements:

[§ 7.1.2.1 - APPLICATION FOR ADMISSION](#)

[§ 7.1.2.2 - APPLICATION DEADLINE](#)

[§ 7.1.2.3 - AUDITION MATERIALS](#)

[§ 7.1.2.4 - APPLICATION FEE](#)

[§ 7.1.2.5 - PROOF OF GRADUATION](#)

[§ 7.1.2.6 - GOVERNMENT-ISSUED ID](#)

[§ 7.1.2.7 - PROOF OF ENGLISH PROFICIENCY](#)

[§ 7.1.2.8 - RE-AUDITIONING](#)

§ 7.1.2.1 - APPLICATION FOR ADMISSION

APPLICATION RULE: All applicants must fill-out and submit an AM-13 Application for Admission online in order to begin the application process. The application can be found at <http://ccmla.edu/apply/>.

APPLICATION RULE: The Application for Admission must include:

- General Information: full legal name, date of birth, gender, country of citizenship, email address, and contact number
- Inquiry regarding physical or mental disabilities: "Do you have any physical or mental impairment that may necessitate academic accommodations or assistive aids?" (reference [§ 7.9 – INDIVIDUALS WITH DISABILITIES OR SPECIAL NEEDS](#))
- Question regarding how the prospective student heard about the College
- Permanent Address
- Program and Emphasis selection
- Personal Statement
- Financial Support selection
- Video audition link submission (reference [§ 7.1.2.3.1 – AUDITION REQUIREMENTS](#))

APPLICATION RULE: All applicants who submit an Application for Admission must include a Personal Statement of at least 250 words. The principal role of the statement is to provide the College with a personal representation of the prospective student as a candidate towards a program and emphasis. Applicants are encouraged to elaborate in their statement, but must answer the following:

1. How long have you been making music? What are your long-term musical goals?
2. Who or what provides you with artistic inspiration as a musician? Which styles or sub genres of popular music are you most interested in?
3. In what areas do you hope you will improve or develop the most by attending California College of Music?
4. Have you received any musical awards or academics honors? Have you participated in any studio recordings or live performances? (Do not leave anything out!)

ADMINISTRATIVE RULE: If an applicant is interested in auditioning for a Talent-Based Scholarship Award ([reference § 3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#)), he/she must provide the name and email contact of the individual who will be writing a Letter of Recommendation within the Application for Admission. An applicant will have the option to list up to three contacts for admissions personnel to reach out to.

ADMINISTRATIVE RULE: Any domestic applicant interested in applying for Economic Tuition Reduction must indicate yes or no within the Application for Admission ([reference § 3.5.2 - ECONOMIC TUITION REDUCTION PROGRAM](#)) and provide his/her most recent 1040 Tax Return.

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[Return to 7.1 - Admission Requirements & Procedures Table of Contents](#)

§ 7.1.2.2 – APPLICATION DEADLINE

ADMINISTRATIVE RULE: The application deadline for applicants is one month prior to the first day of instruction.

ADMINISTRATIVE RULE: In order to start the application process, an applicant must submit, at a minimum, the online Application for Admission and the Application Fee before the deadline.

ADMINISTRATIVE RULE: If an applicant submits either the Application for Admission or the Application Fee after the deadline, he/she will be subject to an additional \$70.00 Late Application Fee, to be assessed within the Tuition and Fees Invoice.

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§ 7.1.2.3 – AUDITION MATERIALS

ADMINISTRATIVE RULE: Audition videos are required in order to be considered for admission into the College (see [§ 7.1.2.3.1](#)).

ADMINISTRATIVE RULE: YouTube links, Dropbox links, downloadable movie files, or CDs/DVDs are acceptable formats for video audition admissions and should be submitted within the online Application for Admission, emailed directly to admissions@ccmla.edu, or physically mailed to the College. All videos must be live performances; submitted videos that are lip sync or done by someone other than the applicant will be denied admission.

ADMINISTRATIVE PROCEDURE: Admissions personnel shall provide interested students with the College's audition requirements over email in PDF format, as well as by directing them to the official College website and/or MV-16 General Catalog where the current audition requirements are held.

[§ 7.1.2.3.1 - AUDITION REQUIREMENTS](#)

[§ 7.1.2.3.2 - AUDITION EVALUATION](#)

§ 7.1.2.3.1 - AUDITION REQUIREMENTS

POLICY: The administration shall create and uphold practical audition requirements in order to evaluate an applicant for admission. These audition requirements shall include specific and effective material which shall develop evidence that each applicant possesses strong musicianship and the potential to excel and evolve within the program. Where applicable, the audition shall be the applicant's opportunity to showcase their exceptional talent in support of an application for a talent-based scholarship.

RULE: If an applicant does not adequately perform all required elements as stated within the Audition Requirements documents for each program, he/she will be informed of the elements needed in order to complete all elements of the audition. If an applicant completes all required elements of the audition, but their performance is deemed by the Director of Admissions to be insufficient for College enrollment, he/she will be denied admission into the College and notified of the same in writing by the Director of Admissions. If an applicant has been denied admission to the college based on insufficient performance within the audition, he/she may audition for a different program or re-apply for the same program during a future enrollment period, but he/she may not audition again for the same program during the same enrollment period.

RULE: To ensure the policy is upheld and for quality assurance, only the Dean may finalize and approve updates to the administrative audition requirement documents. Once approved, the Director of Administration will render new documents and update the official college website. Admissions personnel will then be able to use the new approved administrative documents to inform prospective students of their audition requirements based on program and emphasis.

PROCEDURE: Audition requirements shall be accomplished through effective administrative rules and procedures in the following areas:

[§ 7.1.2.3.1.1 – GENERAL REQUIREMENTS](#)

[§ 7.1.2.3.1.2 – PERFORMANCE BASED EMPHASES](#)

[§ 7.1.2.3.1.3 – SONGWRITING & MUSIC PRODUCTION TRACK](#)

§ 7.1.2.3.1.1 – GENERAL REQUIREMENTS

ADMINISTRATIVE RULE: All applicants must provide either links to his or her video auditions, submit digital video files to admissions@ccmla.edu, or request a live audition.

ADMINISTRATIVE PROCEDURE: Audition requirement information will be made available to prospective applicants through the College's website, the General Catalog, and upon request to an admissions personnel.

ADMINISTRATIVE RULE: Admissions personnel shall encourage applicants to film their audition videos before submitting an Application for Admission, in addition to supplying the specific audition requirements for interested emphases.

ADMINISTRATIVE RULE: Applicants do not need to submit professionally recorded audition videos, but are required to submit audible and well-lit performances. Applicants must show at least two-thirds of the upper body, including the instrument if applicable, in order to show proper technique and style. Any applicant for who submit works that are not his/her own will automatically be denied admission into the College.

ADMINISTRATIVE PROCEDURE: Acceptable sources for online links include, but are not limited to the following: YouTube, SoundCloud, Dropbox, or Vimeo. Additional acceptable forms of audition videos include downloadable movie files, or physical CD/DVD submissions.

[*Return to 7.1.2.3 - Audition Video Requirements*](#)
[*Return to 7.1.2 - Required Application Materials Table of Contents*](#)
[*Return to 7.1 - Admission Requirements & Procedures Table of Contents*](#)

§ 7.1.2.3.1.2 – PERFORMANCE BASED EMPHASES

ADMINISTRATIVE RULE: Admissions personnel shall refer to AM-16 for all approved admission requirements for performance based emphases (voice, guitar, bass, drums, and keyboard) in the Apprentice, Certificate, and Associate of Science Degree programs. The Dean and the Director of Admissions shall update and maintain these documents respectively for audition requirements. AM-16 shall also be used for promotional purposes to prospective students via email and hand-outs with AM-01 CCM Brochure.

ADMINISTRATIVE RULE: An applicant cannot apply any effects to his or her video performance. Reverb, lip sync, echo, or auto-tune of any kind will not be permitted within the audition videos. All applicants on the performance track must provide audition videos of a live performance.

ADMINISTRATIVE PROCEDURE: It will be recommended for vocal applicants to be accompanied by a live instrumentalist, or themselves on piano, guitar, or another instrument. In addition, auditions may be sung in acapella or to a pre recorded backing track.

ADMINISTRATIVE PROCEDURE: All applicants will be encouraged to perform a song selection of his/her choice that he/she feels will showcase his or her musical and technical prowess. Admissions personnel will recommend this option to applicants applying for a Talent-Based Scholarship (see also [§ 3.5.1](#)).

[Return to 7.1.2.3.1 - Audition Requirements](#)

[Return to 7.1.2.3 - Audition Video Requirements](#)

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§ 7.1.2.3.1.3 – SONGWRITING & MUSIC PRODUCTION TRACK

ADMINISTRATIVE RULE: Admissions personnel shall refer to AM-16 for all approved admission requirements for the Songwriting & Music Production certificate program. The College shall update and maintain these documents for audition requirements into the designated program. AM-16 shall also be used for promotional purposes to prospective students via email and hand-outs with AM-01 CCM Brochure.

ADMINISTRATIVE RULE: An applicant applying to the Certificate in Songwriting & Music Production program must create and submit two audition video or audio files, of which. One submission must be an original work and at least one submission must be a work that the applicant produced in some way. Although one submission may satisfy both requirements, an applicant must still submit two songs in order to be accepted into the program.

ADMINISTRATIVE PROCEDURE: An applicant's performance should showcase his/her unique musical style and clear artistic vision. Admissions personnel will recommend applicants who choose to sing their selection to accompany themselves on piano, guitar, or another instrument. If an applicant prefers, he or she may be accompanied by a live instrumentalist or perform to a pre-recorded back track. Acapella performances are also acceptable.

[Return to 7.1.2.3.1 - Audition Requirements](#)

[Return to 7.1.2.3 - Audition Video Requirements](#)

[Return to 7.1.2 - Required Application Materials Table of Contents](#)

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§ 7.1.2.3.2 - AUDITION EVALUATION

POLICY: The administration shall evaluate all prospective student audition materials into the College in an ethical and impartial manner to ensure equal opportunity. Audition evaluations are designed to determine whether a candidate for a College program has the ability to benefit from and the potential to complete the program based on submitted audition material. The administration shall appoint qualified adjudicators to evaluate prospective student auditions.

PROCEDURE: The Director of Admissions shall oversee the following audition based requirements of the admissions process:

[§ 7.1.2.3.2.1 – AUDITION ADJUDICATION](#)

[§ 7.1.2.3.2.2 – SCHOLARSHIP ADJUDICATION](#)

§ 7.1.2.3.2.1 – AUDITION ADJUDICATION

ADMINISTRATIVE RULE: The Director of Admissions must provide an AM-17 Audition Adjudication Form explaining his/her decision to admit the student into a program and emphasis.

ADMINISTRATIVE PROCEDURE: The Director of Admissions will evaluate prospective students based on the student's satisfactory completion of all audition requirements (reference [§ 7.2](#)) and identifies the performed requirements indicate competency and understanding in the applied emphasis and/or program.

ADMINISTRATIVE RULE: In the instance a prospective student submits audition materials that are not his/her own, the applicant will automatically be denied admittance into the College.

[Return to 7.1.2.3.2 - Audition Evaluation](#)

[Return to 7.1.2.3 - Audition Materials](#)

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§ 7.1.2.3.2.2 – SCHOLARSHIP ADJUDICATION

ADMINISTRATIVE RULE: There must always be minimally two adjudicators per scholarship application. Generally, the Dean and the Director of Education and/or Program Chair will evaluate an applicant's request for a talent-based scholarship. Applicant scores will be averaged to create the final awarded scholarship amount. Members of the Committee must fill out AM-18 Scholarship Adjudication Form to submit to the Director of Admissions.

ADMINISTRATIVE PROCEDURE: In order for a prospective student to apply for a talent-based scholarship, he/she must provide a complete application for admission (reference [§ 3.5.1](#)) with all supporting documents as detailed in [§ 7.1 - APPLICANT REQUIREMENTS & PROCEDURES](#). An adjudicator cannot officially review/submit a Scholarship Adjudication Form until the prospective student completes the application process.

ADMINISTRATIVE PROCEDURE: All scholarship adjudication forms will be comprised of the following:

- Scored on a cumulative 40 point total where a 40 out of 40 point total will result in a 40% maximum scholarship award by the College.
- Divided into four to five sections, each ranked from 0 to 8 where 0 represents no understanding and 8, a strong understanding/foundation.
- A small section for additional comments or observations provided by the adjudicator.

ADMINISTRATIVE RULE: Prospective students may not review the adjudication form. A student's application for a talent-based scholarship award may only be adjudicated once for any given program.

ADMINISTRATIVE PROCEDURE: Scholarship adjudicators will be given adjudication forms for the following:

[§ 7.1.2.3.2.2.1 – MUSIC PERFORMANCE EMPHASIS](#)

[§ 7.1.2.3.2.2.2 – SONGWRITING & MUSIC PRODUCTION](#)

§ 7.1.2.3.2.2.1 – MUSIC PERFORMANCE EMPHASIS

ADMINISTRATIVE PROCEDURE: All instrumental and voice emphasis scholarship adjudication forms shall cover the following musical parameters:

- Tone Quality
- Intonation
- Rhythmic Accuracy
- Creativity
- Overall Performance

[Return to 7.1.2.3.2 - Audition Evaluation](#)

[Return to 7.1.2.3 - Audition Materials](#)
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§ 7.1.2.3.2.2.2 – SONGWRITING & MUSIC PRODUCTION

ADMINISTRATIVE PROCEDURE: The Certificate in Songwriting & Music Production scholarship adjudication forms shall cover the following musical parameters:

- Song Melody & Lyrics
- Song Structure
- Arrangement & Production
- Artistry & Individuality

[Return to 7.1.2.3.2 - Audition Evaluation](#)
[Return to 7.1.2.3 - Audition Materials](#)
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§ 7.1.2.4 – APPLICATION FEE

ADMINISTRATIVE RULE: Applicants must pay a non-refundable \$80.00 Application Fee.

ADMINISTRATIVE RULE: In the instance of extreme economic hardship, the application fee may be waived at the discretion of the Director of Administration.

ADMINISTRATIVE PROCEDURE: Applicants should pay the Application Fee online using the following webpage: <https://ccmla.edu/app-fee/>. All major credit cards are accepted, and no PayPal account is required. Acceptable alternative forms of payment include cash, check, or money order.

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§ 7.1.2.5 – PROOF OF GRADUATION

ADMINISTRATIVE RULE: In order to enroll in a college-level program, an applicant must be a high school graduate or possess a recognized equivalent of a high school diploma. There are no exceptions to this rule.

ADMINISTRATIVE RULE: Applicants must provide proof of graduation prior to enrollment. Documentation of proof of graduation must be placed in the applicant's student file by the registrar before an Enrollment Agreement can be signed.

ADMINISTRATIVE RULE: The following forms of proof of graduation may be accepted at the discretion of the Director of Admissions: a high school diploma, official transcript or the recognized equivalent; a G.E.D. certificate of completion, or a transcript from an accredited postsecondary school of a postsecondary degree at the Associate, Baccalaureate, or Graduate level. To properly evaluate the Proof of Graduation document must contain at minimum: applicant's full legal name, name of institution, completion date (day/month/year), and a signature from an approved administrator from the institution. The College does not admit students under the Ability-to-Benefit (ATB) criteria.

ADMINISTRATIVE RULE: If applicable, all veteran applicants who have been approved to receive VA educational benefits must provide an official transcript from a College or University if he/she attended any post-secondary education program prior to California College of Music. See also [§ 7.6 - TRANSFER OF CREDIT](#).

ADMINISTRATIVE RULE: The Director of Admissions may issue a Conditional Acceptance Letter to an applicant if he/she is a senior in high school and is able to provide a high school transcript showing an expected date of graduation. In this case, the student is accepted into the College on the condition that they provide one of the approved forms of proof of graduation listed above before signing an Enrollment Agreement.

ADMINISTRATIVE RULE: At his/her discretion, the Director of Admissions may require foreign transcripts or diplomas from international applicants to be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Association of International Credentials Evaluators (AICE), or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma.

ADMINISTRATIVE RULE: At his/her discretion, the Director of Admissions may require that documents submitted as proof of graduation which are written in languages other than English be translated into English and/or notarized or apostilled before they are reviewed.

ADMINISTRATIVE PROCEDURE: In the instance the Director of Admission has reason to believe that a high school diploma submitted by an applicant is not valid or was not obtained from an entity that provides secondary school education, the student must submit an official high school transcript. At no point in the admissions process is student self-certification sufficient documentation for Proof of Graduation and if the College is unable to validate a high school diploma then the student shall not be considered for admission. Students are not eligible to appeal this process.

ADMINISTRATIVE RULE: Applicants applying for the preparatory quarter program are exempt from providing Proof of Graduation as it is considered a non-collegiate program.

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§ 7.1.2.6 – GOVERNMENT-ISSUED PHOTO ID

ADMINISTRATIVE RULE: Applicants must physically provide the College with unexpired government-issued photo identification. Acceptable forms of photo identification include a state-issued driver license, a state-issued identification card, a military identification card, or a passport.

ADMINISTRATIVE RULE: Acts of impersonation must be reported to the appropriate authorities.

ADMINISTRATIVE RULE: International applicants must provide a high-resolution scan of the photo page of an unexpired passport.

ADMINISTRATIVE RULE: Acts of impersonation or fraudulent identification must be reported to the appropriate authorities immediately.

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§ 7.1.2.7 – PROOF OF ENGLISH PROFICIENCY

ADMINISTRATIVE RULE: All students must be proficient at reading, writing, and speaking the English language. Domestic students must submit a diploma or official transcript from a high school or post-secondary institution located in the United States, as Proof of English Proficiency. International applicants must demonstrate English language proficiency by providing one of the following:

- TOEFL iBT score of 50 or above
- TOEIC score of 600 or above
- IELTS score of 5.0 or above
- CEFR B2 Level or higher,

ADMINISTRATIVE RULE: International applicants from a country where English is the native speaking language may submit their Proof of Graduation from their home country as Proof of English Proficiency.

ADMINISTRATIVE RULE: No English language services or English as a Second Language (ESL) instruction are offered at California College of Music.

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§ 7.1.2.8 – RE-AUDITIONING

ADMINISTRATIVE RULE: Auditioning more than once within the same Application for Admission is not permitted.

ADMINISTRATIVE RULE: Each time an applicant re-applies, he or she must re-submit an application fee and an Application for Admission, including new audition videos.

ADMINISTRATIVE RULE: If an applicant successfully auditions for both entry into the College and for a College-sponsored financial aid program, he or she cannot re-audition in an attempt to receive a larger financial aid award. Also see [§3.5 - FINANCIAL SUPPORT PROGRAMS](#).

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§ 7.1.3 - PROCESSING COMPLETE APPLICATIONS

ADMINISTRATIVE RULE: An application cannot be reviewed for admission into the College until the application fee and all required documents have been received.

ADMINISTRATIVE PROCEDURE: Once an Application for Admission is complete and all admissions requirements have been met, the admissions personnel will submit a request for review to the Director of Admissions. A prospective student can expect a response regarding acceptance into a program within five to seven business days from the Director of Admissions.

ADMINISTRATIVE RULE: The Director of Admission must keep the following four guidelines in mind when considering an applicant for admission:

1. The College admits students who possess a strong sense of commitment to popular music.
2. The College admits students with strong artistic sensibilities.
3. The College helps students achieve their personal goals in music.
4. The College seeks students with exceptional talent and the potential for greatness.

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§ 7.1.4 - ACCEPTANCE PACKAGE CONTENTS

ADMINISTRATIVE PROCEDURE: Once accepted into a program, the prospective student will receive an email from the Director of Admissions with an AM-14 Acceptance Letter & Offer of Admission detailing his or her program of study at the college and, if applicable, the amount of financial support awarded, and the FP-04 Tuition & Fees Invoice.

ADMINISTRATIVE RULE: International prospective students will receive an additional document to begin the Student Visa Process. Reference [§ 7.2 – International Student Visa Process & Tracking](#)

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§ 7.1.5 - ACCEPTING AN OFFER OF ADMISSION

ADMINISTRATIVE RULE: In order to accept an offer of admission, a domestic applicant must make a one-time, non-refundable, \$250.00 deposit one month prior to the First Day of Instruction (Monday of Week 1). In the instance he/she applies after the one-month deadline, the deposit will be due upon receipt of the FP-04 Tuition & Fees Statement. If a prospective student does not submit the deposit on time, he/she will be subject to a one-time \$100.00 late fee.

ADMINISTRATIVE PROCEDURE: Once a prospective student has submitted his or her deposit, Admissions personnel will then make a physical file which includes all admissions requirements, and then proceed to [§ 7.3 MATRICULATION & STUDENT ORIENTATION](#).

ADMINISTRATIVE RULE: In order for an international applicant to accept an offer of admission, he/she must begin the Student Visa Process (see [§ 7.4](#)) and, provide a Bank Statement and First Quarter Tuition & Fees Payment no later than one-month prior to the start of classes. In the instance he/she applies after the one-month deadline, the first payment shall be due upon receipt of the FP-04 Tuition & Fees Statement. If an international applicant does not provide his/her payment on time, he/she will be subject to a one-time \$100.00 late fee.

ADMINISTRATIVE RULE: An applicant to whom an Offer of Admission has been extended has until the Friday of the second week of instruction to become an enrolled student at the College or defer enrollment up to one year (reference [§ 7.1.6](#)). No late enrollees are permitted; there are no exceptions to this rule.

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§ 7.1.6 - DEFERRAL REQUESTS

ADMINISTRATIVE RULE: If, for any reason, a prospective student cannot attend the applied quarter, he/she is eligible for up to one year deferment of admission, or two enrolling periods, with accompanying documentation; AM-14 Admissions Deferral Request Form.

ADMINISTRATIVE PROCEDURE: After all attempts to assist the applicant to attend the original applied enrollment period, admissions personnel will provide the applicant with AM-14. That applicant must submit AM-14 no later than Friday of the second week of instruction of the original applied start date. If the applicant does not provide AM-14 by the deadline nor matriculates into the College by Friday of Week 2, his/her Acceptance Letter & Offer of Admission will be terminated. To be reconsidered for enrollment into the College, he/she will need to reapply and submit new audition videos based on [§ 7.1.2.3.1 – Audition Requirements](#).

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§ 7.1.7 - READMISSION

ADMINISTRATIVE RULE: A withdrawn student who wishes to be considered for readmission must file a new Application for Admission and meet with the Dean to discuss his or her eligibility to return. The application fee will be assessed, however the government-issued ID, proof of graduation, and proof of English proficiency need not be submitted again, as these items remain in the student's file. The decision to submit the audition video(s) again rests with the student, as the initial audition videos still remain in the student's file, but the student may resubmit the audition video(s) if they want to display improvements in their abilities that they have accomplished while withdrawn.

ADMINISTRATIVE PROCEDURE: Returning student enrollments are reviewed and approved by the Dean. Decisions will be made based upon prior academic progress, behavioral conduct, and changes in circumstance since withdrawal or dismissal. If approved for readmission, the Dean will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated.

ADMINISTRATIVE RULE: If a withdrawn student benefitted from a scholarship and/or tuition reduction and wishes to be reconsidered for institutional financial support in his/her new program, the Dean will re-evaluate the student's financial support package, taking in to consideration previous jury performances and current academic standing, to determine the scholarship and/or tuition reduction in addition to results provided by the Scholarship Review Committee.

ADMINISTRATIVE RULE: The student must not have any outstanding tuition balance remaining from his or her prior enrollment unless payment arrangements have been established and approved by the Director of Administration.

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§ 7.1.8 - RE-ENROLLMENT FOR COMPLETED STUDENTS

ADMINISTRATIVE RULE: A student who has completed a program at the College may reapply for a different program and, if applicable, transfer any earned credit from required courses to the new program. However, students may not reapply for the same program regardless of emphasis and may not enroll in a lower program with the same emphasis. For example, (1) a student who completes the Apprentice in Performance program with an emphasis in Voice may not apply for the Apprentice in Performance program with an emphasis in Guitar, and (2) a student who completes the Certificate in Performance program with an emphasis in Voice may not enroll in the Apprentice in Performance program with an emphasis in Voice but may enroll in the Apprentice in Performance program with an emphasis in Guitar.

ADMINISTRATIVE PROCEDURE: In order to apply, the student must file a new Application for Admission with the application fee. All supporting documents need not be submitted again, as these items remain in the student's file. In the instance a student changes emphasis, he/she must submit new audition videos. If the student continues his/her studies at the College with the same emphasis, the student may either provide new audition videos or submit a previous jury to the admissions department in lieu of audition videos.

ADMINISTRATIVE RULE (CONTINUATION WHILE ENROLLED): An enrolled student at the College has the option to continue his/her studies by applying to another program during the last quarter of his/her current program. Although a new Application for Admission is still required, an enrolled student who elects to continue his/her studies at the College is exempt from providing an application fee; enrolled students must still adhere to all admission deadlines and tuition due dates.

ADMINISTRATIVE PROCEDURE (CONTINUATION WHILE ENROLLED): The application for the enrolled student applying to a new program may have to go through a review and approval process by the Dean; decisions may be based on current and prior academic progress. If approved for re-enrollment, the Director of Admission will provide a Conditional Letter of Acceptance based upon final grades submitted at the end of the quarter.

ADMINISTRATIVE RULE (SCHOLARSHIP REVIEW): If student has benefitted from a scholarship, he/she will need to apply for a new scholarship for the new program (also reference [3.5.1 - TALENT-BASED SCHOLARSHIP PROGRAM](#)). The new Letter of Recommendation and audition videos (jury performances may be used as substitutes), will be sent to a Scholarship Review

Committee to determine either the continuation of the scholarship or a reduction in scholarship. The Committee will also take into consideration previous jury performances (if not submitted) and current academic standing.

ADMINISTRATIVE RULE (ETR REVIEW): A student on the Economic Tuition Reduction plan must be required to submit a most recent 1040 Tax Return (also reference [3.5.2 - ECONOMIC TUITION REDUCTION PROGRAM](#)).

ADMINISTRATIVE RULE: Continuing international students must provide an updated Bank Statement (also reference [§ 7.2 - INTERNATIONAL STUDENT VISA PROCESS & TRACKING](#))

ADMINISTRATIVE PROCEDURE: If accepted, the student will receive a new Acceptance Letter & Offer of Admission as well as an updated Tuition & Fees Invoice. To accept the new offer of admission, both international and domestic students must follow recurring payment deadlines (also reference [3.3 - TUITION & FEES](#)). A new enrollment agreement must also be signed no later than one week before the start of classes (also reference [§ 7.5.1 - STUDENT ORIENTATION](#)).

[Return to 7.1 - Admission Requirements & Procedures Table of Contents](#)

§ 7.2 – INTERNATIONAL STUDENT VISA PROCESS AND TRACKING

POLICY: The administration shall maintain rules and procedures adequate to ensure foreign students' proper enrollment into the College and international student tracking. All state and federal law shall be followed under compliance with the Student and Exchange Visitor Information System (SEVIS). The administration shall appoint someone to be the Principal Designated School Official (PDSO) to SEVIS, document student files, and post data to the Department of Homeland Security database as required by the agency.

RULE: The PDSO may nominate other members as part of the executive team as Designated School Officials (DSO) at the College. The newly elected DSO must undergo certification and training with the Department of Homeland Security and the Student Exchange Visitor Program respectively.

PROCEDURE: The DSO, Director of Admissions, and all admissions personnel will assist international prospective students throughout the application for admission, immigration processing, and F-1 visa certification. Once accepted into a full-time program, a prospective international student will receive his/her AM-14 Acceptance Letter & Offer of Admission, FP-04 Tuition & Fees Statement, and a AM-19 Student Visa Process Outline outlining his/her next steps in the admissions process. In order to travel and study in the United States, all international prospective students must complete and maintain the following:

[§ 7.2.1 – BANK STATEMENT](#)

[§ 7.2.2 – FIRST QUARTER TUITION & FEES PAYMENT](#)

[§ 7.2.3 – SEVIS FORM I-20](#)

[§ 7.2.4 – INTERNATIONAL STUDENT TRACKING](#)

[§ 7.2.5 – MAINTAINING INTERNATIONAL STUDENT STATUS](#)

§ 7.2.1 – BANK STATEMENT

ADMINISTRATIVE RULE: In order for an international prospective student to accept an offer of admission and receive a Form I-20, he/she must submit a bank statement demonstrating that they can afford the cost of tuition and fees for the program, as outlined within FP-04 Tuition & Fees Statement (reference [§ 3.1.3](#)) plus the estimated cost of living in the United States for the duration of their program.

ADMINISTRATIVE PROCEDURE: Admissions personnel will collect a prospective international student's bank statement and save it within the prospective student's physical and digital file.

ADMINISTRATIVE RULE: If a prospective international student submits a sponsor's bank statement he/she must provide a signed AM-20 Letter of Financial Support from his/her sponsor.

ADMINISTRATIVE RULE: The bank statement must show a minimum amount equaling the full cost of tuition, as outlined within the Tuition & Fees Invoice, plus the cost of living for the full duration of the program. Cost of living shall be estimated at \$1,000.00 USD per month, which accounts for housing, transportation, and food. The cost of living must be multiplied by the number of months the prospective student will be enrolled in a program.

ADMINISTRATIVE RULE: In the instance a prospective international student does not provide a Bank Statement or the Bank Statement shows insufficient funds, he/she will not be issued a Form I-20. A bank statement must be collected before the prospective student submits his/her first quarter tuition payment.

§ 7.2.2 – FIRST QUARTER TUITION & FEES PAYMENT

ADMINISTRATIVE RULE: In order for an international prospective student to accept an offer of admission and receive a Form I-20, he/she must submit payment of their first quarter tuition and fees as outlined on his or her Tuition & Fees Invoice (reference [§](#)

[3.1.3 - TUITION & FEES STATEMENTS & RECEIPTS](#)). International prospective students may provide their payment as outlined in [§ 3.1.4 - TUITION & FEES PAYMENT METHODS](#).

ADMINISTRATIVE PROCEDURE: The Director of Administration will notify an international prospective student when his/her payment has been received by the College and will email a FP-05 Receipt & Balance Statement (reference [§ 3.1.3 - TUITION & FEES STATEMENTS & RECEIPTS](#)).

ADMINISTRATIVE RULE: If an international prospective student does not provide his or her first quarter tuition & fees payment on time, he/she will be subject to a \$100.00 late fee. Tuition payment will not be accepted until a bank statement has been received. In the instance a prospective international student does not provide payment, he/she will not be issued a Form I-20.

[Return to 7.2 - International Student Visa Process Table of Contents](#)

§ 7.2.3 – SEVIS FORM I-20

ADMINISTRATIVE PROCEDURE: Once the College receives an accurate bank statement and the first quarter tuition & fees payment, the Director of Admissions will provide the DSO with AM-21 SEVIS I-20 Data Entry Request Form with the international prospective student's information. Once the DSO reviews AM-21 and determines the information is correct, he/she shall render and sign a Form I-20. The international prospective student will then be mailed an acceptance package with:

- an original Form I-20,
- The original AM-14 Acceptance Letter & Offer of Admission,
- FP-05 Receipt & Balance Statement, and
- AM-19 Student Visa Process Outline.

ADMINISTRATIVE RULE: A Form I-20 cannot be issued until both a bank statement and first quarter tuition & fees payment has been received. The College's DSO is the only school administrator who can issue a SEVP Form I-20, certificate of Eligibility for Nonimmigrant Student Status, which allows an international student to apply for a student visa at the United States Embassy in his or her country.

ADMINISTRATIVE RULE: An international prospective student must enroll in either a 22 or 44 week program in order to obtain student status from United States Citizenship and Immigration Services (USCIS). International prospective students are not currently eligible to apply to a part-time program.

ADMINISTRATIVE RULE: In accordance to United States law, international prospective students may not receive a Form I-20 prior to 120 days before the scheduled start date and may not enter the country any earlier than one month prior to the program start date.

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§ 7.2.4 – INTERNATIONAL STUDENT TRACKING

ADMINISTRATIVE PROCEDURE: The DSO and Director of Student Services will continually review all applications, enrollment agreements, visa-related documents, and other support documents to ensure that proper application and admissions procedures have been followed to maintain international student status. The following must be met for international students:

[§ 7.2.4.1 – DETERMINING THE STATUS OF A F-1 TRANSFER STUDENT](#)

[§ 7.2.4.2 – VERIFYING F-1 STUDENT ENROLLMENT](#)

[§ 7.2.4.3 – DETERMINING F-1 STUDENT TERMINATION OR DISMISSAL](#)

[§ 7.2.4.4 – VERIFYING F-1 STUDENT COMPLETION](#)

§ 7.2.4.1 – DETERMINING THE STATUS OF A F-1 TRANSFER STUDENT

ADMINISTRATIVE PROCEDURE: A F-1 prospective student who intends to transfer into the College must provide a copy of their original Form I-20 and fill out AM-22 Notice of Intent to Transfer SEVIS Record and submit it to the DSO. AM-22 must be filled out and signed by the DSO of the transferring institution. At the discretion of the College's DSO, he/she may call the transferring institution in order to verify that the international prospective student is in status by the institutional standards. If all standards are met, the international prospective student is transferred in and an initial I-20 is created. An entry is made into the SEVIS In-Status Checklist.

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[*Return to 7.2 - International Student Visa Process Table of Contents*](#)

§ 7.2.4.2 – VERIFYING F-1 STUDENT ENROLLMENT

ADMINISTRATIVE PROCEDURE: An international student is required to enroll for a minimum of 18 hours of classroom instruction per week, or a minimum of 12 units per quarter. The academic progress of the international student enrolled in courses is verified by attendance ledgers which are monitored weekly by the Director of Student Services, Midterm Progress Reports which identify any problems with attendance and/or academic problems that would lead to the student dropping out or failing, and final exams which verify that the student has completed required courses. An entry is made into the SEVIS In-Status Checklist each quarter.

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[*Return to 7.2 - International Student Visa Process Table of Contents*](#)

§ 7.2.4.3 – VERIFYING F-1 STUDENT TERMINATION OR DISMISSAL

ADMINISTRATIVE PROCEDURE: International students who fail to meet the requirements listed in [§ 7.4.4.2](#) become "Out-of-Status" and will have his/her Form I-20 terminated, will not be able to transfer to another educational institution, and will be required to return to their country of origin immediately. An international student's status is verified by the conditions stated and monitored by the DSO. An entry is made into the SEVIS In-Status Checklist.

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[*Return to 7.2 - International Student Visa Process Table of Contents*](#)

§ 7.2.4.4 – VERIFYING F-1 STUDENT COMPLETION

ADMINISTRATIVE PROCEDURE: The Academic Advisor reviews the graduation checklist with the international student, and verifies that the international student has completed all required elements for graduation. The international student is then recommended for graduation to the Dean and Director of Administration, and the international student is presented with a certificate of completion at a student ceremony or performance. An entry is made into the SEVIS In-Status checklist.

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[*Return to 7.2 - International Student Visa Process Table of Contents*](#)

§ 7.2.5 – MAINTAINING INTERNATIONAL STUDENT STATUS

ADMINISTRATIVE PROCEDURE: An international student receives and signs the AM-23 SEVIS Regulation Form during Student Orientation (reference [§ 7.3.1](#)). For an international student to remain in good standing at the College, and stay “In-Status” with SEVIS and remain in the United States, the international student must maintain the following conditions:

1. Keep passport and student visa valid and available at all times.
2. Maintain full-time student status and a course load of at least 12 units per quarter.
3. Stay current with all scheduled tuition and associated payments.
4. Continue to make academic satisfactory progress in classes and finish within 150% of the published length of the program.
5. If absent for more than 2 days for medical reasons, must bring a doctor’s written excuse and present it to the Student Services Advisor.
6. Attend at least 80% of scheduled classes.
7. Take all tests (midterm and final exams) and maintain at least a 2.0 grade point average.
8. Report any change of address or other contact information within ten days of moving.
9. Refrain from engaging in off-campus employment, both before and after graduation, without appropriate work authorization.
10. Any international student leaving the country for either travel or vacation must have the back of their Form I-20 endorsed by the DSO. Before the DSO can endorse travel, an international student must provide the flight itinerary departing and arriving from LAX International Airport. International students must allow a minimum of 3 – 5 business days for this signature, if approved. It is the responsibility of the student to make sure that the Form I-20 has this signature before leaving the country; without the signature, reentry may not be guaranteed.
11. Follow proper procedures if transferring to a school other than the one who originally authorized the Form I-20.
12. Detailed regulations are available at the United States Citizenship, Immigration and Naturalization (USCIS) Website: www.uscis.gov

ADMINISTRATIVE RULE (TRAVEL ENDORSEMENTS): The DSO will only endorse travel arrangements on the Form I-20 so long as the international student has met the following:

1. Provided the departure and arrival itinerary
 2. Paid the upcoming quarter tuition & fees in full
-

§ 7.3 – MATRICULATION AND STUDENT ORIENTATION

POLICY: The administration shall uphold State regulations that mandate all new students must matriculate into the College before the first day of classes of an enrolling quarter. This shall include the full enrollment process: completion of admissions, student orientation, assessment, academic advisement, and follow-up. This process will bring the College and student into an agreement for the purpose of realizing the student's educational goals. The administration shall appoint qualified staff members to perform matriculation-related tasks.

RULE: If a student does not matriculate before 5:00 PM on the last day of Week 2, he/she will be subject to a termination of the AM-14 Acceptance Letter & Offer of Admission as determined by the Dean and Director of Administration. This includes the incompleteness of student orientation, and/or signing of all matriculation-related documents.

PROCEDURE: The Director of Administration shall exercise leadership and authority over the matriculation process, and appoint admissions and student services personnel to guide and explain all requirements to enrolling students. Administrative procedures and rules for matriculating students shall be divided into the following areas:

[§ 7.3.1 – STUDENT ORIENTATION](#)

[§ 7.3.2 – MATRICULATION](#)

§ 7.3.1 – STUDENT ORIENTATION

ADMINISTRATIVE RULE: Prior to the first day of instruction, all enrolling students must attend a mandatory Student Orientation session at which they will be welcomed to the College, meet faculty and staff, review College policies and procedures, have questions answered, take placement exams, and finalize course schedules.

ADMINISTRATIVE RULE: Student Orientation Day shall take place one week prior to the first day of an enrolling quarter. All new students are required to attend, and continuing students are encouraged to attend. New students who do not attend Student Orientation shall not receive the schedule until they meet with the Director of Administration.

ADMINISTRATIVE RULE: If a new student is unable to attend the mandatory Student Orientation due to late registration, he/she must review a separate student orientation video with the Director of Admissions or appointed designee(s) and sign all matriculation-related forms and documents with the Director of Administration.

ADMINISTRATIVE PROCEDURE: Admissions and Student Services personnel will greet incoming students and conduct the following stages throughout Student Orientation Day:

[§ 7.3.1.1 – STUDENT PACKET](#)

[§ 7.3.1.2 – POWERPOINT PRESENTATION](#)

[§ 7.3.1.3 – INTERNATIONAL STUDENT ORIENTATION](#)

[§ 7.3.1.4 – STUDENT IDENTIFICATION CARDS](#)

[§ 7.3.1.5 – FINGERPRINT PRACTICE LOG](#)

[§ 7.3.1.6 – PLACEMENT EXAMINATIONS](#)

§ 7.3.1.1 – STUDENT PACKET

ADMINISTRATIVE RULE: Admissions and Student Services personnel shall provide new enrolling students a student packet consisting of:

AM-25 STUDENT ACKNOWLEDGEMENTS FORM

AM-27 ENROLLMENT AGREEMENT

EV-12 SCHOOL PERFORMANCE FACT SHEET
AM-28 EMERGENCY CONTACT & HEALTH INSURANCE FORM
FP-11 SCHOLARSHIP AWARD ACCEPTANCE AGREEMENT (IF APPLICABLE)
AD-12 ACADEMIC CALENDAR
AC-02 PROGRAM OUTLINE
VOTER REGISTRATION FORM (Applicable Students)

ADMINISTRATIVE PROCEDURE: Admissions and Student Services personnel will review these documents at the end of AM-24 Student Orientation Presentation in order to get the student acquainted with the responsibilities essential to their educational goals. This will prepare the student for a private meeting with the Director of Administration to review and sign the Enrollment Agreement and School Performance Fact Sheet; refer to [§ 7.5.2](#).

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[Return to 7.3 - Matriculation & Student Orientation Table of Contents](#)

§ 7.3.1.2 – POWERPOINT PRESENTATION

ADMINISTRATIVE RULE: Admissions and Student Services personnel shall conduct a presentation slideshow with all enrolling students using AM-24 Student Orientation Presentation. They shall review the College's mission and vision statements, Academic Policies, Private Lesson Curriculum and Policies, S.A.P. Policy, Attendance Policy, Facility Policies, Student Conduct, Required Textbooks & Materials Policy, Student Services, and answer any questions or concerns.

ADMINISTRATIVE PROCEDURE: Prior to Student Orientation, new students will be given access to the Student Portal where they will have access to the AM-24, MV-15 Student Handbook, MV-16 General Catalog, and AD-58 - AD-72 health awareness documents. New students are required to read MV-15, MV-16, and all health documents prior to student orientation. If a student does not sign the AM-25 Student Acknowledgements Form, he/she will not receive a schedule until he/she reviews all policies and procedures, and rights and responsibilities between the College and the student.

ADMINISTRATIVE PROCEDURE: Prior to student orientation, the Director of Admissions will review and revise AM-26 Orientation Day Tasks and review with admissions and student services personnel participating in orientation. This document will review the schedule breakdown as well as individual assignments to ensure productive outcomes for new students.

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§ 7.3.1.3 – INTERNATIONAL STUDENT ORIENTATION

ADMINISTRATIVE RULE: International students shall receive an additional orientation regarding local or American culture or customs, and the option for continual support in their adjustment to the many challenges of studying abroad and living in the United States with the Designated School Official. In addition, the DSO will review key elements from [§ 7.2.5 - MAINTAINING INTERNATIONAL STUDENT STATUS](#) with international students to ensure they understand all SEVIS requirements.

ADMINISTRATIVE PROCEDURE: The international student orientation will proceed separately after the completion of AM-24.

ADMINISTRATIVE RULE: The College must obtain a copy of an International Student's VISA page on their passport.

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§ 7.3.1.4 – STUDENT IDENTIFICATION CARDS

ADMINISTRATIVE RULE: Student Services personnel shall take photos of all enrolling students for their identification cards during Student Orientation.

ADMINISTRATIVE PROCEDURE: Photos must be taken in front of a neutral white backdrop, and the student should be framed to show only the head and neck. Identification cards include a color photo and will be provided the first week of instruction.

ADMINISTRATIVE RULE: A non-refundable \$20.00 fee will automatically be charged for each new student identification card in the first quarter tuition & fees invoice. Any lost identification cards can be replaced with a \$20.00 replacement fee.

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§ 7.3.1.5 – FINGERPRINT PRACTICE LOG

ADMINISTRATIVE RULE: All enrolling students must record their right index finger in the practice log in order to log the necessary practice hours throughout the quarter for M100 and M101 Private Lesson & Jury track.

ADMINISTRATIVE PROCEDURE: Refer to AM-26 Orientation Day Tasks for procedures on how to log new student information on the fingerprint practice log. Afterward, Student Services personnel will review the appropriate steps with the student on how to log his or her practicum hours.

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§ 7.3.1.6 – PLACEMENT EXAMINATIONS

ADMINISTRATIVE RULE: Upon completion of student orientation, enrolling students must participate in placement examinations. Refer to [§ 7.5 - PLACEMENT EXAMINATIONS](#) for further details.

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§ 7.3.2 – MATRICULATION

ADMINISTRATIVE RULE: Students must privately meet with the Director of Administration to review, sign, and submit the following forms from their student packet for matriculation after participating in Student Orientation:

AM-27 ENROLLMENT AGREEMENT

EV-12 SCHOOL PERFORMANCE FACT SHEET

FP-11 SCHOLARSHIP AWARD ACCEPTANCE AGREEMENT (IF APPLICABLE)

ADMINISTRATIVE PROCEDURE: All enrolling students will be made aware of their rights as they enroll into the College. All responsibilities will be clearly stated for both the student and the College in order for the student to reach his/her collegiate objectives. For more information, reference [§ 7.4 - ENROLLMENT AGREEMENT](#).

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§ 7.4 – ENROLLMENT AGREEMENT

POLICY: The administration shall create, sign, and execute a legally binding contract between an enrolling student and the College. The agreement shall provide specific financial disclosure information, and make the enrolling student aware of policies and responsibilities pertaining to enrollment. The administration shall appoint a qualified staff member to represent the College when signing the enrollment agreement.

RULE: Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), the Director of Administration shall ensure that College is in compliance with the enrollment agreement minimum requirements. Students may only execute Enrollment Agreements that are the most recently approved by the Bureau for Private Postsecondary Education (BPPE).

PROCEDURE: After all requirements for admission have been met, an enrolling student will review, sign, and date the enrollment agreement with the Director of Administration before admittance into any courses at the College; a copy of the signed agreement will be given to the student upon execution.

§ 7.5 – PLACEMENT EXAMINATIONS

POLICY: The administration shall hold placement examinations for enrolling students in order to accurately assess their prior musical knowledge and identify any required courses within the students' programs that they may be able to test out of. Placement examinations will determine the appropriate course level and demonstrate sufficient comprehension of the competencies required by the respective courses. The administration shall appoint qualified faculty members to proctor and evaluate placement examinations.

RULE: All placement examinations, assessments, and test-out examinations shall comply with all student learning outcomes to determine sufficient student comprehension of specific course material. Students are eligible for a maximum of 20 non-College earned credits for placement examinations, prior experiential learning, test-out examinations, and transfer credits. Students enrolling in the Apprentice program are only eligible for a maximum of 10 non-College earned credits. (See also [§ 7.6 - TRANSFER CREDITS](#))

PROCEDURE: The Director of Education, and/or his designees, will execute administrative procedures and follow administrative rules to accomplish the successful placement assessment of all incoming students in the following areas:

[§ 7.5.1 – PLACEMENT EXAMINATIONS](#)

[§ 7.5.2 – PRIOR EXPERIENTIAL LEARNING](#)

[§ 7.5.3 – TEST-OUT EXAMINATIONS](#)

§ 7.5.1 – PLACEMENT EXAMINATIONS

ADMINISTRATIVE RULE: During Student Orientation, all incoming students enrolling in a College-level program shall take music theory and ear training placement examinations. Students may also request to take rhythm training, sight-reading, piano proficiency, and instrumental technique placement examinations.

ADMINISTRATIVE GUIDELINE: Admissions personnel should encourage students to contact them prior to Student Orientation with any questions about placement examinations, and relay all requests to the Director of Education.

ADMINISTRATIVE PROCEDURE: The Director of Education or their designee(s) proctor and grade the approved placement examinations. After a student completes a placement examination, the Director of Education shall review the graded results and any placement recommendations from the proctor. The Director of Education then determines if the student has demonstrated sufficient understanding of the material tested to be exempt from any or all levels of the corresponding course series. The Director of Education may then elect to have the student take the final examination of the course level deemed most appropriate for the student, which shall be proctored by either the Director of Education or their designee. If the student passes this examination with a grade of 75% (C) or above, they will be granted credit for the course and their transcript shall be marked with a P (for pass); these credits will not factor into GPA calculations.

ADMINISTRATIVE PROCEDURE: The Director of Education may consult instructors of music theory, ear training, rhythm training, sight-reading, and instrumental technique before making his/her placement decisions or before reporting them to the Director of Administration, who shall then enroll students in the recommended class levels.

ADMINISTRATIVE RULE: Any student matriculating after student orientation must complete placement examinations in theory and ear training before attending any course. If a student wishes to participate in the placement examinations of rhythm training, sight reading, keyboard proficiency, and instrumental technique, he/she must request a testing date with admissions personnel prior to matriculation.

ADMINISTRATIVE RULE: Any student may decline to take any or all placement examination(s). Should a student elect not to complete the music theory and/or ear training placement examinations during Student Orientation, he/she will automatically be enrolled in the first level of the respective course series. If a student is not present at Student Orientation at the time placement examinations are administered, the student shall forgo the placement examinations and will be enrolled in the first level of every

course series. If a student decides after the first day of instruction they can confidently test out of a required course, the student may request to test out, following protocols outlined in [§ 7.5.3 – TEST OUT EXAMINATIONS](#).

ADMINISTRATIVE PROCEDURE: Students may take placement examinations for the following course series:

[§ 7.5.1.1 – POPULAR MUSIC THEORY SERIES](#)

[§ 7.5.1.2 – EAR TRAINING SERIES](#)

[§ 7.5.1.3 – SIGHT-READING SERIES](#)

[§ 7.5.1.4 – RHYTHM TRAINING SERIES](#)

[§ 7.5.1.5 – PIANO PROFICIENCY SERIES](#)

[§ 7.5.1.6 – INSTRUMENTAL/VOCAL TECHNIQUE SERIES](#)

§ 7.5.1.1 – POPULAR MUSIC THEORY

ADMINISTRATIVE RULE: AM-29 Popular Music Theory Placement Exam shall always be made available during Student Orientation and shall correlate with the student learning outcomes of the Music Theory course series.

ADMINISTRATIVE PROCEDURE: The Director of Education or his/her designee administers AM-29, to all incoming students on the first day of Student Orientation. Based on a student's test results, the Director may place the student in Popular Music Theory I or request that the student take the final exam for Popular Music Theory II, also saved on CCM's cloud storage site, to further demonstrate his/her theoretical knowledge as it pertains to Popular Music Theory II's student learning outcomes. If the student earns a C or better on this exam, he/she may then elect to take the Extended Harmony I and/or II final exam(s). Depending on the student's exam results, the Director determines the appropriate course level for the student and informs the Registrar for credit and final placement.

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§ 7.5.1.2 – EAR TRAINING

ADMINISTRATIVE RULE: AM-30 Ear Training Placement Exam shall always be made available during Student Orientation and shall correlate with the student learning outcomes of the Ear Training course series.

ADMINISTRATIVE PROCEDURE: The Director of Education or his/her designee administers a one-on-one aural skills assessment to each incoming student. The exam proctor progresses through a sequence of singing and hearing exercises of gradually increasing difficulty, saved on CCM's cloud storage site, until he/she concludes that the student has reached his/her limit of understanding. The proctor then recommends to the Director of Education an appropriate starting level of Ear Training for the student. Once a decision has been made, the Director of Education shall report his/her findings to the Registrar for credit and final placement.

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§ 7.5.1.3 – SIGHT-READING

ADMINISTRATIVE PROCEDURE: If a student requests to test out of any levels of Sight-reading, the Director of Education or his/her designee administers the Sight-reading I final exam to the student. If the student earns at least a C on this exam, the proctor then administers the Sight-reading II final exam and, if the student again earns at least a C, repeats this process with exams for levels 3 and 4 until the student fails to earn a C on an exam. The proctor then recommends to the Director of Education the appropriate

starting level of Sight-reading for the student based on these exam results. Then the Director of Education shall report his/her findings to the Registrar for credit and final placement.

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§ 7.5.1.4 – RHYTHM TRAINING

ADMINISTRATIVE PROCEDURE: If a student requests to test out of any levels of Rhythm Training, the Director of Education or his/her designee assigns a line from the Rhythm Training I final recitation for the student to sight-read. If the exam proctor determines that the student accurately executed at least 75% of the written rhythms (equivalent to a C), the proctor then assigns the student the Rhythm Training I transcription due no longer than 24 hours later. The student may email his/her work or provide a hard copy to the exam proctor. If the proctor determines that the student accurately transcribed at least 75% of the assigned rhythms, the proctor repeats this process using the Rhythm Training II final recitation and transcription assignment. Based on these exam results, the proctor recommends to the Director of Education an appropriate starting level of Rhythm Training for the student. Then the Director of Education shall report his/her findings to the Registrar for credit and final placement.

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§ 7.5.1.5 – PIANO PROFICIENCY

ADMINISTRATIVE PROCEDURE: If a student requests to test out of any levels of Piano Proficiency, the Director of Education or his/her designee administers a one-on-one keyboard skills assessment to the student. The exam proctor progresses through a sequence of technique and sight-reading exercises of gradually increasing difficulty, saved on CCM's cloud storage site, until he/she concludes that the student has reached his/her limit of pianistic ability. The proctor then recommends to the Director of Education an appropriate starting level of Piano Proficiency for the student. Then the Director of Education shall report his/her findings to the Registrar for credit and final placement.

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§ 7.5.1.6 – INSTRUMENTAL/VOCAL TECHNIQUE

ADMINISTRATIVE PROCEDURE: If a student requests to test out of any levels of Instrumental or Vocal Technique, the Director of Education or his/her designee (usually the Instructor of Record for the student's Technique course series or the appropriate Emphasis Chair, if different) administers a one-on-one skills assessment to the student. The exam proctor progresses through a sequence of exercises of gradually increasing difficulty until he/she concludes that the student has reached his/her limit of instrumental or vocal ability. The proctor then recommends to the Director of Education an appropriate starting level of Instrumental/Vocal Technique for the student. Then the Director of Education shall report his/her findings to the Registrar for credit and final placement.

ADMINISTRATIVE RULE: Exercises shall correlate with the student learning outcomes of the appropriate Instrumental/Vocal Technique course series.

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§ 7.5.2 – PRIOR EXPERIENTIAL LEARNING

ADMINISTRATIVE RULE: Prior experiential learning credit may be awarded on a case-by-case basis through live performance auditions, performance on placement exams, meeting and assessment, or early completion of final examinations at the discretion of the Director of Education and/or Program Department Chairs (or their appointees). Prior experiential learning must (1) be equivalent to a college or university level of learning, (2) demonstrate a balance between theory and practice, and (3) directly relate to the student's program, and is applied in satisfaction of some of the program requirements in order for credit to be awarded.

ADMINISTRATIVE PROCEDURE: A student who requests to receive prior experiential learning credit will need to complete the following: contact admissions personnel prior to enrollment, and provide a professionally written statement, resume, or other documentation indicating he/she is eligible for prior experiential learning. If the Director of Education accepts a student's request, he/she will also report to the Director of Administration to complete student class scheduling.

ADMINISTRATIVE RULE: No more than 15 quarter credits may be awarded to a student for prior experiential learning towards program completion.

ADMINISTRATIVE PROCEDURE: Students may appeal the Director of Education's decision for prior experiential learning credit by submitting a written appeal to the Dean. Based on the written appeal, the Dean will decide whether to administer further performance auditions, placement exams, or final exams.

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§ 7.5.3 – TEST-OUT EXAMINATIONS

ADMINISTRATIVE PROCEDURE: Students who believe they already possess the competencies sufficient to pass a required course may apply to test out up to Friday of Week 2 (the Last Day to Add/Drop Courses) by taking the final exam and receiving a grade of 75% (C) or above. Students must inform the instructor for the course of their intentions as soon as possible and provide a written statement and explanation. The instructor must provide a copy of this statement to the Registrar.

ADMINISTRATIVE RULE: After review of a student's written request to test out of a course, instructors must consult their respective Program Chairs before administering the final exam. The Program Chair may request to speak with the student regarding their request to test out of a particular course in order to glean any further information they may deem necessary.

ADMINISTRATIVE PROCEDURE: If an instructor determines through an issuance of a final exam that the student has sufficient knowledge to test-out of a course and demonstrates sufficient knowledge of all student learning outcomes for the course, that student shall be granted a designation of "P" for those courses, and the appropriate course credit is granted towards program completion on the official transcript. Grades of "P" shall count towards credits completed, but will not factor into GPA calculation. The Director of Administration will record in the NOTES section of AD-44 Official Transcript 'CRS TEST OUT'.

ADMINISTRATIVE PROCEDURE: Instructors must provide a letter grade for the final exam and a decision on whether or not the student has successfully tested-out of the course not later than Friday of Week 2 by 12:00 pm to the Director of Administration. The Director of Administration will notify the student of the final results and, if applicable, provide an updated quarter schedule.

ADMINISTRATIVE RULE: A final determination provided after the deadline will result in the student having to stay in the course, regardless of the final exam results.

ADMINISTRATIVE RULE: A maximum of 20 credits may be accepted towards completion of an approved College program. After 20 credits have been accepted by the institution, a student may still elect to test-out of additional required courses. If, after reaching the maximum allotment, the student is able to successfully test-out of a required course, they shall be granted a designation of "P" for the required course, but will not receive credit towards program completion nor will the course factor into GPA calculation.

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§ 7.6 – TRANSFER OF CREDIT

POLICY: The administration shall maintain effective rules and procedures in order to offer all incoming students the opportunity to request incoming transfer credit for courses taken at institutions accredited by organizations recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA) or for courses taken through the United States military or at institutions outside the United States that have been chartered or authorized by their national governments or accredited by specialized agencies in foreign countries. The administration shall also make every effort to assist enrolled students and alumni in representing and verifying course credit obtained at the College to other institutions and to communicate effectively with those institutions regarding the College's course descriptions, syllabi, and credit policies with the goal of successfully transferring course credit to other institutions.

PROCEDURE: The Dean and/or Director of Education shall conduct evaluations and execute procedures in the following areas:

[§ 7.6.1 – INCOMING TRANSFER CREDIT](#)

[§ 7.6.2 – OUTGOING TRANSFER CREDIT](#)

§ 7.6.1 – INCOMING TRANSFER CREDIT

ADMINISTRATIVE RULE: The College reserves the right to accept or reject credits earned at other institutions of higher education. Official evaluation for incoming transfer credit will only occur after a student receives an offer of admission and presents a satisfactory official transcript from an eligible institution. Incoming transfer credit is considered only for courses that fulfill the College's program completion requirements, have been completed with a letter grade of C or better, and have been completed within the past ten years. No fees will be assessed for testing, evaluation, or granting of incoming transfer credit, and no adjustments to tuition or fees will be made for incoming transfer credit. A maximum of 20 incoming transfer credits may be accepted towards completion of an approved College program and only 10 incoming transfer credits may be accepted toward completion of the Apprentice program. Regardless of the grades received in courses at other institutions, the student must demonstrate mastery of the material or competencies covered in the equivalent College courses in order to receive transfer credit.

ADMINISTRATIVE PROCEDURE: Students who wish to receive credit for classes taken prior to their matriculation to the College must notify the Director of Admissions prior to matriculation of their intention to request an incoming transfer credit evaluation by submitting AM-31 Incoming Transfer of Credit Request and course syllabi prior to Monday of Week 0 and no later than the Last Day to Add or Drop Courses in the first quarter.

ADMINISTRATIVE RULE: Transcripts received after the Last Day to Add/Drop Courses (Friday of Week 2) in the student's first quarter of attendance will not be evaluated.

ADMINISTRATIVE PROCEDURE: The College ensures that incoming transfer credit evaluation requests are administered fairly and consistently through the following procedure:

1. The Director of Education will examine incoming student transcripts and syllabuses from other institutions and evaluate which, if any, completed courses correspond to equivalent College program courses;
2. The Director of Education, or his/her designee(s) (often Program Chairs) then administer the appropriate examinations or competency tests, often corresponding to the final examinations for the courses in question, which shall develop evidence that the student possesses the required competencies for the course as stated within the student learning outcomes on the course syllabus.
3. The Director of Education shall make the final determination as to whether incoming transfer credit will be awarded, and document their decision in a AM-32 Statement of Incoming Transfer Credit and Course Substitutions Applied.
4. The Registrar shall apply the transfer credit and course substitutions authorized by the Director of Education to the student's official transcript. Credit hours accepted toward program completion shall be counted as both attempted and received but will not impact the GPA.
5. The student shall receive AM-32 within 5 to 7 business days of his/her submission of AM-31. The student shall be provided with an updated SS-06 Academic Advisement Chart reflecting the changes within his/her program, required

courses, and new projected end date if applicable. Any changes to the projected end date that affects the overall cost of tuition shall be reflected in an updated FP-04 Tuition & Fees Statement.

ADMINISTRATIVE PROCEDURE (APPEAL PROCESS): If the student wishes to appeal the incoming transfer of credit determination, he/she must do so in writing to the Dean within five business days of the AM-32 submission, and provide appropriate evidence to support the appeal. The Dean will review the appeal and make a determination as to whether to approve or deny the appeal within five business days of the receipt of the appeal. The Dean's determination with respect to the appeal is final and irrevocable and an updated AM-32 will be provided to the student.

ADMINISTRATIVE RULE (VETERAN STUDENTS): All incoming veteran students receiving VA Educational Benefits must submit credit granted from other Colleges or Universities by providing official transcripts prior to enrolling in courses. The Director of Education shall review prior credit to determine which are transferable to the College and the student shall receive AM-32 Statement of Incoming Transfer Credit and Course Substitutions Applied, if applicable. Any changes to enrollment, projected completion date, and tuition owed shall be reflected in FP-04 Tuition & Fees Statement and AM-27 Enrollment Agreement.

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§ 7.6.2 – OUTGOING TRANSFER CREDIT

ADMINISTRATIVE PROCEDURE: Students wishing to transfer credit from courses taken at the College to other institutions must consult with the Director of Student Services or Academic Advisor, who, along with the Director of Administration, issues official transcripts, produces copies of the general catalog, program course descriptions, and syllabuses for the student, who must submit them for evaluation at other institutions.

ADMINISTRATIVE RULE: The College does not guarantee outgoing transfer credit will be awarded at outside institutions. The College pledges to assist students who request outgoing transfer credit by providing academic advice and all relevant transcripts, catalogs, syllabuses, and course outlines in a timely fashion.

ADMINISTRATIVE RULE: The first official transcript requested will be created for the student free of charge, after which an administrative fee of \$15 per each subsequent transcript created will be charged to the student.

ADMINISTRATIVE PROCEDURE: Students seeking to transfer credit to another institution must speak directly with the outside institution to determine which courses, if any, may be eligible for transfer of credit. Transferability of credits earned at California College of Music is always at the discretion of the institution to which the student seeks to transfer.

ADMINISTRATIVE RULE: Students wishing to transfer credits to other institutions must be made aware in their academic advisement session that their course credits may not be accepted, and that they may be required to repeat some or all of their coursework in programs at other institutions. For this reason, the Director of Student Services and/or designee must make certain with all matriculating students that attendance at California College of Music will meet their educational goals before signing an Enrollment Agreement. For incoming students, this may include contacting institutions they may seek to transfer credit to after attending California College of Music to determine if their CCM credits will transfer.

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§ 7.7 – INDIVIDUALS WITH DISABILITIES OR SPECIAL NEEDS

POLICY: The administration shall uphold the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and guarantee students with disabilities access to the same educational opportunities as any enrolled student at the College. The administration and all appointees shall value individuals who desire to overcome disabling conditions to achieve their academic goals and will not discriminate against students on the basis of physical or mental disability and are fully committed to providing reasonable accommodations to qualified individuals with disabilities.

RULE: Student requested accommodations must not result in any undue burden or alter the nature of the relevant program, benefit, or services provided by the College. Not every social, physical, mental, emotional, and/or academic limitation is a disability. When a limitation substantially impairs one or more of a student's major life activities, the College shall stand ready to assist. As part of the educational process, students with disabilities are expected to develop good self-advocacy skills and have full knowledge of the impact of their disabilities.

PROCEDURE: The Dean and/or the Director of Student Services shall conduct administrative rules and procedures for students with disabilities regarding:

[§ 7.7.1 – PRIOR TO MATRICULATION](#)

[§ 7.7.2 – POST MATRICULATION](#)

§ 7.7.1 – PRIOR TO MATRICULATION

ADMINISTRATIVE RULE: The College shall provide equal access to students with disabilities and welcomes applications from students with disabilities. An applicant's self-identification of his/her disabilities is at their complete discretion and is not required. Incoming students are encouraged to submit documentation as soon as they make their decision to attend the College.

ADMINISTRATIVE PROCEDURE: The admissions process for students with disabilities shall remain the same, as outlined in [§ 7.1 - ADMISSION REQUIREMENTS & PROCEDURES](#). Prospective students are encouraged to contact the Director of Admissions and/or designated admissions personnel if any accommodations will need to be requested prior to the start of courses.

ADMINISTRATIVE RULE: Accommodations are not retroactive. It is the student's responsibility to submit AM-33 CCM Students with Disabilities Policy & Request for Accommodation, and all required documentation no later than two weeks (14 calendar days) prior to the start of his/her first quarter at the College in order to ensure those accommodations can be arranged before the first day of instruction. All requests will be reviewed on a case-by-case basis.

ADMINISTRATIVE PROCEDURE: A student with a disability is expected to be proactive in requesting accommodations. The student should proceed through the following:

1. The student should identify the disabling condition and its symptoms.
2. The student must provide a recent evaluation from a licensed medical professional familiar with the disability or special need to the Dean & Chief Academic Officer and Director of Student Services, and make any necessary follow-up appointments to discuss accommodations.
 - 2.1. The disability identified in the evaluation must fall within the guidelines of the Americans with Disabilities Act. Under the Act a person with a disability or special need is one who has a physical or mental impairment that substantially limits a major life activity.
 - 2.2. He or she must provide medical documentation from licensed professional(s) or educational information from a document such as an Individual Education Plan (IEP), 504 Plan, or a Summary of Progress. This information must include the diagnosed condition, the treatment being provided (if any), and any disability related recommendations.
 - 2.3. Any documentation presented to the College cannot be more than three years old.
3. If the symptoms of a student's disability are ones that could result in more than one possible diagnosis, the evaluation should include the specific diagnosis, and a discussion of why other diagnoses have been rejected.

4. The student should specify what accommodations, if any, he/she is requesting to mitigate the disabling conditions with an official letter to the Director of Education. The evaluation should discuss the appropriateness of the request(s) and how it/they will assist in alleviating the limitations set forth by the physical or mental impairment.
5. When the accommodation involves a faculty member, the student must meet with him or her as well.

ADMINISTRATIVE PROCEDURE: After appropriate assessment of a student's documentation, consideration of the student's current functional disability, and any requested accommodations, the Dean and Director of Student Services will make recommendations regarding support services and/or accommodations. The College is unable to provide accommodations requiring extensive personal services such as attendants, drivers, licensed counselors, interpreters, or speech therapists.

ADMINISTRATIVE PROCEDURE: Should the College accept a student's request for special accommodation, The Director of Education will create an Accommodation Plan and be responsible for sharing the approved Accommodation Plan with instructors.

ADMINISTRATIVE RULE: Any concerns, disputes, or questions regarding accommodations for students with disabilities must be directed to both the Dean & Chief Academic Officer and Director of Student Services. Informal and formal grievances procedures, if necessary, are available upon request.

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§ 7.7.2 – POST MATRICULATION

ADMINISTRATIVE PROCEDURE: Faculty and staff will endeavor to provide reasonable accommodations that are requested in a timely manner, are appropriately documented, and do not compromise the integrity of a course or degree program. Although faculty members are ultimately responsible for providing reasonable access to their classroom and other educational opportunities, it is the student's responsibility to follow established procedures for requesting accommodations he or she believes are necessary.

ADMINISTRATIVE RULE: Students must provide AM-33 outlining challenges they may face in the classroom two weeks prior to the start of the quarter, no later than Monday of Week 0, so the College can make any reasonable accommodations. Students requiring personal care assistance will be responsible for procuring those services.

ADMINISTRATIVE RULE: In the instance a student with a disability should have an unexpected change in his/her condition which inhibits academic progression, the student must contact the Director of Student Services immediately to explain the situation. Without clarification and an official letter of explanation from a professional doctor within a reasonable amount of time, the student will be subject to the satisfactory academic policy.

ADMINISTRATIVE RULE: The College shall provide a list of recommended services outside of the college facilities to provide assistance towards a medical, psychiatric/psychological, substance abuse, learning disability, mobility, and/or other disability. Students are encouraged to seek professional guidance from qualified practitioners.

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STUDENT SERVICES

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[8.1 – Student Transportation, Parking, and Housing](#)

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[8.7 – Career Development](#)

[8.8 – Alumni Relations](#)

[8.9 – International Student Services](#)

§ 8.0 – STUDENT SERVICES OFFERED

POLICY: The administration shall make a program of coordinated student advising, educational and career planning, tutoring, academic support and special support services available to all students and prospective students. These services and programs shall be educationally purposeful by providing for the educational, career, social, cultural, emotional, and recreational facets of student development. These student services assist students in meeting their academic goals and enhance retention and student success. The administration shall appoint qualified staff to oversee the development and implementation of student services offered at the institution.

PROCEDURE: The Director of Student Services, under the direct supervision of the Director of Administration, and/or appointed staff will assist students throughout their program. In order to achieve the mission and vision of the College, students will have the following available to them:

[§ 8.0.1 - STUDENT RESOURCES](#)

[§ 8.0.2 - STUDENT ADVISEMENT & FEEDBACK](#)

[§ 8.0.3 - STUDENT OPPORTUNITIES](#)

[§ 8.0.4 - POTENTIAL STUDENT SERVICES](#)

§ 8.0.1 - STUDENT RESOURCES

ADMINISTRATIVE RULE: All students enrolled into a program at the College shall have access to the following:

[§ 8.0.1.1 - STUDENT PORTAL](#)

[§ 8.0.1.2 - STUDENT LOUNGE](#)

[§ 8.0.1.3 - LOST AND FOUND](#)

[§ 8.0.1.4 - EQUIPMENT & ROOM RENTAL](#)

[§ 8.0.1.5 - ADDITIONAL RESOURCES & SERVICES](#)

§ 8.0.1.1 - STUDENT PORTAL

ADMINISTRATIVE RULE: The College offers a wide range of resources and support to students throughout their studies. Students will be given access to a password protected webpage during student orientation which will contain direct links to college information, fill able registrar forms, and important documents pertaining to policies and procedures. The website will appear as follows: <https://ccmla.edu/student-portal/>.

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§ 8.0.1.2 - STUDENT LOUNGE

ADMINISTRATIVE RULE: A lounge shall be made available for students and alumni to gather, socialize, study, and relax between classes. The Student Lounge will be open from 8:00 am - 8:00 pm, Monday through Friday and is equipped with a College bulletin board, furniture, microwave, and refrigerator. Faculty and staff members will not be permitted to loiter in this area.

ADMINISTRATIVE RULE: All students intending to use this space will be asked to:

- adhere to the standard student codes of conduct. Violations include and are not limited to the use of offensive terms, placing feet on the furniture, using profanity, and talking or playing audio/video at high volumes

- clean up after use. This includes any appliances used as well as removing left over items and food. Items left after 8:00 pm daily will either be thrown away or sent to the Lost & Found located in the Administration Office. Any food left in the fridge after 4:00 pm on Fridays will be thrown away. This will include but not limited to containers, beverages, and leftovers.
- refrain from rearranging the furniture or closing the door to the Student Lounge for safety purposes. Only the administration may move the furniture or close the door to the Student Lounge. Additionally, students are not to stand or jump on the furniture, or place their feet or shoes on the table and chairs.
- refrain from leaving personal belongings in the Student Lounge. The College cannot guarantee the safety of these belongings and are not responsible for any lost, stolen, or damaged items.

Any student who fails to meet these requirements may result in him/her being asked to leave the Student Lounge. Multiple violations may result in permanent restriction to the lounge and/or suspension.

ADMINISTRATIVE PROCEDURE: Student services personnel will inform incoming students of all information regarding the Student Lounge during student orientation. Any questions or concerns afterward should be directed to a staff member in the Administration Office.

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[Return to 8.0 - Student Services Table of Contents](#)

§ 8.0.1.3 - LOST AND FOUND

ADMINISTRATIVE PROCEDURE: A lost and found drawer is kept in the Administrative Office for items that have been left in classrooms, rehearsal spaces, practice rooms, and/or the Student Lounge. Items not claimed by the end of a quarter will be discarded.

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§ 8.0.1.4 - EQUIPMENT RENTAL & ROOM RESERVATIONS

ADMINISTRATIVE RULE: Reference [§ 2.3.20.1 – EQUIPMENT RENTAL](#) for a full breakdown of the administrative rules and procedures governing equipment rental at the College. All questions should be directed to the Director of Administration.

ADMINISTRATIVE PROCEDURE: Students, faculty, staff, and alumni will have the option to rent equipment owned by the College. Available items for rental would include amplifiers, keyboards, drumset, microphones, and instrument and microphone cables that are not being used for courses or ensembles. The complete list may be found in AD-18 Inventory List (reference [§ 2.3.20 – INVENTORY MANAGEMENT AND CONTROL](#)).

ADMINISTRATIVE RULE: All faculty, students, and alumni shall have the option to reserve the control room, live room, student mixing station, vocal booth, or the piano room during times when courses are not running. All other locations like the library, classrooms, and practice rooms are on a first-come-first-serve basis with the exception of the Music Technology Lab which may not be reserved at any time. Faculty shall always have the right away for any room, followed by enrolled students, and then alumni if the rooms are not in use for educational purposes. All room reservations must be made with an administrator in the main office.

ADMINISTRATIVE GUIDELINE: To guarantee availability, students are encouraged to speak to the Administration Office as early as possible to reserve a room on campus; the College cannot guarantee room availability for walk-in requests.

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§ 8.0.1.5 - ADDITIONAL RESOURCES & SERVICES

ADMINISTRATIVE PROCEDURE: Additional resources and services available to students include:

[§ 4.6.4 - LIBRARY CIRCULATION](#)

[§ 8.1 - STUDENT TRANSPORTATION, PARKING, & HOUSING RESOURCES](#)

[Return to 8.0.1 - Student Resource Table of Contents](#)

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§ 8.0.2 - STUDENT ADVISEMENT & FEEDBACK

ADMINISTRATIVE PROCEDURE: All enrolled students will have access to the following advisement and feedback opportunities:

[§ 8.2 - STUDENT OPEN FORUM](#)

[§ 8.3 - STUDENT ADVISEMENT](#)

[§ 9.4 - STUDENT FEEDBACK MECHANISMS](#)

[Return to 8.0 - Student Services Table of Contents](#)

§ 8.0.3 - STUDENT OPPORTUNITIES

ADMINISTRATIVE PROCEDURE: All enrolled students will have access to the following student opportunities to enhance their academic experience at the College and career development:

[§ 8.4 - TUTORING HOUR](#)

[§ 8.5 - ARTIST CLINIC SERIES](#)

[§ 8.6 - STUDENT EXCURSIONS](#)

[§ 8.7 - CAREER DEVELOPMENT](#)

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§ 8.0.4 - POTENTIAL STUDENT SERVICES

ADMINISTRATIVE RULE: The College shall always keep a running list of upcoming or new potential student services ideas to better enhance a student's experience at the institution in order to meet the mission and vision of the College.

EVIDENCE: SS-01 Potential Student Services

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§ 8.1 – STUDENT TRANSPORTATION, PARKING, AND HOUSING

POLICY: The administration does not maintain dormitories or other housing opportunities for enrolled students on College grounds. The administration shall offer services to arrange housing accommodations in private home or affordable rental units close to the College, airport pick-up services for incoming students unfamiliar with the Los Angeles area, and provide alternative services for students commuting to campus via public transit, car, and/or bicycle. The administration will appoint qualified staff to manage all transportation, parking, and housing services and procedures.

PROCEDURE: The Director of Student Services and/or designated staff will provide the following to any incoming student upon request:

[§ 8.1.1 – STUDENT HOUSING](#)

[§ 8.1.2 – AIRPORT PICKUP](#)

[§ 8.1.3 – STUDENT PARKING & TRANSPORTATION](#)

§ 8.1.1 – STUDENT HOUSING

ADMINISTRATIVE PROCEDURE: Admissions personnel will perform the following duties in order to interface with the local community and develop homestay arrangements and rental opportunities, building a housing network for prospective students:

1. Interview and recruit new host families in the College's homestay network, and search for apartment vacancies appropriate to incoming students' needs. For example: age restrictions and international student requirements.
2. Pre-screen families and landlords and evaluate the safety of the neighborhood for students
3. Ensure the residence is within biking or metro rail/bus ride distance from campus.
4. Maintain correspondence and relationship with host families and landlords.
5. Informally interview exiting students to evaluate homestay or rental experience

ADMINISTRATIVE RULE: Any family interested in hosting a student must fill out a SS-02 Homestay Host Application Form and provide updated photos of the room and house to show prospective students. Photos may be emailed to housing@ccmla.edu. Once approved, a housing coordinator will update SS-03 Homestay Contact List.

ADMINISTRATIVE PROCEDURE: The College offers a Housing Resource page to any incoming student searching for a place of residence during their program. Admissions personnel will offer free information from the housing resource webpage (ccmla.edu/housing-resources) which contains average prices and information for rental options and external dormitories in the Los Angeles area, as well as, housing placement services where coordinators will research locations on the students' behalf.

ADMINISTRATIVE RULE: The College has no responsibility to assist any student in finding housing options unless the student opts to participate in the Housing Placement Service. Prospective students must fill out an SS-04 Student Housing Placement Application regarding preferences and provide the non-refundable \$250.00 housing placement fee in order for admissions personnel to help.

ADMINISTRATIVE PROCEDURE: Admissions personnel will provide a list of 2-3 options to prospective students based off the online housing application and will include the following:

1. Pictures of the room and housing facilities
2. Location, address, and distance from the College (plus transportation suggestions)
3. The monthly rent and any amenities that are included or require additional fees
4. Name and contact information for the landlord or homeowner

In the instance a prospective student does not like the options presented the admissions personnel will continue the search and provide additional options for the student to select from. Once a student selects a preferred place to stay, the admissions personnel will arrange a meeting between the student and landlord or homeowner via phone, video conference, or email.

ADMINISTRATIVE GUIDELINE: Incoming students are encouraged to register for housing services at least one to three months prior to their program start date to ensure housing is secured by the time he/she arrives in California.

ADMINISTRATIVE RULE: The College's Housing Placement Service only facilitates placing a student in housing. The execution of the rental agreement is the responsibility of the student and the property owner. Any and all monthly rent payments must be paid promptly by the student to the property owner according to the rental agreement. The College does not collect or disburse housing payments on behalf of students or property owners. All policies and procedures related to housing are at the sole discretion of the property owner or manager.

ADMINISTRATIVE RULE: Once an agreement has been made between a student and property owner, the College has completed the housing placement service. Should the student want to find new housing, he/she can either use the free resources provided on the College website or fill out a new SS-04 and provide a non-refundable \$250.00 housing placement service fee.

ADMINISTRATIVE PROCEDURE: Students who participate in the Housing Placement Service will be asked to fill-out SS-05 Homestay Evaluation Form upon completing his/her program or exiting the homestay; whichever comes first. Students are not required to participate in this evaluation.

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§ 8.1.2 – AIRPORT PICKUP

ADMINISTRATIVE PROCEDURE: If needed, incoming students arriving at the Los Angeles International Airport, Hollywood Burbank Airport, or the Van Nuys Airport may request to participate in the airport pickup services. Admissions personnel will arrange for a car and chauffeur to arrive at the airport and pick up any incoming student to their place of residence.

ADMINISTRATIVE RULE: Incoming students shall be charged a non-refundable \$120.00 fee to participate in the airport pickup service. Incoming students must provide the name of the airport, airline, flight number, date and time of arrival, and the final destination address upon payment. Should a flight get cancelled or delayed, the student should attempt to contact the College to update transportation information as soon as possible.

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§ 8.1.3 – STUDENT PARKING & TRANSPORTATION

ADMINISTRATIVE RULE: For students with cars are eligible to park in the gated student lot behind the College on a first come, first served basis. Students may not park in the front parking lot at any time. Any student vehicle found in the front lot will be subject to a \$20.00 parking ticket per offence.

ADMINISTRATIVE PROCEDURE: Students will be made aware they have the option to use the free parking available on the surrounding neighborhood streets. However, students are still subject to all Pasadena city parking restrictions and any violations to those parking restrictions is at the students' own risk.

ADMINISTRATIVE RULE: There are ample bike racks located in the gated Student Parking Lot located behind the College. It is recommended that student bikes should not be left overnight or over the weekend. The College cannot guarantee the bike will be there upon a students' return. It is also highly recommended to use a U-Lock instead of cable locks for safety against bike theft.

ADMINISTRATIVE RULE: Bikes may not be brought inside the facilities at any time, locked to the ladder attached to the building in the back, or the fence by the front entrance in case of emergencies or maintenance. The College reserves the right to dismantle and remove the bike from the premises immediately.



ADMINISTRATIVE PROCEDURE: For Metro riders, a student discount is available for purchase on the Los Angeles Metro website. Students will need to request AD-73 Enrollment Verification from the Administration Office in order to apply for a student discount on the Los Angeles Metro.

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§ 8.2 – STUDENT OPEN FORUM

POLICY: The administration shall host a quarterly open forum in order to obtain feedback from enrolled students' experiences at the College. The administration will listen to commentary on College programs, courses, and services and provide reasonable solutions within the scope of the mission and vision of the College to accommodate student requests. The administration shall appoint qualified staff to oversee the organization and implementation of the student open forum to ensure students have a secure space to voice their opinions without judgment.

RULE: The Student Open Forum must be scheduled for the second week of each quarter not later than the Thursday before the Last Day to Add/Drop Courses during a time that does not conflict with student course schedules; new and continuing students are required to attend.

PROCEDURE: The Director of Administration and/or designee will discuss topics including but not limited to: a brief review of select policies, quarterly event updates, and students are encouraged to voice any concerns or suggestions they have about any aspect of their educational experience at the College. Following the meeting, the Director of Administration (or his/her designee) will discuss these findings with all relevant staff members during the weekly staff meetings and/or informal discussions. In this way, a general responsiveness to student concerns is achieved.

§ 8.3 – STUDENT ADVISEMENT

POLICY: The administration shall recognize academic advising to be a critical component of the educational experience and overall student success and program completion. Therefore, the administration shall provide quarterly advisement sessions to enrolled students in order to aid them in developing educational goals that are consistent with personal interests, values, and activities, and progression toward program completion. Effective academic advising will help students to utilize the extensive network of academic support services available on campus, and empower them to maximize the benefits of the full educational experience available through the College. The administration shall assign the appropriate qualified administrative personnel to create, implement, and evaluate rules and procedures concerning student advisement.

RULE: The Director of Administration, Director of Student Services, and all associated personnel who engage in student advisements are not licensed by the State of California in counseling, but are qualified as paraprofessionals to listen, help, and guide any enrolled student wishing to discuss personal, social, academic, career, and/or financial issues within the scope of the College programs in a private and confidential setting.

RULE: Unless an enrolled student at the College provides a written and signed consent form, any confidential information discussed during an advisement session will not be released to any faculty, staff, family member, friend, or other institutions, businesses, or organizations without their consent unless required by federal or California state law, or in the case of an emergency.

PROCEDURE: The Director of Student Services shall appoint qualified Academic Advisors to selected students for mandatory quarterly advisement sessions. Once assigned, the Academic Advisor will work with his/her students until they complete their program, for continuity and quality relationship-building.

ADMINISTRATIVE RULE: All enrolled students at the College must attend the mandatory quarterly advisement session with their academic advisor. The Director of Administration will release upcoming quarter schedules during Week 0 only to the students who have participated in their academic session.

ADMINISTRATIVE RULE: In the instance a student is not comfortable discussing academic topics with an academic advisor, he/she may consult with the Director of Student Services and after, if requested, the Director of Administration.

ADMINISTRATIVE PROCEDURE: Academic Advisors will use SS-06 Academic Advisement Chart, in order to document and maintain student academic progress. The chart shall consist of the following:

- Current quarter schedule with corresponding credits, midterm progress report, attendance, and practice hours;
- Enrollment agreement program chart with check-off list for program completion;
- Enrolled electives list;
- Transfer credit(s), placement exam(s), and/or prior experiential learning credits, if applicable;
- Course substitutions list, if applicable;
- Upcoming predicted quarter schedule with corresponding credits;
- Past quarter(s) courses with corresponding attempting and received credits;
- Quarterly GPA and credits received, and cumulative credit and GPA;
- If applicable, projected part-time schedule

ADMINISTRATIVE PROCEDURE: Academic Advisors will provide academic assistance and individualized attention to promote each student's success at the College. An advisor can share knowledge, experience and insight that is beneficial to the student by helping the student to evaluate and pursue educational and career options. Advisement sessions will cover but not be limited to the following:

- Current program course load, attendance, tardies, and academic probation if applicable, midterm progress reports from faculty members, required practice hours, jury and ensemble performance review and reminders, upcoming courses

(unless graduating), upcoming tuition and fee payment deadlines, facilities or academic policy reminders or updates, and upcoming events or important academic calendar dates;

- Steps towards program completion, review of the student's program chart check-off list, the number of required credits, and cumulative GPA;
- Open discussion of positive or negative feedback relating to coursework or instructors, student complaints, or other information provided by the student as suggestions for the betterment of the educational programs;
- Assistance concerning issues such as a student's adjustment to their new environment, concentration problems, difficulties with academic motivation and/or issues with other students, faculty, or staff, and overall wellness;
- Discussions regarding potential career development opportunities, different career path options, and continuing academic studies at either California College of Music or other institutions to attain higher degrees in the field of music;
- For international students, additional advisement regarding maintenance of SEVP requirements and options for post-completion Optional Practical Training or continuing studies in the United States;
- For graduating students, additional advisement regarding plans after graduation, thoughts on continuing academic studies, feedback on the overall experience of the program, completion of the student intent to graduate form (if applicable), and interest in an exit video interview;
- For continuing students, additional advisement to discuss the application process into a new program at the College, including submission of another application, submitting either new audition videos or jury performances, providing an updated Letter of Recommendation if interested in applying for a scholarship in the new program, and a conversation on whether or not the student has discussed staying longer at their current place of residence.

ADMINISTRATIVE PROCEDURE: Students are encouraged to schedule additional appointments to discuss or plan any appropriate coursework needed to achieve personal and/or educational goals. Additional advisement sessions are available any time Monday through Thursday from 9:00 am to 4:00 pm, and Fridays 9:00 am to 2:00 pm. Appointments may be made in person at the Administration Office, calling the office at 626.577.1751, or emailing the Director of Student Services or assigned Academic Advisor directly.

ADMINISTRATIVE RULE: Neither the Director of Student Services nor Academic Advisors will prescribe, maintain, or observe any treatment services. If "red flags" arise within student advisement sessions that exceed the College's capabilities for academic advisement, appropriate certified medical professionals or authorities should be contacted for any individuals who appear to be a recurring high risk to themselves and/or the College community.

ADMINISTRATIVE PROCEDURE: The Director of Student Services will provide a report, not later than the week after advisements are held, to the Dean, Director of Administration, and Director of Education. The report shall contain the following information:

- An advisement report summary table regarding specific topics which address the problem(s) and/or dilemma(s) students consistently faced during the quarter, and potential solutions;
- A list of students' requested courses as determined through advisement, to assist with the determination of potential course elective options for the upcoming quarter;
- A compiled list of student non-attendees at the mandatory Student Open Forum and Artist Clinic;
- A compiled list of students who are in violation of the satisfactory academic policy and/or talent-based scholarship requirement policy and must be placed on academic probation;
- A compiled list of international students in violation of F-1 visa requirements;
- A future course outlook of all required classes for the upcoming quarter; and,

If applicable: a graduating student list with any associated missing required coursework and total credits earned, and a graduation student checklist that includes program completion approval, student intent to graduate forms, online student exit surveys, and a list of graduating students interested in participating in an exit interview.

ADMINISTRATIVE GUIDELINE: All faculty and administrators at the College are encouraged to use the reports generated by student advisements in order to become more familiar with student concerns.

§ 8.4 – TUTORING HOUR

POLICY: The administration shall provide tutoring services to help College students achieve the established learning outcomes of their courses. The administration shall appoint qualified faculty members to manage and host at least one open tutoring session each week.

PROCEDURE: The Director of Education and/or their designee(s) will host at least one tutoring session per week that is open to all enrolled College students. Each quarter, the Director of Education recommends the length, frequency, date(s), time(s), and location(s) of tutoring sessions to the Dean who then authorizes a tutoring session schedule.

ADMINISTRATIVE RULE: Each tutoring session shall last no less than one hour. Students may arrive and leave at any point during a scheduled session and are assisted on a first come, first served basis. When the tutor is ready to assist a student, the student must inform the tutor of the topics or exercises they wish to focus on and be prepared with any textbooks, assignments, exams, or other materials to review with the tutor. Students are expected to comport themselves respectfully when the tutor is working with others. Tutoring sessions should be held during times when the vast majority of students do not have scheduled classes or other College obligations.

ADMINISTRATIVE PROCEDURE: If the Director of Education elects to designate one or more other instructors to conduct tutoring sessions, the designee(s) should be well versed in the College's music fundamentals curricula and possess the requisite skills to assist students in these areas.

ADMINISTRATIVE PROCEDURE: By no later than 5:00 PM on Wednesday of Week 0, the Director of Education recommends to the Dean the number, duration, day(s), time(s), and location(s) of tutoring sessions the College shall host each week and which instructor(s) shall conduct them. The Dean then reviews the Director's recommendations and authorizes a tutoring schedule by no later than Friday of Week 0.

ADMINISTRATIVE RULE: When determining a proposed tutoring session schedule, the Director of Education must consider administrative costs (including time) to the College vis-à-vis the number of enrolled students and the academic progress of the current student cohort. College faculty members who conduct tutoring sessions are paid at the administrative rate listed in their Instructor Quarterly Contract.

ADMINISTRATIVE RULE: Students who received a 'N' for a course during midterm advisements must attend tutoring hour in order to meet satisfactory academic progress (reference [§ 8.3 - STUDENT ADVISEMENT](#) and [§ 9.1 - SATISFACTORY ACADEMIC PROGRESS](#)).

ADMINISTRATIVE GUIDELINE: To ensure effective and productive tutoring sessions, the following are the College's expectations for tutees:

- Be an active participant in the tutoring process (i.e. working out problems, discussing class material, asking questions, etc). Students will be asked questions and students are encouraged to initiate dialogue during sessions.
- Come with a plan and know what needs to be worked on with specific questions or problems to be addressed. Students are expected to have attended class, reviewed class material, and attempted homework problems or writing prompts prior to attending tutoring hour.
- Be prepared with all required class materials (i.e. syllabus, textbooks, class notes, assignments, etc.) needed for the tutoring session.
- Communicate with the tutor and provide feedback, the tutor may not always know what needs to be reviewed.
- Be respectful of other students who are participating in tutoring hour(s). Not all topics will be covered during the designated time frame and some questions may seem ridiculous. It is asked that all students respect all questions that are asked to the lead instructor and to show patience when his/her topic has not yet been discussed.

§ 8.5 – ARTIST CLINIC SERIES

POLICY: The administration shall host quarterly clinics which feature talented musicians or music industry professionals to deliver performances and workshops for the benefit of enrolled students in order to gain additional knowledge on how the current music industry works. The administration will assign qualified staff to oversee the production and development of the artist clinic series.

PROCEDURE: The Dean and assigned personnel will manage the following elements which govern the artist clinic series:

[§ 8.5.1 – REGISTRATION](#)

[§ 8.5.2 – PAYMENT & CONTRACTS](#)

[§ 8.5.3 – MARKETING & ATTENDANCE](#)

§ 8.5.1 – REGISTRATION

ADMINISTRATIVE PROCEDURE: The official college website will provide a registration link on the Artist Clinic webpage for artists to sign-up and participate in the Artist Clinic Series (SS-07 Artist Clinician Registration Form). The form will include the following requirements to be filled out by the potential clinician:

1. Name
2. Contact Information
3. Upload link for PDF/Word document of a one-page resume which must detail major accomplishments, active time in the music industry, credentials and/or education, and a website or link to hear recent material or performance
4. Statement on what he/she will perform or present and discuss during the clinic

ADMINISTRATIVE PROCEDURE: Faculty, staff, and/or alumni are encouraged to contact the Dean and/or Director of Student Services with an artist's name and contact information, audio or video samples, and a brief explanation of his/her background and why they would be a good clinician.

ADMINISTRATIVE PROCEDURE: The Dean, Director of Student Services and/or associated personnel will research and contact potential clinicians who specialize in voice, guitar, bass, drums, keyboards, songwriting and composition, and/or music production.

§ 8.5.2 – PAYMENT & CONTRACTS

ADMINISTRATIVE RULE: Negotiable payment shall be arranged with the President and Dean of the College prior to signing the Artist Clinic Series Contract. On average instrumental and vocal performances will receive \$250.00 for the full duration of the clinic and workshop presenters will receive \$100 for the duration of the clinic. Artist Clinicians may choose to donate their time to the College or substitute payment with negotiable terms.

ADMINISTRATIVE RULE: An artist clinician must sign the SS-08 Artist Clinic Series Contract not later than two weeks prior to the scheduled clinic. The form shall include the following information:

1. Artist name and address
2. Honorarium payable to Artist Clinician amount
3. Clinic Host Institution Name and Address
4. Clinic Date and type
5. Clinic Type
6. Promotion: Facebook, Twitter, Instagram, Google AdWords, CCMLA.EDU, Flyers, etc.
7. Clinic Length and Details: Clinician agrees to perform a minimum of 30 and a maximum of 60 minutes of music (one single set or two separate sets) and to remain present for a spirited question/answer and audience discussion period of 30-60 minutes. Total clinic time shall be no less than 1 hour and no more than 2 hours.

8. Clinic Documentation: The Artist Clinic will be documented audio visually using at least 3 digital video cameras and 6 channels of audio. The audiovisual document of the Artist Clinic shall remain the property of the Clinic Host Institution in perpetuity. Both parties agree that the purpose of the audiovisual document of the Artist Clinic shall be to promote the Artist Clinician, the Clinic Host Institution, and music education in general.
9. Clinic Distribution: The Clinic Host Institution reserves the exclusive right to host the freely streaming Artist Clinic video on its own YouTube channel(s) in perpetuity and agrees to promote the Artist Clinic using its websites and social media accounts. The Clinic Host Institution grants the Artist Clinician the right to promote, embed, and stream the Artist Clinic on his/her websites and social media. Should either party wish to release the Artist Clinic for purchase either physically or digitally, new terms and a separate contract must be negotiated.
10. Technical Requirements: Clinic Host Institution agrees to provide adequate sound reinforcement and backline including bass amplification and complete drum set. All other necessary instruments or equipment shall be provided by the Artist Clinician.

[Return to 8.5 - Artist Clinic Series Table of Contents](#)

§ 8.5.3 – MARKETING & ATTENDANCE

ADMINISTRATIVE RULE: The Artist Clinic Series shall be made readily available to the community, alumni, faculty and staff. Admittance is entirely free.

ADMINISTRATIVE PROCEDURE: Public announcements about a quarter artist clinician will be sent through all social media platforms, alumni and lead mailing lists, and printed flyers to be shared to the Los Angeles community. Students and faculty are encouraged to promote the artist clinic by handing out flyers or making their own announcements.

ADMINISTRATIVE PROCEDURE: An official announcement regarding the quarter clinician, date, and time will be made during Student Open Forum. Additional information and reminders will be sent to all enrolled students via email through announcements@ccmla.edu.

ADMINISTRATIVE PROCEDURE: The Artist Clinic Series are often filmed and released for posterity to benefit viewers. All video and still footage will be used for promotional purposes as stated in the contract ([§ 8.5.2](#)). All previous clinician flyers and performances will be left on the Artist Clinic webpage of the official college website. Additional clips from the clinic may be used for monthly newsletters and additional social media posts to promote the College and clinician.

ADMINISTRATIVE RULE: To enhance curricular experience, all enrolled students in a full-time or part-time program at the College must attend quarterly Artist Clinics. The Artist Clinic Series is designed to provide students the opportunity to listen to new styles of music, gather information and resources regarding elements of the modern music industry, and ask questions about performance technique, career opportunities, and how to get started.

[Return to 8.5 - Artist Clinic Series Table of Contents](#)

§ 8.6 – STUDENT EXCURSIONS

POLICY: In order to foster a sense of community and strong cohesion amongst the student body, the administration shall host an extra-curricular excursion each quarter.

RULE: Only the designated faculty or staff member(s) accompanying the students will be compensated for their time while on the excursion. Each student who wishes to participate must sign the SS-09 Excursion Release Form.

PROCEDURE: Each quarter, the College will host an extracurricular excursion for the benefit and enjoyment of its students. Enrolled students will get the opportunity to vote and/or suggest excursion trips during student evaluations and an announcement regarding the excursion will be made during Student Open Forum the following quarter. Excursions have included hikes, beach trips, amusement parks, sporting events, and more. Faculty and staff members are encouraged to join students on the excursions when possible to contribute to the collegiate environment and provide informal mentorship to the students.

§ 8.7 – CAREER DEVELOPMENT

POLICY: To facilitate the mission and vision of the College, the administration shall provide services to assist students and alumni with occupational exploration, self-assessment, career development and job searches and shall support students and alumni during all stages of their professional and career development. The administration shall appoint qualified staff members to perform career development-related tasks.

PROCEDURE: The Dean and the Director of Student Services and/or appointed designees will oversee the following:

[§ 8.7.1 - CAREER ADVISEMENT](#)

[§ 8.7.2 - CAREER WORKSHOPS](#)

[§ 8.7.3 - CAREER RESOURCES, TOOLS, & COURSES](#)

§ 8.7.1 - CAREER ADVISEMENT

ADMINISTRATIVE RULE: Career advisement sessions shall be offered to students and alumni of the College to explore the various options for short- and long-term employment opportunities, provide network building techniques, assist in conducting job and internship searches, help to hone skills for auditioning and portfolio development, and aid in navigating further collegiate study after graduating/completing a program at the College by providing additional support with college applications and meeting admission requirements.

ADMINISTRATIVE PROCEDURE: Key administrators will be made available to discuss topics including but not limited to self-assessment, researching continuing study options, and investigating various career paths throughout a students' or alumni's professional and career development. Students and alumni are encouraged to contact the Administration Office to request a one-on-one session with the Dean, the Director of Education, the Director of Administration, and/or the Director of Student Services for guidance via in person, phone, video chat, or email. At the discretion and availability of instructors or other staff members, students and alumni may request to meet with other members of the College community.

ADMINISTRATIVE PROCEDURE: To further promote career development, all new students will be given pamphlets SS-10 Career Development for Musicians and SS-11 Continuing Your Academic Studies in Music as a part of their student orientation packet (reference [§ 7.5.1 – STUDENT ORIENTATION](#)). These documents will also be made available on the student portal located at <https://ccmla.edu/student-portal/>.

§ 8.7.2 - CAREER WORKSHOPS

ADMINISTRATIVE RULE: In addition to the Artist Clinic Series (reference [§ 8.5 - ARTIST CLINIC SERIES](#)), the College shall offer a free hour-long workshop each quarter to assist students with their career development. Workshops shall address various topics such as promotion strategies, communication skills and professional etiquette, network building, resume writing and portfolio creation, job search strategies, budgeting/marketing techniques, and more.

§ 8.7.3 - CAREER RESOURCES, TOOLS, & COURSES

ADMINISTRATIVE RULE: The College shall offer resources and tools within the college library to assist in students' and alumni pursuit of career development. The College library maintains a comprehensive collection of books on the following topics:

1. how to get a job in the music industry;
2. getting signed and record label contracts;
3. artist development and indie artist;
4. music law;

5. financial management for musicians;
6. music business terminology.

Students and alumni may check out books by contacting the Librarian in the Administration Office (reference [§ 4.6 - LIBRARY](#)).

ADMINISTRATIVE RULE: Certain required courses and electives shall be provided by the College to pertain to career development. Students participating in the Certificate in Songwriting & Music Production and Associate of Science in Performance programs can expect to take courses like the following: (1) M154 Social Media & EPK; (2) M155 Music Video Production; (3) E150AB Getting Started in the Music Business. Students participating in the Certificate in Performance programs are encouraged to participate in these courses as electives

ADMINISTRATIVE PROCEDURE: The College often receives notifications regarding performance opportunities, job listings, competitions, and reduced student ticket prices to select concerts and events. When these opportunities arise, the College will email students and alumni and/or post the information on the College's bulletin boards or official website for current or completed students who may benefit from the opportunities. SS-12 Career Development & Employment Search shall be made readily available on the student portal for students and alumni use at <https://ccmla.edu/student-portal/>.

ADMINISTRATIVE RULE: Starting out in the music industry can be difficult at first. Therefore, the College encourages students who have graduated from the College to continue using the facilities as long as they respect faculty, staff, and enrolled students and vacate rooms when requested by faculty, staff, or currently enrolled students. This includes the student recording studio, music technology lab, rehearsal and practice spaces, and student lounge. Alumni are encouraged to call the Administration Office before arriving to campus to check the current quarter schedule to reserve a rehearsal space or student recording studio time (reference [§ 8.8 – ALUMNI RELATIONS](#)).

ADMINISTRATIVE RULE: Upon successful completion of a 12-month program, international students with F-1 status become eligible to apply for optional practical training (OPT). International student advisors will guide students through the OPT application process and ensure they understand the regulations governing OPT under SEVP policy (reference [§ 8.9 – INTERNATIONAL STUDENT SERVICES](#)). They shall also receive an OPT workshop with the Designated School Official (DSO) and the Director of Administration during Week 8 of a graduating quarter. The DSO and the Director of Administration will use the SS-12 OPT Workshop Presentation.

§ 8.8 – ALUMNI RELATIONS

POLICY: The administration aims to maintain strong relations with students who have graduated from the College. Since alumni testimonials and artistic success stories are an integral part of the growth of the institution bringing to fruition the mission and vision of the College, the administration shall promote and provide various opportunities to students post graduation and/or completion of their program. The administration shall appoint qualified staff to manage and update all alumni services.

RULE: At no time shall an appointed staff member require alumni students to participate in these services. The College shall implement a holistic approach to managing alumni relations activities.

PROCEDURE: The Director of Administration and his/her appointed staff aim to bring together like-minded individuals and provide opportunities and career building tools by organizing and maintaining the following alumni services:

[§ 8.8.1 – ALUMNI OPPORTUNITIES](#)

[§ 8.8.2 – ALUMNI NETWORK](#)

[§ 8.8.3 – ALUMNI DONATIONS & THE ALUMNI SCHOLARSHIP FUND](#)

§ 8.8.1 – ALUMNI OPPORTUNITIES

ADMINISTRATIVE RULES: College alumni shall have access to the facility and may use the student recording studio, music technology lab, rehearsal and practice spaces, and student lounge. Alumni must sign into the visitor log in the administration office, respect faculty, staff, and enrolled students and vacate a room when requested.

ADMINISTRATIVE GUIDELINE: Alumni are encouraged to call the administration office before arriving on campus to check the current quarter schedule, reserve a rehearsal space, and/or student recording studio.

ADMINISTRATIVE PROCEDURE: Students who complete or graduate from a program at the College will automatically be added to the Alumni Mailing List where they will be made apprised of upcoming concerts, clinics, workshops, or other events sponsored by the College. The mailing list will also be used to provide alumni work opportunities such as live performances and recording sessions. Alumni may opt out of the mailing list at their discretion by notifying the Director of Student Services.

ADMINISTRATIVE GUIDELINE: Alumni are encouraged to schedule an appointment with the Director of Student Services or his/her associated personnel at any time to discuss topics relating but not limited to: career development tactics or optional practical training (international students).

§ 8.8.2 – ALUMNI NETWORK

ADMINISTRATIVE RULE: The College will maintain a comprehensive SS-13 Alumni Mailing Network which includes a mailing list as well as social media groups. The purpose of SS-13 is to maintain alumni connections with each other and with the institution, to distribute job placement opportunities to talented and well-educated alumni, and connect graduates with one another as well as other like-minded musicians and artists.

ADMINISTRATIVE PROCEDURE: The College holds the highest pride in the accomplishments of its alumni. To promote the success of its alumni, student services personnel will update and maintain an alumni network webpage with alumni success stories and contact information for each featured musician as approved. The College recognizes that alumni are a vital part of the campus community and serve an important role in the College's continued success.

ADMINISTRATIVE PLAN: Alumni are an important part of the California College of Music family. Since the alumni network encompasses graduates from around the globe, the Director of Administration and/or appointed staff will create and implement an Alumni Mentoring Program in which upcoming graduates will be paired with a volunteer alumnus who has been navigating a similar

career path. The mentees will be able to increase their professional network, build better career strategies, and foster professional skills and growth.

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§ 8.8.3 – ALUMNI DONATIONS AND THE ALUMNI SCHOLARSHIP FUND

ADMINISTRATIVE PLAN: Alumni have an opportunity to make a difference in students' lives by donating to the Alumni Scholarship Fund (ASF). All gifts made to the ASF will support both talent- and need- based scholarships for incoming students. All donations can be made on the official college website.

ADMINISTRATIVE PROCEDURE: In adherence to the College's vision of maintaining a diverse student population, the Director of Administration (or his/her designee) will create and administer an Alumni Scholarship Fund that will become accessible to any incoming student ready for the challenges of the curriculum, regardless of any financial situation. All proceeds from the donations to the ASF will support talented students from diverse backgrounds and give them the opportunity to achieve both their educational and professional aspirations as they prepare to enrich our world through their unique creativity and skill.

ADMINISTRATIVE PROCEDURE: Students do not directly apply for ASF scholarships. Any students approved for institutional talent-based scholarships and/or economic tuition reductions will be considered for ASF scholarships by the Director of Administration. Once selected, an ASF scholarship recipient will receive the award throughout their program as long as they remain in good academic standing and uphold the terms of their Scholarship Award Acceptance Agreement ([§ 3.5.1.2](#)).

ADMINISTRATIVE RULE: The administration shall not pressure or force any College alum into donating to the Alumni Scholarship Fund.

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§ 8.9 – INTERNATIONAL STUDENT SERVICES

POLICY: The administration affirms the value of cultural diversity and recognizes that international students require special attention due to imposed federal immigration laws. The administration shall provide additional services to prospective and enrolled international students that addresses the particular needs of those individuals. The administration will appoint qualified staff to oversee the process and guide international students appropriately.

RULE: All staff personnel associated with international students will adhere to government and SEVIS policy governing F-1 visas. All staff working with international students who are not the designated school officials (DSO), are not attorneys and do not give legal advice outside their responsibility to the College. It is recommended that international students consult their own legal counsel for matters pertaining to immigration or the DSO of the College. It is the student's responsibility to maintain legal status in the U.S. at all times and to comply fully with College policies and procedures.

PROCEDURE: The DSO, Director of Student Services, and International Student Advisors will assist international students throughout the admissions process, academic advisement, and post-graduation services. This will include but not limited to:

[§ 8.9.1 – ADMISSIONS PROCESS](#)

[§ 8.9.2 – ORIENTATION](#)

[§ 8.9.3 – WHILE ENROLLED AT THE COLLEGE](#)

§ 8.9.1 – ADMISSIONS PROCESS

ADMINISTRATIVE PROCEDURE: International Student Advisors will review how to get an I-20, the Student Visa Process including forms, bank statements, payments, and student visa interview preparation, housing arrangements, and working with international agencies to assist international students throughout the admissions process (detailed in [§ 7.1 ADMISSION REQUIREMENTS & PROCEDURES](#)) with the Designated School Official (DSO). Once an applicant is accepted into a full-time program and provides both the first quarter tuition payment and their bank statement, he/she will be scheduled for a one-on-one session with the DSO in order to prepare for the student visa interview.

§ 8.9.2 – ORIENTATION

ADMINISTRATIVE PROCEDURE: International student services shall provide an additional international student orientation (detailed in [§ 7.5.1.3](#)). Advisors will review SEVP requirements ([§ 7.4.5](#)), international student responsibilities, and provide an International Student Guide which will also be readily available in the administration office.

§ 8.9.3 – WHILE ENROLLED AT THE COLLEGE

ADMINISTRATIVE PROCEDURE: International students add a great deal of cultural diversity to the student body. Student services personnel will assist international students with their academic, personal, and cultural growth and development throughout their program. Services offered to international students include:

1. Orienting newly-arrived international students to various aspects of the U.S. culture and educational system.
 2. Assisting international students in maintaining their student status and other related immigration matters such as F-1 extensions, travel arrangements, leaves of absence, and O.P.T. work permits.
 3. Providing cross-cultural advising for international students in order to facilitate their adjustment to the United States and California College of Music.
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EVALUATION

[9.1 – Satisfactory Academic Progress](#)

[9.2 – Student Attendance](#)

[9.3 – Grading and Student Assessment](#)

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[9.10 – Student Retention](#)

[9.11 – Probation, Withdrawal, Suspension, and Expulsion](#)

§ 9.1 – SATISFACTORY ACADEMIC PROGRESS

POLICY: The administration shall establish and maintain Satisfactory Academic Progress (SAP) standards to ensure all enrolled students are successfully completing their coursework and can continue to meet all requirements necessary to complete or graduate from a program at the College within the required maximum time frame. The administration shall appoint qualified staff to oversee and evaluate the satisfactory academic progress for all enrolled students.

RULE: The SAP policy shall be made available to students on MV-16 General Catalog and MV-15 Student Handbook, as well as reviewed during mandatory academic advisement sessions (reference [§ 8.3 – STUDENT ADVISEMENT](#)).

ADMINISTRATIVE RULE: All students within categories of students and educational programs established by the College are required to make qualitative and quantitative academic progress toward program completion while enrolled at the College within the maximum time frame of program completion which cannot exceed 150% of the published program length (reference [§ 4.10 - MAXIMUM TIME FROM FOR PROGRAM COMPLETION](#)). To maintain SAP, each student must cumulatively attend at least 80% of the scheduled class hours during each quarter and must make qualitative academic progress towards program completion, which is evaluated through review of the student's grade point average (GPA) at the end of every quarter. The minimum required cumulative GPA is 2.0 (reference [§ 9.3.3 - GRADE POINT AVERAGE CALCULATION](#)).

ADMINISTRATIVE PROCEDURE: SAP will be evaluated twice during an academic quarter by the Director of Student Services and/or appointed designees.

1. SAP will be unofficially reviewed during Week 6, prior to the start of academic advisements (reference [§ 8.3 - STUDENT ADVISEMENT](#)), in order to assist students meet SAP by the end of the quarter and if not, provide suggestions or solutions on how to improve his/her attendance and grades during advisement sessions.
2. Once final grades have been submitted, an official SAP evaluation will be made during Week 12, the end of the payment period, determining whether or not a student has met the SAP standards.

If a student fails to maintain a cumulative 80% attendance rate and/or has a quarter GPA that falls below 2.0 during the Week 12 evaluation, he/she shall be placed on academic probation for the next enrollment quarter (reference [§ 9.11 - ACADEMIC PROBATION, WITHDRAWAL, SUSPENSION, & EXPULSION](#)) and will receive EV-18 Notice of Academic Probation from the Dean when final grades are released.

ADMINISTRATIVE RULE: During academic probation, the student must maintain a cumulative 80% attendance rate in his/her classes and obtain a 2.0 GPA at the end of the academic probationary quarter in order to remove probationary status. The Dean and/or designee, may create a EV-28 SAP Academic Plan in addition to requiring a student on probation to meet SAP standards. An EV-28 can include but is not limited to: reducing course/credit load, mandating weekly tutoring sessions, or requiring the student to enroll in a specific course(s). By the end of the academic probation quarter, if a student does not improve his/her attendance or GPA to meet SAP standards or the academic plan, he/she may be granted a second and final probationary quarter at the discretion of the Dean. In the instance a student does not meet SAP standards within the first and/or second probationary quarter, he/she shall be administratively withdrawn from his/her program and provided EV-20 Notice of Administrative Withdrawal.

ADMINISTRATIVE PROCEDURE (SAP APPEAL PROCESS): If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the SAP standard, the student may appeal the academic probation by submitting EV-26 SAP Appeal Form. Mitigating circumstances include illness, death of a family member, disability, or a work schedule conflict. Documentation supporting the circumstances cited in the SAP Appeal Form is required. Lack of documentation may result in a denial of the appeal. Documentation must be a letter from a medical professional, a letter from an employer, or an obituary, funeral program, or prayer card for a deceased relative. EV-26 SAP Appeal Form shall include a section for the student to demonstrate why he/she failed to make SAP, and what has changed in his/her situation that will allow him/her to demonstrate SAP standards at the next evaluation. All decisions made by the Dean are final.

SUCCESSFUL APPEAL: If the Dean deems the mitigating circumstance is sufficient evidence for the student's inability to maintain SAP at the College, the student shall receive an EV-23 Academic Probation Warning which shall detail (1) why the student is receiving a warning and (2) recap the minimum requirements to maintain SAP for the subsequent quarter.

UNSUCCESSFUL APPEAL: Any instance the Dean does not approve an appeal made by a student on Academic Probation, the student must meet all criteria stated in his/her original EV-18 Notice of Academic Probation for the next evaluation period. The student must maintain SAP standards during the following quarter to re-establish good standing.

ADMINISTRATIVE RULE (FINANCIAL AID WARNING): Financial aid recipients who are issued an EV-18 Notice of Academic Probation shall also receive an EV-24 Financial Aid Warning Notice at the end of the evaluation period. A Financial Aid Warning will be issued without an appeal or other action by the student. Title IV recipients on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period. At the next evaluation period, if the student does not meet SAP standards, then the College shall issue the student an EV-25 Notice of Financial Aid Suspension.

ADMINISTRATIVE RULE (FINANCIAL AID SUSPENSION): Financial aid recipients who did not meet SAP standards during the Financial Aid Warning period or the student is determined he/she will not be able to complete within the 150% maximum time frame, he/she shall receive EV-25 Notice of Financial Aid Suspension. The student shall be informed he/she shall not be eligible to receive financial aid while on Financial Aid Suspension. Any quarter without Title IV, HEA funds shall still be counted toward maximum time frame towards program completion. During this period, to reinstate Title IV, HEA funds that have been terminated, the student must meet the minimum standards of SAP by the end of the quarter.

ADMINISTRATIVE RULE (FINANCIAL AID APPEALS & PROBATION): If mitigating circumstances beyond the student's control caused or contributed to the student not meeting the SAP standards, the student may appeal this decision by filling out the EV-26 SAP Appeal Form. In the instance a student's appeal is denied by the Dean, he/she shall remain in Financial Aid Suspension and will not receive Title IV, HEA funds for the subsequent quarter.

If the appeal is approved by the Dean, the student shall receive EV-27 Notice of Financial Aid Probation. Students may receive financial aid for one term during probation. Students on financial aid probation must meet SAP standards and, if issued by the Dean, meet the guidelines stated within the EV-28 SAP Academic Plan by the end of the quarter in order to remain eligible for subsequent financial aid. If SAP (and, if applicable, the guidelines within the SAP Academic Plan) are not met at the end of a probation period, the student shall be placed back into Financial Aid Suspension and shall not receive Title IV, HEA funds.

ADMINISTRATIVE RULE: The College shall calculate the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. In making this calculation, the College shall not include remedial courses.

ADMINISTRATIVE PROCEDURE: Full-time students enrolled at the College will be recommended to take at minimum 12 credits per quarter in order to complete his/her program within the maximum time frame. Part-time students shall be encouraged to enroll in a minimum of 8 credits per quarter in order to complete his/her program within the maximum time frame.

ADMINISTRATIVE RULE: In the instance a required course is not offered due to lack of student enrollment or not meeting a required tiered course pre-requisite in a consecutive quarter, the student shall be advised to schedule a leave of absence in order to ensure program completion within the 150% of the published program length.

ADMINISTRATIVE RULE (INCOMPLETES, WITHDRAWAL, & FAILED COURSES): Regardless of incomplete, withdrawal, or failed courses, students must maintain SAP at all times and complete his/her program within the maximum time frame. Students shall be informed that receiving incomplete, withdrawal, or failed courses will impact his/her overall G.P.A. and could result in not meeting the minimum 2.0 GPA requirement (see also [§ 9.3.2 - FAILING & INCOMPLETE GRADES](#)). Students shall also be made aware that attendance violations may also lead to incomplete, withdrawal, or failed courses (reference [§ 9.2 – STUDENT ATTENDANCE](#)) thus impacting academic progress. Students who are withdrawn or have failed a required course, will be required to repeat that course in order to meet the minimum graduation requirements for his/her program. Repeating courses may also impact SAP. Continual incompletes, withdrawal, or failed courses may not allow the student to complete his/her program within the maximum time frame of his/her program.

ADMINISTRATIVE RULE (TRANSFER STUDENTS): Any student who transfers credit from another institution must maintain SAP policy each quarter they are enrolled. Based on the number of approved transferable credits (reference [§ 7.8.1 – INCOMING TRANSFER CREDIT](#)), a student's academic pace may be impacted. In some instances, the required number of courses or remaining credits for program completion could be less than the maximum time frame. Any changes to the program pace for completion will be discussed with an Academic Advisor prior to the start of the student's first quarter at the College in order to determine the minimum threshold to complete his/her program within the maximum time frame. Students shall also be informed that any approved incoming transfer of credits from other institutions shall be counted towards credits received but shall not impact his/her cumulative GPA.

ADMINISTRATIVE RULE (CHANGE IN PROGRAM/EMPHASIS/STUDY STATUS): Any student who elects to change his/her program, emphasis or study status must maintain SAP standards each quarter. Changes in program, emphasis, or study status may impact the pace and/or maximum time frame for program completion (reference [§ 2.5.5 – CHANGE OF PROGRAM](#), [§ 2.5.6 – CHANGE OF EMPHASIS](#), and [§ 2.5.7 – CHANGE OF STUDY STATUS](#)) and shall be reviewed with an Academic Advisor before and after the change and, if necessary, a new Am-27 Enrollment Agreement is signed.

ADMINISTRATIVE PROCEDURE: A change in program, emphasis or study status will impact the maximum time frame for program completion. When a new enrollment agreement is signed, the updated maximum time frame for program completion shall be provided to the student. The student is still responsible for all required courses and credit for the remainder of his/her program.

§ 9.2 – STUDENT ATTENDANCE

POLICY: The administration shall foster strong student attendance by creating and maintaining effective methods and procedures for keeping clear rules for and accurate records of attendance. The administration shall appoint qualified staff members to oversee the administrative rules and procedures governing accurate records of attendance.

PROCEDURE: Student attendance documentation shall be accomplished through effective administrative rules and procedures in the following areas:

[§ 9.2.1 - GENERAL ATTENDANCE RULES & PROCEDURES](#)

[§ 9.2.2 - ATTENDANCE TRACKING](#)

[§ 9.2.3 - TARDINESS AND EARLY DEPARTURE](#)

[§ 9.2.4 - MAKEUP CLASSES AND INCOMPLETE COURSEWORK](#)

[§ 9.2.5 - ACADEMIC PROBATION FOR ATTENDANCE VIOLATIONS](#)

[§ 9.2.6 - CONSECUTIVE UNEXCUSED ABSENCES](#)

§ 9.2.1 - GENERAL ATTENDANCE RULES & PROCEDURES

ADMINISTRATIVE RULE: Prompt and regular attendance is required in each course. The only acceptable excuses for missing scheduled classes, lessons, or rehearsals are illnesses or emergencies of a serious nature. It is the instructor's obligation to inform their students of how unexcused absences, tardiness, and early departure are factored into their final grade for each course when reviewing the course syllabus on the first day of instruction. If a student's unexcused absences total more than 20% of the class periods in any course, he/she shall be placed on academic probation for attendance violations (reference [§ 9.11.1 - ACADEMIC PROBATION](#)).

ADMINISTRATIVE PROCEDURE: Attendance is recorded daily, reviewed by staff every Friday starting Week 3, and reported to the Director of Administration. Students with unexcused absences totaling 20% of the class periods will be notified by the Director of Student Services, and warned that if further absences occur, they will be placed on academic probation (reference [§ 9.2.5 - ACADEMIC PROBATION FOR ATTENDANCE VIOLATIONS](#)).

ADMINISTRATIVE RULE: If a student's unexcused absences total more than 20% of the class periods in any course (three absences for a class that meets once a week, or six for a class that meets twice a week), and affects progress or are considered excessive by the instructor, he or she may be withdrawn from the course at the instructor's discretion. It is the instructor's responsibility to notify the Director of Student Services if a student indicates signs of not meeting the required attendance policy. The Director of Student Services shall then provide a warning to the student and notify the Dean, who determines whether or not a student is placed on Academic Probation at the end of the quarter (reference [§ 9.11.1 - ACADEMIC PROBATION](#)).

ADMINISTRATIVE PROCEDURE: The instructor will inform the Director of Administration when a student is withdrawn from his/her course. The Director of Administration will update the instructor binder and inform the student through email. The student shall have the option to submit an appeal to the Director of Education who will provide a response within 5 to 7 business days.

ADMINISTRATIVE RULE: In the unlikely event that an instructor is not present at the beginning of a class period, student may be allowed to leave the class after 30 minutes has elapsed, or 40% of the class time (which equates to 20 minutes for a 50 minute recitation period), whichever is less.

§ 9.2.2 - ATTENDANCE TRACKING

ADMINISTRATIVE RULE: Accurate and timely records of student attendance are required by state laws and accreditation standards. EV-01 Attendance & Grading Ledger shall be the primary source of attendance tracking at the College and located in each contracted faculty member's Instructor Binder at the beginning of every quarter.

ADMINISTRATIVE PROCEDURE: The Director of Administration and/or his/her designees shall create and release EV-01 to every instructor for each course they are contracted to instruct prior to the first day of class. EV-01 shall contain the following:

- Information regarding the quarter, start/end dates, course, room assignment as well as the day and time of the course
- Student names of those registered for the course
- A key to indicate all approved symbols for use in marking attendance
- A grading section to mark the grading percentage for the following categories: attendance, homework, preparation, midterm, final, and the final grade for the course. The grading section is subject to change based on the type of course (lab, private lesson, or ensemble).

ADMINISTRATIVE RULE: It is the instructor's responsibility to:

1. record accurate attendance at every class meeting using the approved markings for every student enrolled in his/her course;
2. provide a midterm progress report for each student on the;
3. list the grading criteria percentages used to determine grade computation on EV-01; and
4. provide a final grade for each student in percentage format (decimals acceptable) on the Attendance Ledger, sign and date EV-01, and submit to the Director of Administration not later than Friday of Week 12 by 5:00 pm.

Improper recording of attendance is grounds for probation and/or dismissal of faculty members. The administration uses the attendance and grading information to track student progress and enforce institutional policy.

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§ 9.2.3 - TARDINESS AND EARLY DEPARTURE

ADMINISTRATIVE RULE: The College expects students to be on time for all classes, appointments and any required class activities.

ADMINISTRATIVE RULE (DEFINITION OF TARDY): Tardy is defined as arriving to class after the instructor takes attendance. If the instructor fails to take attendance at the start of the class period, tardy is defined as arriving to class more than 5 minutes after the class period has begun.

ADMINISTRATIVE RULE (DEFINITION OF EARLY DEPARTURE): Early departure is defined as leaving class at any time before the class period has finished. Brief departures for restroom use or similar personal circumstances are not generally considered early departures from the course but if the student is absent outside of the classroom for longer than the instructor is comfortable with, they may mark the student as an early departure.

ADMINISTRATIVE PROCEDURE: Instructors record late arrivals as tardy (T) and early departure from class as early departure (E) on the official college Attendance Ledger.

ADMINISTRATIVE RULE: Two unexcused tardies or two unexcused early departures shall count as one unexcused absence.

ADMINISTRATIVE RULE: Arriving to class after more than half the class period has elapsed shall count as an absence.

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§ 9.2.4 - MAKEUP CLASSES AND INCOMPLETE COURSEWORK

ADMINISTRATIVE RULE: Students who will have or have had an absence (excused or unexcused) must speak with their instructor to discuss the information covered in the missed class period. It is the student's responsibility to complete all appropriate coursework or make-up work required for the missed class (which is only assigned and accepted at the instructor's discretion) within two weeks.

ADMINISTRATIVE RULE: The College does not require a student to make up any classes cancelled by the instructor. Make-up classes may be scheduled within two weeks of the missed class, at the discretion of the instructor, but no make-up classes are guaranteed. Make-up classes for missed private lessons (excused or unexcused) may be rescheduled within one week of the missed lesson, at the discretion of the instructor. All rescheduled times must be approved by the Director of Administration. Classes cancelled due to federal holidays will not be rescheduled. In no event will make-up classes be provided for students after the scheduled end of the quarter.

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§ 9.2.5 - ACADEMIC PROBATION FOR ATTENDANCE VIOLATIONS

ADMINISTRATIVE RULE: All students are responsible for maintaining satisfactory academic progress (SAP) as outlined in [§ 9.1 - SATISFACTORY ACADEMIC PROGRESS](#). In the instance a student does not meet required attendance as outlined in § 9.1, he/she shall be subject to the administrative rules and procedures detailed in [§ 9.11.1 - ACADEMIC PROBATION](#).

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§ 9.2.6 - CONSECUTIVE UNEXCUSED ABSENCES

ADMINISTRATIVE RULE: If a student misses ten (10) consecutive days of instruction without requesting a leave of absence, he/she may be administratively withdrawn from his/her program at the discretion of the Dean.

ADMINISTRATIVE PROCEDURE: Reference [§ 9.11 - ACADEMIC PROBATION, WITHDRAWAL, SUSPENSION, & EXPULSION](#) for all administrative rules and procedures governing academic probation, withdrawal, suspension, and expulsion.

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§ 9.3 – GRADING AND STUDENT ASSESSMENT

POLICY: The administration shall maintain procedures and rules to accomplish the proper grading and assessment of students.

PROCEDURE: The rules for grading and student assessment shall be divided into the following areas:

[§ 9.3.1 - GRADING & OFFICIAL COLLEGE MARKINGS](#)

[§ 9.3.2 - FAILING & INCOMPLETE GRADES](#)

[§ 9.3.3 - GRADE POINT AVERAGE CALCULATION](#)

[§ 9.3.4 - MIDTERM PROGRESS REPORTS](#)

§ 9.3.1 - GRADING & OFFICIAL COLLEGE MARKINGS

ADMINISTRATIVE RULE: Grades are assigned at the end of each quarter based on a combination of test scores, homework, participation, and attendance, as well as a number of other determinant factors that will vary from course to course. These factors may include, but are not limited to: overall improvement, extra credit assignments, and independent projects. The College's instructors issue percentage grades for each course. The letter grade is determined automatically by following the chart below.

PERCENTAGE	GRADE	GRADE POINT	PASSING LETTER GRADE DESCRIPTION
97-100%	A+	4.3	A: Excellent. Deep understanding and mastery of material
93-96%	A	4.0	B: Good. Accurage, complete, and timely work
90-92%	A-	3.7	C: Satisfactory. Generally complete and accurate work
87-89%	B+	3.3	D: Minimal pass. Most work complete with errors
83-86%	B	3.0	F: Not a passing grade (see § 9.3.2)
80-82%	B-	2.7	
77-79%	C+	2.3	OTHER OFFICIAL COLLEGE MARKINGS
73-76%	C	2.0	IP: Course is in progress
70-72 %	C-	1.7	W: Student was withdrawn from the course
67-69%	D+	1.3	I: Course completion is incomplete
63-66%	D	1.0	P: Student successfully passed course requirements/learning outcomes
60-62%	D-	0.7	
00-59%	F	0.0	

ADMINISTRATIVE RULE: All faculty members should be aware of the College's policies on approved Grade Symbols and Definitions, Grades and Grade Changes, Grade Basis, and Retention of Written Work and Grades.

ADMINISTRATIVE RULE (TIERED CURRICULUM): Many required courses are part of a tiered curriculum. In this instance, students must earn a grade of "C-" or higher in order to proceed to the next level. If a student earns a letter grade lower than a "C-" in a tiered course, he/she must retake the course and earn at least a "C-" in order to advance to the next course. Once successfully retaken, a student shall receive a marking of "P" for Administrative Pass for the original course. The initial course no longer counts towards a student's cumulative GPA, and will not be counted towards credit(s) attempted or received. Students may not retake a course at another institution to raise a grade received at California College of Music.

ADMINISTRATIVE PROCEDURE: Once a student retakes a required tiered course, the Director of Administration records these reakes in the Notes section of the student's AD-44 Official Transcript. For courses retaken, the Director of Administration enters the following:

- Letter grade earned (GRADE) for the retaken course
- Letter grade earned on the initial attempt (GRADE): P - if the student passed the retaken course
- Grade points awarded on the initial attempt (GP): P - if the student passed the retaken course
- Credits attempted on the initial attempt (CR ATT): [empty field]
- Credits received on the initial attempt (CR RECT): 0
- Notes (NOTES): CRS RETAKEN, followed by the course code and quarter it was retaken

ADMINISTRATIVE RULE (FINAL GRADES AND EXAMINATIONS): All final grades and final examinations for each course must be turned in to the Director of Administration on the approved EV-01 Attendance & Grading Ledger not later than Friday of Week 12.

FOR ADDITIONAL RELEVANT POLICIES, SEE ALSO:

[§ 2.5 - REGISTRAR](#)

[§ 7.5 - PLACEMENT EXAMINATIONS](#)

[§ 7.6 - TRANSFER CREDIT](#)

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§ 9.3.3 - GRADE POINT AVERAGE CALCULATION

ADMINISTRATIVE PROCEDURE: Calculating a cumulative GPA with weighted credit hours:

1. Instructor issues the student's Percent Grade (PG) for each course.
2. Percent Grade (PG) is converted to a Grade Point (GP) by $[PG / 20 - 1]$.
3. Determine the number of credits for each course.
4. Multiply the Percent Grade by the number of course credits to obtain each course's Weighted Grade (WG).
5. Add the Weighted Grades of all courses together to determine the Cumulative Weighted Grade (CWG).
6. Add together the number of credits taken to determine the Total Credits (TC).
7. Divide the Cumulative Weighted Grade (CWG) by the Total Credits (TC) to determine the cumulative weighted Grade Point Average (GPA).

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§ 9.3.4 - MIDTERM PROGRESS REPORTS

ADMINISTRATIVE RULE: All students are to receive midterm examinations during Week 5 through Week 6, with the exception to ensemble based courses. To prepare students for Midterm Advisements with an Academic Advisor (see [§ 8.3 - STUDENT ADVISEMENT](#)), all instructors must fill out a Midterm Progress Report found in EV-01 Attendance & Grading Ledgers within the Instructor Binders not later than Friday of Week 6 by 5:00 pm PST. A column marked "MPR" will be included so the instructor may provide a mark of "Y" or "N" next to each student indicating whether or not they expect the student will pass or fail from the class.

ADMINISTRATIVE RULE: Any student receiving a "N" in a required course midterm progress report must attend tutoring hour for the remainder of the quarter (see [§ 8.4 - TUTORING HOUR](#)).

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§ 9.4 – STUDENT FEEDBACK MECHANISMS

POLICY: The administration shall provide all enrolled students the opportunity to provide feedback through both formal and informal meetings, assessments, and evaluations that will better improve and refine College policies, curriculum, and services. All student feedback mechanisms shall support the student-centered learning methodology which will allow the administration to achieve the mission and vision of the College. The administration shall appoint qualified staff members to oversee the collection and distribution of all student feedback in order to improve the quality of education, benefiting both current and future students.

RULE: As the College pledges to be a student-centered institution, all faculty and staff members must take care to listen intently to the feedback, suggestions, concerns, and complaints of students; feedback will be solicited at multiple times throughout a quarter. If a faculty or staff member cannot act on a student's suggestion or concern, he/she must consult his/her direct supervisor immediately.

PROCEDURE: The College will provide ample opportunities for students to provide feedback in the following ways:

[§ 9.4.1 - STUDENT OPEN FORUM & ADVISEMENT SESSIONS](#)

[§ 9.4.2 - STUDENT EVALUATION OF INSTRUCTORS & COURSES](#)

[§ 9.4.3 - STUDENT EXIT SURVEYS & INTERVIEWS](#)

[§ 9.4.4 – PREFERENCE POLLS](#)

[§ 9.4.5 - OPEN DOOR POLICY](#)

§ 9.4.1 - STUDENT OPEN FORUM & ADVISEMENT SESSIONS

ADMINISTRATIVE GUIDELINE: Students are encouraged to provide feedback of their experiences informally during [§ 8.2 – STUDENT OPEN FORUM](#) and [§ 8.3 - STUDENT ADVISEMENT](#). In a group setting at Student Open Forum during Week 2, students are provided a safe space to voice any concerns or suggestions they may have about any aspect of their educational experience. However, some students may not feel comfortable speaking in a group setting. Thus the College will provide students the opportunity to speak their concerns or suggestions during their one-on-one advisement sessions with an academic advisor during Week 7. It is always advised that a student remain open and honest, and in the instance a code of conduct violation is reported, all staff shall support the student(s) and guide them through the appropriate steps as outlined in [§ 2.1.20 - COMPLAINTS, GRIEVANCES, REPORTING, AND RETALIATION](#) and [§ 2.1.22 – MEDIATION](#).

ADMINISTRATIVE PROCEDURES: Following Student Open Form or Academic Advisement Sessions, the Director of Student Services will discuss any findings with all relevant staff members through weekly staff meetings and/or informal discussions. In this way, a general responsiveness to student concerns is achieved.

§ 9.4.2 - STUDENT EVALUATION OF INSTRUCTORS & COURSES

ADMINISTRATIVE RULE: All students are required to fill out EV-02 Student Instructor & Course Evaluations at the end of a quarter for each registered course. The Registrar shall not release final grades and the upcoming quarter schedule to a student who has not submitted his/her EV-02 forms. All documented evaluations are considered confidential and only anonymous copies of the evaluations shall be provided and reviewed with instructors alongside the Dean and/or Director of Education.

ADMINISTRATIVE PROCEDURE: During Week 6, the Director of Administration shall update and render EV-02 through the student portal located at <https://ccmla.edu/student-portal/> and will send an email notification to students. Students participating in M100 and M101 Private Lessons & Jury Performances must submit their EV-02 no later than Friday of Week 9 in order to receive a jury time. All submissions will be reviewed by the Dean and/or the Director of Education who will identify items of dissatisfaction and/or patterns of responses which might indicate the existence of a systemic problem. The Dean and/or the Director of Education will discuss these findings and the student feedback with each individual instructor through e-mail as well as informal meetings.

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§ 9.4.3 - STUDENT EXIT SURVEYS & INTERVIEWS

ADMINISTRATIVE RULE: Students who are completing or graduating from the Apprentice, Certificate, or the Associate of Science Degree programs in Performance and the Certificate in Songwriting & Music Production program are required to fill-out and submit EV-04 Student Exit Survey at the end of the quarter. The Registrar shall not release the final transcript until the student submits EV-04. This survey shall obtain the student's reflection on his/her experience at the College through his/her program. All questions and ratings will help a student express his/her positive, negative, and/or mixed feelings towards his/her time spent at the College, and whether or not he/she met all educational, personal, and professional goals. Additional space will be left for students to provide extra suggestions, comments, or feedback.

ADMINISTRATIVE PROCEDURE: During Week 10, the Director of Administration shall publish EV-04 on the student portal located at <https://ccmla.edu/student-portal/> only during a B quarter when students are expected to complete or graduate from their program, and will send an email notification to those students not later than Friday of Week 10. During juries or final performances, the Director of Student Services and/or a designee will provide each completing or graduating student with the document EV-03 Course Evaluations Handout. For graduating students, this document shall also contain information regarding EV-04. The survey will remain open until Friday of Week 0 in order to give students ample time to consider their responses. All submissions will be reviewed by the Dean who will identify items of dissatisfaction and/or patterns of responses which might indicate the existence of a systemic problem. The Dean will discuss these findings with other key administrative staff during the next weekly staff meeting as well as any informal meetings prior to the weekly staff meeting.

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§ 9.4.4 – PREFERENCES POLLS

ADMINISTRATIVE RULE: As a student-centered learning institution, the College shall provide students the opportunity to give their preferences towards their program offerings in the upcoming quarter in the following ways:

[§ 9.4.4.1 – QUARTERLY PREFERENCES POLL](#)

[§ 9.4.4.2 – ENSEMBLE PREFERENCES POLL](#)

§ 9.4.4.1 – QUARTERLY PREFERENCES POLLI

ADMINISTRATIVE PROCEDURE: In order to assist in determining course electives for the next quarter, students will be asked to fill out and submit EV-05 Quarterly Student Preferences Poll starting Friday of Week 7 through Friday of Week 9 by 5:00 pm. EV-05 Quarterly Student Preferences Poll will include: current quarter and enrolled emphasis, followed by the following preferences: private lesson instructor, elective course offerings, and student excursion preferences. Students who do not submit EV-05 by Friday of Week 9 may not request preferences for the upcoming quarter.

ADMINISTRATIVE PROCEDURE (ELECTIVE COURSE OFFERING PREFERENCES): Students are asked to rate the five listed elective choices they would like to see offered in the upcoming quarter on a scale of 0-5. 0 representing not at all interested to 5 representing definitely. Students shall be advised that rating an elective on the quarterly preferences poll does not guarantee that it will run, nor does it automatically register them into that elective course.

ADMINISTRATIVE PROCEDURE (PRIVATE LESSON INSTRUCTOR PREFERENCES): Students are asked to select their first, second, and third choices for the private lesson instructor preference. Students shall be advised that due to instructor availability and scheduling concerns, selecting an instructor does not guarantee they will be placed/assigned with that instructor. In the instance

a student is assigned an instructor they don't want, he/she may request to switch instructors prior to the Last Day to Add/Drop (reference [§ 4.4.1 - PRIVATE LESSONS](#) and [§ 2.5.1 – COURSE REGISTRATION & WITHDRAWAL](#)).

ADMINISTRATIVE PROCEDURE (EVENT AND EXCURSION PREFERENCES): Students shall be asked to provide their first, second, and third choices, on events or excursions they would like to participate in, in the upcoming quarter. They are also encouraged to provide an additional idea or suggestion of an excursion for the student excursion (reference [§ 8.6 - STUDENT EXCURSIONS](#)).

[Return to 9.4.4 - Preference Polls Table of Contents](#)
[Return to 9.4 - Student Feedback Mechanisms Table of Contents](#)

§ 9.4.4.2 – ENSEMBLE REPERTOIRE POLL

ADMINISTRATIVE RULE: In order to support student-centered learning, the College will create and provide students ensemble repertoire polls to encourage a greater understanding of course concepts when applied to repertoire they enjoy. Therefore, it is the goal of performing ensembles to feature at least (on average) half of the student selections provided during ensemble repertoire polls while exposing them to other genres and styles they have not necessarily been exposed to.

ADMINISTRATIVE PROCEDURE: In order to assist in determining ensemble repertoire for the next quarter, students will be asked to fill out and submit an EV-06 Ensemble Repertoire Poll (provided by the instructor of the ensemble) starting Week 0 until the instructor has determined the set-list for the ensemble, not later than Friday of Week 2 by 5:00 pm. Each ensemble repertoire poll will include a list of songs and students will be asked to rate each song on a scale of "1" (student would prefer not to perform the song) to "5" (student would be excited to perform the song). "No Vote" means a student does not know the song or does not care whether or not the group performs it at the quarterly concert. If a student does not know a song, they will be encouraged to familiarize themselves with it before voting. Students will also be given the opportunity to include their own suggestions.

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[Return to 9.4 - Student Feedback Mechanisms Table of Contents](#)

§ 9.4.5 - OPEN DOOR POLICY

ADMINISTRATIVE RULE: As a student-centered learning institution, students are encouraged to visit the Administration Office at any time Monday – Friday between 8:00am-6:00pm in order to discuss questions or concerns regarding their program, current courses, or anything pertaining to their academics; request assistance in learning how to use college-owned equipment properly or to rent college-owned equipment; retrieve personal photocopies; or, to schedule an appointment with a member of the administration team. Although walk-ins are accepted, students are encouraged to email a member of the administration directly to schedule a specific meeting time. Students are asked to respect the Administration Office when they 'walk-in' because College administrators are hard at work managing the College and may not be available to talk in that given moment. In the instance the front door is closed to the Administration Office, faculty, staff, and students are asked to knock and patiently wait until an administrator opens the door.

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§ 9.5 – COMPLETION ASSESSMENT

POLICY: The administration shall maintain effective procedures to determine whether a student has met the minimum requirements for completion of their prescribed program as defined in [§ 4.9 - MINIMUM REQUIREMENTS FOR PROGRAM COMPLETION](#). The Dean shall review, recommend, and approve a student's candidacy to complete or graduate from their prescribed program, or appoint qualified staff members to perform these tasks.

ADMINISTRATIVE RULE (DEFINITION OF COMPLETION/GRADUATION): A student completes a certificate program. A student graduates from a degree program.

ADMINISTRATIVE RULE (BASIC RULE OF ASSESSMENT FOR COMPLETION OR GRADUATION): To complete or graduate from a program, the student must satisfactorily complete all courses required by their program for a passing grade, as well as accumulate the minimum required number of credits for their program with a cumulative GPA of 2.0 or higher.

ADMINISTRATIVE RULE (NO DOUBLE JEOPARDY FOR PROGRAM COMPLETION): In the instance a change is made to program completion requirements while a student is attempting to complete or graduate from their program, the College must honor the previous completion and/or graduation requirements as stated at the time the student signed their Enrollment Agreement. At no time may the administration attempt to require that a student meet two differing sets of program completion requirements, hence the general term "no double jeopardy" for program completion.

ADMINISTRATIVE PROCEDURE: Students must be in good financial standing with the College (that is, paid in full or current with all tuition and fee payment obligations) before a Certificate of Completion or Degree can be awarded. Requests for course requirement substitutions or incoming transfer of credit from other institutions must be made with the Dean and/or the Director of Education in accordance to [§ 7.6 - TRANSFER OF CREDIT](#) and [§ 4.12 - COURSE SUBSTITUTION](#) policies. .

ADMINISTRATIVE PROCEDURE: Students on schedule for completion of the Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, and Associate of Science in Performance programs must consult with the Director of Student Services to confirm that all program requirements are met before the scheduled graduation date. The Director of Student Services notifies the potential graduate no later than Week 7 to schedule an appointment concerning fulfillment of program requirements. The Director of Student Services looks over the candidate's advisement chart, running academic transcript and most recent Receipt & Balance Statement with the student to determine whether all requirements have been met. Students who have completed all requirements for their certificate or degree will be required to graduate and submit EV-07 Student Intent to Graduate/Complete. The Dean shall certify that all requirements have been completed, as determined by the final transcript presented by the Registrar. Once approved, the Director of Administration shall create and render an AD-44 Official Academic Transcript and AD-46 Official Certification of Completion or AD-45 Official Diploma (depending on the program of study) for the student. All certificates of completion and diplomas shall be signed by the President and the Dean of the College. Certificates and diplomas will be issued as soon as possible after the completion of the student's final quarter, not to be later than Friday of Week 1 of the next quarter.

§ 9.6 – TRACKING COMPLETION AND PLACEMENTS

POLICY: The administration shall document completion rates for all programs as well as job placement rates. Completion and job placement records will be maintained in an orderly, comprehensive, and accurate manner for all students and must be verifiable. The completion data will include sufficient information for regularly calculating the percentage of completion on the School Performance Fact Sheet once annually. The administration shall appoint qualified staff members to oversee the rules, regulations, and procedures for tracking program completions and job placements for graduating students.

RULE: The College shall report all program completion and job placement rates to the Bureau for Private Postsecondary Education (BPPE) in the Annual Report, as detailed in [§ 2.9 - COMPLIANCE AND DISCLOSURES](#). It shall include the College financial statements, a School Performance Fact Sheet, and institutional, program, branch, and satellite data.

PROCEDURE: The Director of Administration shall oversee the administrative rules and procedures in the accurate collection and distribution of tracking program completions and student job placements after completion or graduation in the following areas:

[§ 9.6.1 – TRACKING STUDENT INFORMATION](#)

[§ 9.6.2 – SCHOOL PERFORMANCE FACT SHEET](#)

§ 9.6.1 – TRACKING STUDENT INFORMATION

ADMINISTRATIVE PROCEDURE: When a student matriculates into the College, the Director of Administration will input the student's data into the EV-08 Student Information Database List. This shall include the following: name and original address; local address and contact number; student identification number; email; enrolled program and emphasis; enrollment status; quarter enrolled, scheduled completion date, actual completion date, and withdrawal date (if applicable); school performance fact sheet reporting period; if applicable, international student information regarding application for optional practical training (OPT), OPT approval or denial, OPT start and end date; and alumni job placement information including but not limited to employment, position, salary, hours, and the number of contact attempts. As new information is provided throughout the program and after program completion, the Director of Administration will update and maintain EV-08 as needed.

ADMINISTRATIVE RULE: Students who have successfully completed a program at the College will be asked about their job placement within the first year after they left the College. Students shall not be forced to provide any private information regarding their job placement. This includes but is not limited to: employer(s), job position, and/or their salary or pay rate.

ADMINISTRATIVE RULE: Students who provide their employment verification must sign and date the online EV-09 Employment Verification Form located on the Student Portal. This form shall state "In lieu of your wet ink signature, type your full legal name, attesting that the information you have provided within this employment verification form is true and correct to the best of your knowledge."

ADMINISTRATIVE PROCEDURE: In order to calculate student job placements as accurately as possible, the Director of Administration and/or appointed designee(s) will reach out to students who have completed a program within one to twelve months periodically through emails and/or phone calls. Students may be asked to provide an EV-10 Employment Verification Letter (template) and EV-11 Self-Employment Attestation (template).

§ 9.6.2 – SCHOOL PERFORMANCE FACT SHEET

ADMINISTRATIVE RULE: The Dean and the Director of Administration submit an annual report to the Bureau for Private Postsecondary Education which shall include program completion and placement rates for each program from the most two years in EV-12 School Performance Fact Sheet.

ADMINISTRATION PROCEDURE: Throughout the calendar year, the Director of Administration will collect, review, and update all student information from EV-08 Student Information Database List. The information provided by EV-08 will allow the Director of Administration to render separate EV-12 School Performance Fact Sheets for the Apprentice in Performance, Certificate in Performance, Certificate in Songwriting & Music Production, and the Associate of Science in Performance Degree programs. For EV-12, the Director of Administration shall provide information for: on-time completion (graduation) rates, students completing within 150% of the published program length, job placement rates based on the following:

1. number of students who began the program, number of graduates, graduates available for employment, graduates who are employed in their field of student, and the placement rate percentage of completed students in the field;
2. gainfully employed categories including graduates employed in the field 20-29 hours per week or at least 30 hours per week; graduates employed in the field in a single position or concurrent aggregated positions; graduates who are self-employed or working freelance; and graduates employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution; and,
3. annual salary and wages reported for graduates employed in the field.

ADMINISTRATIVE RULE: At any time, students may request to obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, students must ask the Director of Administration.

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§ 9.7 – FACULTY TEACHING EVALUATION

POLICY: The administration shall maintain and execute procedures to effectively evaluate each of the College's teaching faculty members with appropriate regularity. Evaluations must be documented.

ADMINISTRATIVE PROCEDURE: All teaching faculty members including Adjunct Faculty, Program Chairs, the Director of Education, and the Dean (when teaching) must be observed and evaluated each quarter. Each year, at least two of the evaluations must be formal and documented, and two may be informal observations. Faculty members will receive a minimum of one formal evaluation during their first quarter teaching at the College, known as the probationary quarter. Faculty members may request additional informal or formal visits. Copies of all formal evaluations along with any optional responses must be submitted to the Dean and placed in the faculty member's personnel file.

INFORMAL OBSERVATIONS - An informal teaching observation is a visit to an instructor's classroom by the Dean or an appropriate faculty member designated by the Dean, such as the Director of Education or Program Chair. Informal teaching observations may be scheduled or unannounced, and may range from a minimum of fifteen minutes to a maximum of the entire class period. Unless a significant issue is observed, no written record is required for an informal visit. The faculty member and the observer may have a conversation regarding the observation if either party desires.

FORMAL OBSERVATIONS - A formal teaching observation and evaluation is a visit scheduled between the Dean or the Director of Education. Formal visits last for a minimum of thirty minutes and a maximum of the entire class period. A written report must be made on EV-13 Quarterly Instructor Observation and Evaluation Form, and the report must include observations, recommendations (if any) and a general evaluation rating of Superior, Excellent, Good, Fair or Unsatisfactory. The written report will be discussed with the faculty member within five business days of the evaluation, and the faculty member may request a copy.

OPTIONAL RESPONSE - A faculty member may exercise their option to respond to the EV-13 Quarterly Instructor Observation and Evaluation Form by submitting a written response directly to the evaluator and the Dean within five business days.

UNSATISFACTORY EVALUATIONS - In the case of an evaluation showing a rating of Unsatisfactory, the faculty member will receive another formal evaluation within thirty days, and may be considered by the Dean for release from their faculty contract.

ADMINISTRATIVE PROCEDURE: Faculty members are also evaluated by students each quarter via the EV-02 Student Instructor & Course Evaluations completed for every course each quarter, which are reviewed by the Dean, Director of Education, and Program Chairs each quarter. For the full policy and procedure on EV-02 Student Instructor & Course Evaluations, please see [§ 9.4.2-STUDENT STUDENT EVALUATION](#).

ADMINISTRATIVE PROCEDURE: During Week 11, the Dean will individually meet with faculty members for 15-20 minutes regarding performance reviews done by the Director of Education in prior weeks. At this time, instructors m

Dean will individually meet with instructors for 15-20 minutes regarding performance and reviews done by the Dir. of Education

§ 9.8 – INSTRUCTOR EVALUATION OF COURSES AND CURRICULA

POLICY: The administration shall maintain a functional mechanism through which instructors evaluate the efficacy of the curricula for the courses they teach.

PROCEDURE: The Director of Education shall ensure that instructor course evaluation input is gathered through the following administrative rules and procedures:

ADMINISTRATIVE RULE: After teaching any course, the course instructor shall evaluate the course curriculum, including, at a minimum, its student learning outcomes, course catalog description, prerequisites/corequisites, curricular materials, and teaching methodology.

ADMINISTRATIVE PROCEDURE: At the beginning of each quarter, the Director of Administration (or his/her designee) places an EV-14 Instructor Course Evaluation form for each course in the appropriate Instructor Binder. At the end of each quarter, the instructor of record in each College course completes an EV-14 and submits it to the Director of Administration by Friday of Week 12. After reviewing all EV-14 forms submitted each quarter, the Dean or Director of Education signs and dates each of them to acknowledge the instructor's comments and suggestions.

§ 9.9 – STAFF PERFORMANCE EVALUATION

POLICY: In order to ensure that the College maintains a high quality of service and affords employees the opportunity to improve their performance, the administration shall evaluate all staff members on a regular basis as needed through informal and formal observations. The staff performance review is intended to be a fair and balanced assessment of an employee's performance. It is a time for supervisors and employees to review the performance of the previous year; give and receive feedback; clarifying job duties; stating management's expectations; and set goals and expected accomplishments (outcomes) for the coming year.

PROCEDURE: The Dean shall oversee the following staff performance evaluations and observations:

[§ 9.9.1 – INFORMAL EMPLOYEE OBSERVATIONS](#)

[§ 9.9.2 – FORMAL EMPLOYEE OBSERVATIONS](#)

[§ 9.9.3 – EVALUATION SCHEDULE](#)

[§ 9.9.4 – ANNUAL PROMOTION OR POSITION CHANGE EVALUATION](#)

§ 9.9.1 – INFORMAL EMPLOYEE OBSERVATIONS

ADMINISTRATIVE RULE (DEFINITION OF INFORMAL OBSERVATIONS): An informal observation is an unannounced visit to a staff member's workstation by the direct supervisor as determined by MV-06 Organizational Chart and/or the Dean. In some instances, the Dean and/or the direct supervisor may request to have an informal one-on-one discussion regarding job performance. See [§ 2.3.1 COMMUNICATION POLICIES AND PATTERNS – INTERNAL COMMUNICATIONS AMONG MEMBERS OF THE ADMINISTRATION](#).

ADMINISTRATIVE PROCEDURE: An informal visit will normally be fifteen minutes or less. Unless a significant problem is observed, no written record will be made of an informal visit. Following the visit, the employee and the Dean and/or direct supervisor may have a conversation concerning the evaluation if either party desires.

§ 9.9.2 – FORMAL EMPLOYEE OBSERVATIONS

ADMINISTRATIVE RULE (DEFINITION OF FORMAL OBSERVATION): A formal employee observation is a visit scheduled by the Dean and/or direct supervisor as determined by MV-06 Organizational Chart.

ADMINISTRATIVE PROCEDURE: Formal visits last at least twenty minutes. A written report of the visit will be made on EV-15 Supervisor Evaluation of Employee Performance Form that includes observations, recommendations (if any), and a general evaluation rating of Superior, Excellent, Good, Fair, or Unsatisfactory. The written report will be discussed with the staff member within three working days of the evaluation. The staff member has the right to add comments to the evaluation form. The comments must be submitted to the evaluator within three working days if the employee elects to do so. Copies of all formal evaluations along with the staff member's EV-16 Employee Self Evaluation will be submitted to the Board of Directors and filed in the employee's personnel file. EV-16 enables classified employees to communicate an assessment of their own performance.

§ 9.9.3 – EVALUATION SCHEDULE

ADMINISTRATIVE PROCEDURE: During the 90-day introductory period, all employees will receive a minimum of one informal and one formal observation. After the introductory period, administrative staff members will receive a minimum of one formal and one informal visit per year. If any employee receives an unsatisfactory evaluation, that employee will receive another (formal) evaluation within thirty days. Employees may request additional informal or formal visits.

§ 9.9.4 – ANNUAL PROMOTION OR POSITION CHANGE EVALUATION

ADMINISTRATIVE RULE: A filled position is eligible for a reclassification review when there has been an authorized and necessary significant increase in that position's scope, impact, complexity, responsibilities, and accountability such that the staff member is required to exercise greater judgment and discretion, and to rely on a larger and more specific skill set than previously necessary in order to perform the work successfully. Years of service, outstanding work performance, and/or an increase in the volume of work are not grounds for a position reclassification. See also [§ 2.4.3 - PERFORMANCE REVIEW & PROMOTION](#).

ADMINISTRATIVE PROCEDURE: A staff member must have at least twelve months of continuous service in his/her current position for the position to be eligible for a reclassification review. Additionally, incumbents should have been successfully performing the new duties for a minimum of six months before a EV-17 Position Reclassification Request Form is submitted to the Director of Administration. The Director of Administration reviews the request and determines an appropriate job profile/grade profile and/or compensation change and recommends his/her findings to the Dean and/or President of the College for final review.

ADMINISTRATIVE RULE: It is the responsibility of the direct supervisor to identify significant changes in job responsibility and to initiate a reclassification review. If a staff member and his/her supervisor disagree regarding the need to review a position, the staff member may contact the Director of Administration, who may mediate between management and staff to effect a resolution.

ADMINISTRATIVE PROCEDURE (EFFECTIVE DATE FOR RECLASSIFICATIONS): Once the EV-17 has been approved by the Dean and/or President of the College, the Director of Administration will inform the employee the effective date of any reclassification of the job position (and description if applicable). Reclassification of job positions does not guarantee compensation changes. See [§ 2.4.9 - PAYROLL](#).

[Return to 9.9 - Staff Evaluation Table of Contents](#)

§ 9.10 – STUDENT RETENTION

POLICY: The administration must remain committed to the success and retention of each enrolled student at the College. The administration must recognize the importance of structured orientation and support for students and shall provide personalized academic advisement services that assist students to define clear and achievable academic goals in an inclusive student-centered learning environment that engages students socially, artistically, intellectually, and professionally. The administration will assign designated personnel to create, monitor, evaluate, and revise student retention rules and procedures as necessary.

RULE: The successful transition of students into the College and their retention through to higher levels of study is the collaborative responsibility of all faculty and staff members in consultation with students. All retention measures must address the needs of enrolled students at any given time.

ADMINISTRATIVE PROCEDURE: The Dean, the Director of Education and all faculty members will:

- Develop, implement, and evaluate curricula that support students to evolve into confident musicians, fully engaged intellectually and socially in their programs of study;
- Provide learning experiences and high-quality teaching which is responsive to the varied learning needs of individual students as needed;
- Engage in College-wide programs that support students as necessary to improve retention; and,
- Maintain an open door policy designed to always grant students access to a College staff or faculty member in the Administration Office when a student is in need of advice or has questions or concerns.

ADMINISTRATIVE PROCEDURE: The Director of Administration and all administrative personnel will:

- Identify and provide students with access to College information regarding policies, procedures, and any resources or student services offered by the College;
- Work with the Dean and Director of Education to develop, support, and provide resources to college-wide retention initiatives;
- Provide coordinated support and appropriate advice to all staff and faculty in retention strategies;
- Set and monitor appropriate retention targets; and,
- Organize designated College activities and events that will promote student enthusiasm, excitement, and social opportunities, as well as contribute to student knowledge within their field of study.

ADMINISTRATIVE PROCEDURE: The Director of Student Services and all associated personnel will:

- Deliver personalized and integrated academic advisory services by providing accurate academic and career development advice that assists students to define achievable academic goals and strategies for achieving them;
- Ensure there is easy and timely access to services and resources for academic and social orientation, and integration and support for all enrolled students; and,
- Monitor student progress to ensure that exceptionally strong or weak academic performance will be noticed and will receive timely recognition and attention.

ADMINISTRATIVE GUIDELINE: Students should take responsibility for their own learning and embrace an active role in realizing to their fullest possible academic and artistic potential. Students should also prepare for and attend classes as required, participate actively in class discussions, rehearsals, and other activities, maintain steady progress within all courses, and submit all required coursework on time.

§ 9.11 – PROBATION, WITHDRAWAL, SUSPENSION, AND EXPULSION

POLICY: The administration shall create and follow effective rules and procedures for placing students who fail to adhere to the Satisfactory Academic Progress policy ([outlined in § 9.1](#)) on academic probation, and shall define the meaning of academic probation and the circumstances under which academic probation may be resolved or may lead to administrative withdrawal. The administration shall also create and follow effective rules and procedures for withdrawing students for violations of College policy including but not limited to the College Code of Conduct ([outlined in § 2.1](#)).

RULE: The rules and procedures for the above areas shall be divided as follows:

[§ 9.11.1 - ACADEMIC PROBATION](#)

[§ 9.11.2 - ADMINISTRATIVE WITHDRAWAL](#)

[§ 9.11.3 - SUSPENSION](#)

[§ 9.11.4 – EXPULSION](#)

§ 9.11.1 - ACADEMIC PROBATION

ADMINISTRATIVE RULE (DEFINITION OF ACADEMIC PROBATION): Academic probation is defined as a period of supervision instituted because a student has failed to demonstrate satisfactory academic progress (see [§ 9.1](#)) and therefore is in danger of failing to complete their program.

ADMINISTRATIVE RULE (RESOLUTION OF ACADEMIC PROBATION): Probationary status is resolved if, after one quarter's time, the student has brought their attendance rate above 80% and their cumulative grade point average up to 2.0 or higher.

ADMINISTRATIVE PROCEDURE (ACADEMIC PROBATION WARNING): Instructors must keep accurate attendance records on the approved Attendance and Grading Ledger according to [§ 9.2 - Student Attendance](#). Academic Advisors evaluate all students based on their attendance and academic performance on a weekly basis beginning in Week 3 of each quarter. If a student has an attendance rate that appears to be in danger of falling below 80% in any required course (or 85% if the student is a recipient of a scholarship) or has a cumulative grade point average that appears to be in danger of falling below 2.0 (or 3.0 if the student is a recipient of a scholarship), the Academic Advisor shall inform the Director of Student Services of their findings, who shall then send the student a warning informing them that if these trends towards unsatisfactory academic progress continue, they may soon be placed on academic probation (and their scholarship be reviewed for possible revocation, if applicable). Within this warning, the student shall also be notified of all College policies and terms relating to academic probation, its resolution, and the circumstances under which unresolved academic probation leads to expulsion.

ADMINISTRATIVE PROCEDURE (ACADEMIC PROBATION ADVISEMENT SESSION): As soon as an Academic Advisor has determined that a student has indeed dropped below the threshold of satisfactory academic progress and will likely be placed on academic probation at the end of the quarter, they shall schedule an in-person Academic Probation Advisement Session (and notify the Director of Student Services of the scheduled session) to discuss the impending academic probation and the College policies and terms relating to academic probation, its resolution, and the circumstances under which unresolved academic probation leads to expulsion. In this way, the EV-18 Notification of Academic Probation should not come as a surprise to the student when it is issued by the Director of Student Services when final grades are submitted.

ADMINISTRATIVE PROCEDURE (DEAN APPROVAL OF ALL ACADEMIC PROBATION NOTIFICATIONS): During Week 12 of each quarter, the Director of Student Services shall notify the Dean of all those students he/she believes have failed to maintain satisfactory academic progress in the quarter that has just transpired, and should therefore be placed on academic probation. This may be done by the preparation and submission of all EV-18 Notification of Academic Probation letters, along with any other relevant information reporting that the Director of Student Services deems appropriate. The Dean must then approve or deny the Director of Student Services' proposals for students to be placed on probationary status, or else delegate the decision to approve or deny these proposals to the Director of Administration.

ADMINISTRATIVE PROCEDURE (NOTIFICATION OF ACADEMIC PROBATION): All EV-18 Notice of Academic Probation letters that have been approved by the Dean shall be issued to the pertinent students by the Director of Student Services by Friday of Week 12 at the same time as quarterly grades are released, or thereabouts. The Dean and the Director of Administration shall be copied on all Notifications of Academic Probation. Within the notification, the student shall be advised of the opportunity to schedule additional Academic Probation Advisement Sessions with any member of the administration, provided that they have already attended at least one Academic Probation Advisement session with their assigned Academic Advisor. The Notification of Academic Probation letter shall contain all pertinent College policies and terms relating to academic probation, its resolution, and the circumstances under which unresolved academic probation leads to expulsion.

ADMINISTRATIVE PROCEDURE (ACADEMIC PROBATION APPEALS): Any student placed on academic probation for any reason may submit a written appeal within 10 business days of their date of notification. The appeal must be addressed to the Dean, and should be accompanied by appropriate documentation of the student's grounds for appealing the decision, which may include mitigating circumstances that prevented the student from maintaining satisfactory academic progress. The Dean must assess all appeals, make the final determination as to whether the student's probationary status may be repealed, and send the student their written decision within 10 business days of their receipt of the appeal. The Dean's decision is final. In an appeals assessment, the Dean is encouraged to consider factors such as: the severity of the policy infractions, the degree to which the student's grade point average or attendance rates have fallen below the minimum thresholds, the veracity of the logic and reasoning behind the student's appeal, the holistic constellation surrounding the student's academic performance, the student's age and/or level of scholarly maturity and studiousness, and the student's likely or stated prospects for immediate improvement.

ADMINISTRATIVE PROCEDURE (EVALUATION OF STUDENTS WITH PROBATIONARY STATUS): During Week 12 of each quarter, the Director of Student Services shall evaluate each student currently on academic probation, and make a recommendation to the Dean as to whether each student should either be notified of the resolution of their academic probation or nominated for administrative withdrawal. This may be done through the preparation and submission of all EV-19 Resolution of Academic Probation letters and all EV-20 Notice of Administrative Withdrawal letters.

ADMINISTRATIVE PROCEDURE (RESOLUTION OF ACADEMIC PROBATION): All EV-19 Resolution of Academic Probation letters that have been approved by the Dean shall be issued to the pertinent students by the Director of Student Services by Friday of Week 12 at the same time as quarterly grades are released, or thereabouts. The Dean and the Director of Administration shall be copied on all EV-19 Resolution of Academic Probation letters. If a second and final quarter of academic probation is allowed, the Dean shall issue a EV-19 Resolution of Academic Probation letter. The EV-19 letter shall contain all pertinent College policies and terms relating to academic probation, its resolution, and the circumstances under which unresolved academic probation lead to being administratively withdrawn.

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§ 9.11.2 - ADMINISTRATIVE WITHDRAWAL

ADMINISTRATIVE RULE: The College reserves the right to withdraw a student from a single course, multiple courses, or the program, and to revoke that student's registration at any time during a quarter for failure to:

1. Meet minimum standards for satisfactory academic progress.
2. Meet the minimum conduct standards of the college.
3. Fulfill their financial obligations according to their agreement with the College.
4. Attendance policy

Withdrawals will not occur without sufficient warning and due notice to students. No refunds of tuition or fees will be granted to students who are administratively withdrawn from a program for unsatisfactory academic progress. Students have the right to appeal dismissal decisions made by the College administration by submitting a written request to the Dean describing any mitigating circumstances or conditions that warrant special consideration within 5 business days of the date of the receipt of EV-20 Notice of Administrative Withdrawal.

ADMINISTRATIVE PROCEDURE: See the following: [§ 9.1 - SATISFACTORY ACADEMIC PROGRESS](#), [§ 9.2 - STUDENT ATTENDANCE](#), [§ 9.11.1 - ACADEMIC PROBATION](#), and [§ 3.3.6 - STUDENT TUITION PAYMENT](#).

When a student is determined to be administratively withdrawn from a course(s) or his/her program, the Dean or his/her designee shall issue an EV-20 Notice of Administrative Withdrawal. EV-20 shall re-state the aforementioned policies that pertain to the reason behind the student's administrative withdrawal.

ADMINISTRATIVE PROCEDURE (APPEAL PROCESS): Upon review of the written request of appeal, the Dean may discuss his/her findings with the Director of Administration, Director of Education, and/or the Director of Student Services before providing a final response. All decisions made by the Dean are final and can be made within 7 to 10 business days. Until an appeal is approved, the student may not attend courses at the College. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Dean.

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§ 9.11.3 - SUSPENSION

ADMINISTRATIVE RULE (DEFINITION OF SUSPENSION): A separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. For the duration of the suspension the student shall forfeit all rights of their student status and may also forfeit their privileges of access to property owned or controlled by the College or engaging in College sponsored activities or programs. This sanction may be enforced with a trespass action if deemed necessary.

ADMINISTRATIVE RULE: A student may only be suspended from the College due to any Code of Conduct violation as outlined in [§ 2.1](#). No refunds of tuitions or fees will be granted to suspended students.

ADMINISTRATIVE PROCEDURE: In order to protect the College community, any Code of Conduct violation claim(s) shall be reviewed in accordance to [§ 2.1.2 GENERAL CONDUCT RULES AND REGULATIONS](#) and [§ 2.1.22 MEDIATION](#). Among the factors that will be considered in the determination of what sanction is appropriate for the suspension:

1. The nature of the offense and the severity of any damage, injury, or harm resulting from it;
2. Student(s) straightforwardness and whether or not has taken responsibility for his/her actions;
3. The lack of past disciplinary record; and/or
4. Any repeated or aggravated violations to the Code of Conduct.

Once the Dean and/or Director of Student Services decides on the sanction appropriate for the suspension, he/she will issue an EV-21 Order of Suspension. During a period of suspension, a student's academic standing shall be put on hold. Reinstated students must coordinate with course instructors to complete any and all coursework missed during any absences caused by the suspension. During the period of suspension, a student may not complete academic work at another institution for consideration toward a CCM program.

ADMINISTRATIVE RULE: The College may impose suspension of any length of time not to exceed one academic year. Upon return from suspension, the student must meet with the Dean and/or Director of Student Services to discuss his/her conditions of returning. If no changes have been made in the students' behavior upon return, then he/she may be expelled from the institution.

ADMINISTRATIVE PROCEDURE (APPEAL): Any student suspended from the College may submit a written appeal of the EV-21 Order of Suspension within 5 business days of their date of suspension. The appeal must be addressed to the Dean, and should be accompanied by appropriate documentation of the student's grounds for appealing the decision. The Dean will assess all appeals, make the final determination as to whether the student may return, and send the student their written decision within 5-7 business days of the College's receipt of the appeal.

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§ 9.11.4 - EXPULSION

ADMINISTRATIVE RULE (DEFINITION OF EXPULSION): A permanent denial of the privilege of continuing or enrolling as a student within the College, and permanent denial of any and all rights and privileges conferred by student status.

ADMINISTRATIVE RULE: Students can be expelled for violating the Code of Conduct (see [§ 2.1](#)). Students expelled for non-academic misconduct are administratively withdrawn from the College and may not be considered for readmission up to one year.

ADMINISTRATIVE PROCEDURE: In order to protect the College community, any Code of Conduct violation claim(s) shall be reviewed in accordance to [§ 2.1.2 GENERAL CONDUCT RULES AND REGULATIONS](#) and [§ 2.1.22 MEDIATION](#). Among the factors that will be considered in the determination of what sanction is appropriate for the expulsion:

1. Persistent violation of the Code of Conduct;
2. Single offense of marked severity such as action(s) deliberately threatening or harmful to members of the College community; and/or
3. Possession of weapon(s) or illegal contraband.

Only the Dean may make the final decision, after conferring with the Disciplinary Committee, whether to expel a student from the College. The Dean may issue an EV-22 Order of Expulsion.

ADMINISTRATIVE PROCEDURE (EXPULSION APPEALS): Any student expelled from the College may submit a written appeal of the expulsion within 10 business days of their date of expulsion. The appeal must be addressed to the Dean, and should be accompanied by appropriate documentation of the student's grounds for appealing the decision, which may include mitigating circumstances. The Dean will assess all appeals, make the final determination as to whether the student may be permitted to continue their program, and send the student their written decision within 10 business days of the College's receipt of the appeal. The Dean's decision is final. Students reinstated upon appeal of expulsion remain on probationary status for the quarter of their reinstatement, during which time they must meet all terms and conditions set by the Dean for reinstatement.

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