

# **LONGY SCHOOL OF MUSIC OF BARD COLLEGE**



## **Information and Policies Student Handbook**

2016-2017

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# STATEMENT OF CONDUCT

Excellence in all educational and operational areas is the hallmark of Longy School of Music of Bard College. Individual attention, strong student and faculty support, high standards, and an imaginative approach characterize the school's programs and operations.

Longy students are productive members of the community, pursuing their musical education to the fullest. They approach diligently and attend punctually all activities in which they participate. They follow the school's policies and honor the instructions of faculty members.

Longy faculty members display thoughtfulness, professionalism, and expertise in teaching, musicianship, and, where appropriate, performance. As teachers and mentors, they direct students toward a full realization of their potential. In partnership with the administration, they provide leadership for the school.

Longy administrative staff members display effectiveness, professionalism, and responsiveness in supporting the educational programs of the school.

All members of the Longy community are expected to maintain an environment conducive to learning and to consider the overall health of the institution. They are expected to deal honestly, ethically, professionally, and respectfully with one another.

Everyone who lives, works, or studies at Longy School of Music of Bard College is here by choice and, as part of that choice is encouraged to behave civilly. Participation in the conservatory's intellectual and social activities contributes to the community's vibrancy. In an open educational environment there will be a frequent and often intense exchange of ideas, even ones that are unpopular and can make others uncomfortable. Each of us should bear this in mind when considering our interactions with others on campus and all places where the school is engaged. The community is strengthened when each member fosters civil interactions. Longy believes firmly in free speech. All members of the conservatory are responsible for maintaining and promoting an open academic and living community. When conflicts arise they should be resolved among the affected parties. The community is designed to support informal resolution through its members including peers, faculty, administrators and staff.

Behavior that violates policies articulated in the Student Handbook is not accepted and formal disciplinary procedures may be initiated in accordance with policies outlined in the Student Handbook.

The conservatory expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the conservatory determines that a student has violated the conservatory's Facilities Use Agreement and/or conservatory policies, regulations, and procedures, the conservatory may discipline the student. Since the conservatory expects students to show good judgment and use common sense at all times, not

all kinds of misconduct or behavioral standards are specifically identified in this handbook. It is the goal of the conservatory to help provide an environment that is supportive of and conducive to the maximum musical, intellectual, psychological, and social growth of all its students. In this spirit, conservatory policy was written with the understanding that students would take on the following responsibilities:

- To treat all members of the Longy community in a civil and respectful manner.
- To carry and present Longy identification to authorized conservatory officials upon request
- To refrain from the use of force against persons or groups, the abuse of another person, or disruption in the form of coercion or violence.
- To respect the property of individuals, groups and the conservatory itself.
- To insure that guests on campus behave in a manner consistent with the policies and procedures of the conservatory.
- To act as good citizens.
- To observe all duly established conservatory, local, state and federal regulations.

The conservatory will hear complaints pertaining to conduct of Longy students occurring on Longy property. The conservatory will also consider hearing cases involving Longy students that occur off campus. The conservatory disciplinary process will not be used merely to duplicate the function of federal, state, or local laws, but where the institution's distinct interests as an academic community are involved, the conservatory may invoke its disciplinary authority in response to infractions of the laws of the off-campus community.

In cases of conservatory policy violations, the conservatory first determines the appropriate process to employ based on the individual set of circumstances surrounding the infraction. Cases may be referred to the Student Conduct system, Office of Title IX Coordination, or managed through informal hearings with staff. Academic policy violations are reviewed through the Dean of the Conservatory, the Assistant Dean of Admission and Student Services, and/or the Associate Dean for Academic Affairs.

Students wishing to appeal a decision made by a member of the staff should submit a written letter of appeal outlining the reasons for the appeal to the original administrator within two business days of the issuance of the sanction.

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*adapted from the Bard College Student Handbook*

# ACADEMIC POLICIES

## ADVISING AND REGISTRATION

Students receive advisement from the Registrar and Director of Student Advising and their department chair, as well as from their primary studio instructor. See the [Academic Calendar](#) for the official registration period. Before registering each semester, students meet with the Registrar to review their academic progress and enrollment status, as well as other details relevant to continuing and successfully completing their programs. Students are responsible for knowing and reviewing their program requirements and for seeking advice about them. Students should also consult with the Office of Student Financial Assistance and the Business Office regarding relevant financial arrangements. Official registration is complete only when the Registrar receives a completed registration form with all signatures and all financial obligations to the school have been resolved.

## LATE REGISTRATION

Registration for new students must be completed before the first day of instruction during their initial semester. New students must arrange travel and accommodations in order to be present for New Student Orientation. Returning students must register during the official registration periods for returning students, published in the [Academic Calendar](#). The Late Registration Fee is charged to any students not observing these deadlines.

## DROP/ADD PERIOD AND COURSE WITHDRAWAL

Students may drop or add courses during the first two weeks (10 school days) of each semester, after receiving permission from instructors, as necessary, and the Registrar. The student's academic record does not show courses dropped during this period. After the second week of the semester, students may not add new classes or lessons. A grade of "W" (withdrawal) is recorded for courses dropped after the second week and before the twelfth week of the semester, upon submission of the completed Course Withdrawal Form by the published deadline. Students who stop attending (or never attended) classes but do not complete the Course Withdrawal Form by the published deadline will receive whatever letter grade the instructor deems appropriate. Consult the [Academic Calendar](#) for relevant dates.

## MAJOR STUDIO ASSIGNMENT/CHANGE

Teacher assignments are made with consideration of students' requests and their overall artistic development. Placement in a studio is subject to the faculty member's approval and availability. Students who wish to change primary studio instructors should do so with forethought and sensitivity and must submit a completed Petition to Change Studio Instructor form. Changes in studio instructors during the course of a semester are allowed only in extreme situations related to the well-being of the student or the faculty member. All requests for studio instructor changes must be approved by the department chair and the Dean of

the Conservatory.

## CHANGE OF PROGRAM OR MAJOR

Students wishing to change program or major must submit a completed Application for Change of Program. Longy Scholarship awards will be reviewed (and may be modified) by the Scholarship Committee for all students admitted to a new program. Acceptance letters for change of program applicants will include new scholarship information. Please contact the Office of Admission for further information and to obtain the Application for Change of Program.

## MINOR AREAS OF STUDY FOR UNDERGRADUATE DIPLOMA CANDIDATES

Undergraduate Diploma candidates may pursue a minor in any area of study in which the Undergraduate Diploma is offered (Composition, Organ, Piano, Strings, Voice, or Woodwinds and Brass). Minors must meet the same entrance requirements as majors, auditioning for the second department as necessary. Interested students should consult with the Registrar and the department chair in the minor field of study. Specific course and lesson requirements will be developed by that department chair and must be approved by the Registrar. Minors normally consist of 20-25 credits, including 14 credits of private studio lessons. Students may use available elective credits to pursue a minor. If insufficient elective credits are available, students will be expected to pay tuition surcharges and/or extend their residency to complete the minor. One or two Secondary Studio Fees will be assessed per semester for private lessons in the minor area taken concurrently with private lessons in the major area (8 hours of minor lessons = 1 Fee, 15 hours of minor lessons = 2 fees). Successfully completed minors will be listed on the student's official transcript.

## TRANSFER POLICIES

Longy accepts transfer credits only for the Undergraduate Diploma and, in rare instances, the Master of Music Degree. No transfer credit is applicable to the Artist Diploma, the Graduate Performance Diploma, the Dalcroze Certificate and License, or the Master of Arts in Teaching. Transfer credits are accepted at the discretion of the Registrar in consultation with appropriate department chairs. Students will be notified of accepted transfer credits after successfully completing their first semester of enrollment at Longy. Transfer credit can be granted only if;

- The coursework was undertaken for credit at the time the student was enrolled;
- The coursework was equivalent in rigor to comparable Longy offerings;
- The grading, subject matter, performance expectations, and class hours conform to Longy academic regulations;
- Previous studies were completed at an accredited (or internationally recognized) post-secondary conservatory, college, or university;
- Previous studies received a grade of "C" or better at the undergraduate level or "B" or

- better at the graduate level;
- Previous studies are fully documented with original transcripts.

Half-time	6-8
Less than half-time	5 or fewer

**ADDITIONAL TRANSFER POLICIES FOR THE UNDERGRADUATE DIPLOMA**

- A maximum of 47 credits from other institutions may be applied toward the completion of the Undergraduate Diploma. A minimum of one-half the total required credits must be completed successfully at Longy.
- Transfer credit for applied music is subject to performance evaluation at the admission audition or a subsequent jury.
- For students transferring one year of previous work, transferred ensemble credit will be limited to one-quarter of the total requirement for their program. For students transferring two years of previous work, transferred ensemble credit will be limited to one-half of the total requirement for their program.
- Transfer credit in Music Theory is subject to verification by examination at Longy during New Student Orientation.

**ADDITIONAL TRANSFER POLICIES FOR THE MASTER OF MUSIC DEGREE**

- In rare instances, a maximum of 6 credits of graduate coursework completed at another institution may be applied toward the completion of the Master of Music Degree, with the approval of the Registrar, department chair, and relevant faculty members.
- Performance credit is not transferable.
- All Master of Music candidates must demonstrate proficiency in Music History, Music Theory, and Secondary Piano.
- Master of Music candidates must complete at least 30 semester credit hours at Longy School of Music of Bard College.

**ENROLLMENT STATUS**

Students must declare their intention to enroll on a full- or part-time basis when accepting the school's Piano. toward the completion of the Master of Music Degree, with the approval pplying for financial aid (in the case of returning students). Less-than-full-time enrollment must be approved by the Registrar and is only permitted in the Master of Music Degree and Undergraduate Diploma programs. Enrollment status is based on the following guidelines:

Master of Music Degree Credits per semester

Full-time	8-10
Three-quarter-time	6-7
Half-time	4-5
Less than half-time	3 or fewer

Undergraduate Diploma Credits per semester

Full-time	12-14
Three-quarter-time	9-11

Full-time graduate programs require a minimum of four semesters of full-time enrollment (or the equivalent of four full-time semesters if attending part time). Master of Music students may complete their programs in three full-time semesters and one three-quarter-time semester only if appropriate and sufficient transfer or Longy summer-school credits have been properly approved and recorded by the Registrar. Students may not circumvent the above rules by taking their maximum or overload credits during the first three semesters.

Students who begin in the Graduate Performance Diploma program and subsequently switch to the Master of Music program must complete the equivalent of four full-time Master of Music semesters. One semester of Graduate Performance Diploma study is equivalent to 0.75 semester of Master of Music study. So, for example, if a student completes two semesters of Graduate Performance Diploma and switches to the Master of Music program, s/he would have completed 1.50 semesters toward the Master of Music program, and would need to complete 2.50 more semesters (that is, two full-time semesters and one half- time semester) in order to complete the program. This will be the case even if the student could complete the minimum required credits in a total of four semesters.

Full-time undergraduate programs require a minimum of eight semesters and full-time enrollment throughout at least the first seven. Full-time undergraduates may enroll three-quarter time only in their eighth semester. Students pursuing the undergraduate diploma on a part-time basis must complete the equivalent of 7.75 full-time semesters.

Part-time Master of Music and Undergraduate Diploma students and all undergraduate transfers must have their enrollment plan approved by the Registrar.

Changes in a student's Music and Undergraduate Diploma students and alnging from full- to half-time) must be made before the first day of the semester in order to avoid financial penalty. No enrollment-level changes will be considered after the first two weeks of the semester. Changes in enrollment level may affect students' financial aid eligibility and awards, from both government sources and the school itself, as well as the immigration status of international students.

**CONTINUATION STATUS**

Students who have completed all credit-bearing requirements for their degree or diploma but who still have other requirements such as recitals, proficiency examinations, or incomplete courses outstanding must register for Continuation Status and pay the Continuation Fee each semester until graduation, according to the registration schedule published by the Academic Affairs Office. Students who do not register for Continuation Status will need to reapply and be readmitted to the school in order to resume work on their program.

Students who are placed on Continuation Status because of unpassed proficiency exams or because they delay their graduate recital will have a maximum of two semesters to complete their

requirements. After that point, the student will be academically dismissed from the school and will have to reapply (with no guarantee of acceptance) to finish his or her program. A student in extreme circumstances can appeal to the Registrar for an extension beyond the two-semester limit. Master of Music students who have not met all proficiency requirements may opt to switch their program to Graduate Performance Diploma in order to graduate and receive a credential. This choice may be made either before or after their original graduation date.

### **EXTENDING ONE PROGRAM WHILE STARTING A SECOND PROGRAM**

Longy undergraduates cannot begin a new Longy program (Master of Music, Graduate Performance Diploma, Artist Diploma) until all requirements for the Undergraduate Diploma, including recitals, coursework, and proficiency exams, have been completed. A student who is accepted into a second program who subsequently has to postpone completion of his/her Undergraduate Diploma will have to defer matriculation into the new program until the undergraduate requirements are completed.

Longy graduate students who have only non-credit requirements (i.e., recital or proficiency requirements) or outstanding incompletes remaining in their program may begin a second graduate program while continuing to finish the requirements of the original program. However, the two-semester limit on Continuation Status will apply to completion of the original program. Students who have credit requirements remaining in one program will not be allowed to begin a second program until those credit requirements are completed.

### **LENGTH OF SECOND GRADUATE PROGRAM**

Longy students who have completed either the Master of Music degree or the Graduate Performance Diploma may wish to pursue the other graduate credential after completing their first program. Since there is so much overlap between the requirements of the two programs, students can normally finish the second credential in two semesters. Admission letters and financial aid awards will be made under this assumption.

If a student decides in his/her first semester in the new program that he/she wants to extend the program for one or two additional semesters, he/she must file a petition to extend with the Associate Dean. The request will be evaluated and, if granted, a revised admission and financial aid award will be issued to the student for the period of

the extension. The petition to extend must be filed by the end of the Add/Drop period in the second semester of the student's program.

### **TRANSCRIPTS**

Transcripts are available from the Registrar for all work pursued on a credit basis. Requests must be made in writing and will be processed only when they include the student's name, address, telephone number, years of attendance, program of study, and full address of the recipient(s). Transcripts released directly to students are noted as such. There is a fee charged for all transcript requests. Also, a student who requests express delivery of a last-minute transcript must pay any express delivery charges in advance. No transcripts will be provided to students who are not in good financial standing at the school.

### **ENROLLMENT VERIFICATION AND LOAN DEFERMENTS**

Students who wish to have previous student loans deferred while studying at Longy should request a Loan Deferment form from their lender(s). After completing the student portion of the form, students should submit it to the Registrar, who will process and mail it to the lender. Deferment forms must be filled out each semester and will not be processed prior to the end of the Drop/Add period.

Students who need an official letter stating that they are enrolled at Longy may request an Enrollment Verification Letter from the Registrar.

### **LEAVE OF ABSENCE**

Students in good academic standing may request a leave of absence of one or two semesters. Such requests require completion of the Leave of Absence Form, available from the Academic Affairs Office. Students withdrawing from the program without an official leave of absence must reapply for admission. Students taking a leave of absence are not eligible for state or federal financial assistance or for state or federal loan deferments. Renewal of Longy Scholarship funds is not guaranteed to students taking leaves. Students planning to return from a leave of absence in the fall semester must reapply for Longy scholarship funds by the last Friday in February prior to their return. Students planning to return from leaves in the spring semester should contact the Office of Student Financial Assistance for the deadline.

### **WITHDRAWAL FROM DEGREE AND DIPLOMA PROGRAMS**

Withdrawal from degree and diploma programs requires completion of the Withdrawal Form, available from the Academic Affairs Office.

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### **NORMAL AND MAXIMUM RESIDENCY**

The maximum residency for conservatory programs is defined as 1.5 times the normal residency for the program. The following details the residency limits on Longy's Conservatory programs:

<b>Program</b>	<b>Normal Residency</b>	<b>Maximum Residency</b>
Undergraduate Diploma	8 semesters	12 semesters
Master of Music	4 semesters	6 semesters
Graduate Performance Diploma	4 semesters	6 semesters
Artist Diploma	4 semesters	6 semesters

Master of Arts in Teaching	4 quarters	6 quarters
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## GRADING

Longy School of Music of Bard College observes the following grading guidelines:

A	VERY HIGH PASS: outstanding level of achievement
B	HIGH PASS: above average level of achievement
C	PASS: satisfactory achievement
D	LOW PASS: poor achievement
F	FAILURE: unacceptable achievement
FR	Course failed but later retaken and passed. Not included in GPA Calculation
P	PASS: used for non-credit courses, orchestra, proficiency exams, recitals, final projects, and juries
P+	PASS: used for orchestra, indicates exceptional effort by student
P-	PASS: used for orchestra, indicates substandard (but passing) effort by student
R	REAUDITION: Used for Promotional and Recital Permission Juries (see below)
I	INCOMPLETE: by permission only
IR	Student received incomplete, but later retook the course. Not included in GPA calculation.
W	WITHDRAWAL: during 3rdrdete, but later retook the course. Not included in GPA calcul

Grade Point Averages are calculated based on the following scale:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00
C+	2.33	W	n/a

(A+ and D- not awarded)

## GRADING OF JURIES

### *Promotional Juries*

Promotional Juries are graded as follows: P (Pass), R (Re-audition), F (Fail). These grades are awarded independently of grades for semester courses, ensembles, and studio lessons and are not used in calculating the Grade Point Average.

Students who pass their Promotional Jury receive a passing grade “tu for the jury and are automatically promoted to their next year of studio study.

Students who receive an “tu (fail) grade for their Promotional Jury will be dismissed from the school, as of the end of the semester in which the jury took place.

Students deemed by the faculty to have presented an unsatisfactory (but not failing) Promotional Jury will receive a grade of “tu and will be required to re-audition. The re-audition must take place no later than the end of the exam period of the following semester.

Since the Promotional Jury is considered to be an indication of the student’s i progress in his/her primary instrument, a student who receives a grade of “pr for the promotional jury will also automatically receive a grade of “fo (incomplete) for his/her primary studio lessons for that semester.

A student who receives an “s for a promotional jury is placed on Academic Probation as of the last date of the semester in which the jury took place. The student is ineligible to receive Longy Scholarship until he/she is removed from Academic Probation.

If the re-audition is deemed by the faculty to be satisfactory, the student will receive a “f (Pass) for the Promotional Jury and the studio teacher will replace the primary studio grade of “(P with a letter grade for the given semester. The grade of “wi for the original promotional jury remains on the transcript.

When a re-audition of a promotional jury is passed, the student is removed from Academic Probation as of the date of the passed jury. If the re-audition takes place prior to the start of a semester, the student will be eligible for Longy Scholarship for that semester. If the re-audition takes place after the start of a semester, the student will be removed from Academic Probation as of the date of the passed jury, but will not receive Longy Scholarship until the beginning of the next semester.

After passing a re-audition of a Promotional Jury, the student should resume the original schedule of promotional juries. This may mean that a student could present two promotional juries in one academic year.

In the event a student’s n re-audition is deemed by the faculty to still be unsatisfactory, or if the student fails to schedule and perform the re-audition by the deadline stated above, the student will receive an rF” r(fail) grade for the jury and for the corresponding semester of studio instruction and will be dismissed from the school. The date of the dismissal will be the end of the semester in which the re-audition takes place. If the re-audition takes place between semesters, the dismissal date will be the date of the failed re-audition.

### *Recital Permission Juries*

Recital Permission Juries are graded as follows: P (Pass), R (Re-audition), F (Fail). These grades are awarded independently of grades for semester courses, ensembles, and studio lessons and are not used in calculating the Grade Point Average.

Students who pass their Recital Permission Jury receive a passing grade “tu for the jury and are permitted to proceed to the presentation of the recital.

Students who receive an “tu (fail) grade for their Recital Permission Jury will be dismissed from the school, as of the end of the semester in which the jury took place.

Students deemed by the faculty to have presented an unsatisfactory (but not failing) Recital Permission Jury will receive a grade of “tu and will be required to re-audition. The re-audition must take place no later than the end of the exam period of the following semester. If the re-audition is not passed before May 1 of the student’s graduation year, the student will be removed from the graduation list for that year and will be subject to the provisions of Delayed Recitals (see below).

If the re-audition is deemed by the faculty to be satisfactory, the student will receive a “P (Pass)” for the Recital Jury and may proceed to the presentation of the recital. The grade of R for the original Recital Permission Jury remains on the transcript.

In the event a student’s re-audition is deemed by the faculty to still be unsatisfactory, or if the student fails to schedule and perform the re-audition by the deadline stated above, the student will receive an F (fail) grade for the jury and will be dismissed from the school. The date of the dismissal will be the end of the semester in which the re-audition takes place. If the re-audition takes place between semesters, the dismissal date will be the date of the failed re-audition.

### **INCOMPLETES**

All coursework must be completed by the last day of the Examination Period of each semester. Students may formally petition their instructor to receive a grade of Incomplete. This grade may be recorded only when a student is unable to complete primary course requirements on time due to illness or other compelling circumstances. An Incomplete may not be given primarily to allow a student to raise his or her grade to a passing grade for the course, ensemble, or lessons in question. Incomplete work must be remedied by the end of the subsequent semester. (Spring incompletes must be remedied by the end of the subsequent fall semester.) Students may petition the instructor and the Registrar to extend the make-up period for the incomplete by one semester. An “I” will be recorded for courses remaining incomplete after one semester or after petitioned extensions have expired.

### **REPEATED COURSES**

Many courses at Longy can be repeated for credit. Some examples are studio lessons, orchestra, and ensembles. Courses which can be repeated for credit are designated as such in this catalog and in each semester’s course schedule. All attempts are recorded, and all such semester grades remain on the transcript with the following exception:

### **RETAKE OF FAILED COURSES**

Students must retake and pass any required course in which they receive a grade of “F” and may choose to retake failed elective courses to improve their grade. Upon passing a previously failed course, the grade of the initial attempt will be changed from “F” to “FR” (course failed and later repeated). The cumulative Grade Point Average will include the new, passing grade only. The eventual passing of a course failed more than once will affect the initial attempt only, as described above.

### **SATISFACTORY ACADEMIC PROGRESS**

Students are expected to make satisfactory academic progress (SAP) throughout their degree or diploma studies. For a student to meet the standards of SAP, he or she must meet both qualitative and quantitative standards, as described below.

### **QUALITATIVE STANDARD: CUMULATIVE GRADE POINT AVERAGE (GPA)**

To maintain satisfactory academic progress, a student’s cumulative GPA must, at the conclusion of each semester, meet the minimum standards for his or her program (Undergraduate Diploma: 2.00; All Graduate Programs: 3.00).

### **QUANTITATIVE STANDARD: PERCENT OF ATTEMPTED CREDITS COMPLETED**

To maintain satisfactory academic progress, a student must be making reasonable progress toward graduation within the maximum time set forth for his or her program. The maximum time residency is defined as 1.5 times the normal residency for a program. To be making reasonable progress toward completion in this time frame, a student must have earned 2/3 (67%) of his or her overall attempted credits, measured at the conclusion of each semester.

### **MITIGATING CIRCUMSTANCES**

Under certain mitigating circumstances, including but not limited to injury or severe illness suffered by the student, Longy may choose to disregard a given semester with respect to the student’s academic progress. The student may be asked to provide external documentation, and such cases will be fully documented in the student’s academic file.

### **FAILURE TO MAINTAIN SATISFACTORY PROGRESS**

At the end of each semester, student records are evaluated by the Associate Dean for Academic Affairs for adherence to Satisfactory Academic Progress standards. The following describes the consequences for failure to maintain satisfactory academic progress:

#### *Academic Warning*

If a student not already on Academic Warning or Probation for failure to meet SAP standards, upon review of his or her end-of-semester record, fails either of the SAP standards for the first time, he or she will be placed on Academic Warning. The student will retain his or her Longy scholarship and will retain eligibility for governmental financial aid. The student must, in the subsequent semester, raise both the GPA standard and the percentage of credits completed to the minimum SAP threshold to avoid further consequences and be removed from Academic Warning.

#### *Academic Probation*

If a student on Academic Warning for failure to meet SAP standards, upon review of his or her end-of-semester record, again fails either of the SAP standards, he or she will be placed on Academic Probation. The student will lose eligibility for Longy Scholarship and will be ineligible for governmental financial aid. The student must, in the subsequent semester, raise both the GPA standard and the percentage of credits completed to the minimum SAP threshold to avoid further consequences. If the student successfully meets the SAP standards at the end of the subsequent semester, the student will at that point be removed from Academic Probation and will regain eligibility for Longy Scholarship and governmental financial aid for the following semester.

#### *Dismissal*

If a student on Academic Probation for failure to meet SAP standards, upon review of his or her end-



of-semester record, again fails either of the SAP standards, he or she will be dismissed from the school.

#### *Appeal Process*

Students have the right to appeal decisions concerning their academic progress. Such appeals are made to the Dean of the Conservatory. Decisions concerning student appeals will be reached in a timely fashion and communicated to the student by the Dean of the Conservatory.

#### **MID-SEMESTER WARNINGS**

Warnings may be issued at mid-semester, based on reports of inadequate progress provided to the Registrar by the faculty. These warnings serve to inform the student and the department chair of academic problems and suggest routes to improvement. They are not recorded on the transcript. Lack of improvement will result in review by the Conservatory Academic Council and possible further action, up to and including Academic Probation, Suspension, or Dismissal, as described below.

#### **ACADEMIC AND DISCIPLINARY PROBATION**

In reviewing student records, the Conservatory Academic Council may place a student on Academic or Disciplinary Probation. The Dean of the Conservatory will closely supervise the progress of such students and may recommend curtailment of some activities. Students placed on Academic or Disciplinary Probation become ineligible for Longy scholarship or outside Title IV assistance.

##### *Academic Probation will result from:*

- Failure to meet the standards of Satisfactory Academic Progress, as described above Academic dishonesty
- Failure to meet the performance or progress requirements set by the department
- Repeated Withdrawals
- Excessive Incomplete or low grades
- An unsatisfactory Promotional Jury
- Unsatisfactory progress in the undergraduate theory curriculum
- Receiving a grade of “ec for a Promotional Jury
- Academic Probation is noted on the student’s official academic record and will appear on all transcripts. Students placed on Academic Probation will be informed in writing by the Associate Dean for Academic Affairs.

##### *Disciplinary Probation will result from:*

- Failure to meet any of the standards of conduct and attendance described in the sections on standards and responsibilities
- Students placed on Disciplinary Probation will be informed in writing by the Associate Dean for Academic Affairs.

The records of all students on Probation are reviewed by the Conservatory Academic Council at the end of each semester. Students will be informed in writing of the results of this review. If the student has not made satisfactory progress, the Council will take further action, which may include Suspension or Dismissal.

#### **SUSPENSION**

The Conservatory Academic Council has the authority to suspend students for one or two semesters for academic reasons. Suspension will result from ongoing inability to avoid Withdrawals, Incompletes, or low grades.

Suspension will be noted on the official academic record and will appear on all transcripts. Suspended

students will be informed in writing by the Dean of the Conservatory.

#### **DISMISSAL**

The Conservatory Academic Council has the authority to dismiss students for academic reasons. Grounds for dismissal include:

- Unsatisfactory academic or musical progress
- Chronic academic dishonesty or falsification of academic information
- Failure of a Promotional Jury
- Failure of a Recital Permission Jury

Furthermore, the school retains the right to cancel the registration of any student whose continued attendance is considered detrimental to the interests of the school or other students, faculty, or staff. Dismissal is considered final and will be noted on the official academic record and all transcripts. Dismissed students will be informed in writing by the Dean of the Conservatory.

#### **APPEAL PROCEDURE**

Students wishing to contest a decision of the Conservatory Academic Council concerning Probation, Suspension, or Dismissal must initiate such an appeal in writing within one month of the written notification of the action in question. Appeals should be made to the Dean of the Conservatory.

#### **ADVANCED STANDING IN THEORY FOR UNDERGRADUATE DIPLOMA CANDIDATES**

All Undergraduate Diploma candidates are tested in aural and written music theory at New Student Orientation. Students with strong backgrounds in theory, as indicated by these tests, may receive advanced standing in Harmony and Fundamentals of Musicianship coursework. Students are exempt from courses below the level of ability indicated by these tests and may take additional electives in the place of these credits. The total credits required for graduation are not reduced.

#### **ADDITIONAL POLICIES ON UNDERGRADUATE THEORY COURSES**

All Undergraduate Diploma candidates must be continuously enrolled in Longy's written and aural theory sequences until Harmony 5 and Fundamentals III have been successfully completed. For the purposes of the policies below, withdrawing from a course in the Undergraduate Theory curriculum sequences is treated exactly as is a failing grade, except that the W grade does not affect the student's GPA.

If a student fails any semester of Harmony or Fundamentals, the student is required, in the next semester to either retake the failed course if it is offered, or enroll in a tutorial (for an additional fee) to make up the failed coursework. Additionally, the student will be placed on Academic Warning. Once the student has passed any required remedial coursework and the originally failed course (and thus is ready to advance in the sequence), he or she is removed from Academic Warning. Academic Warnings do not appear on the student's transcript.

While on Academic Warning, if any of the remedial coursework is failed or the originally failed course is failed again, the student is placed on Academic

Probation, which carries with it the loss of Longy scholarship. The student will meet with the Associate Dean for Academic Affairs for counseling to determine an appropriate plan to advance in the sequence. Once the student has passed all required remedial work and the originally failed course (and thus is ready to advance in the sequence), he or she is removed from Academic Probation, and the Longy Scholarship is reinstated for the following semester.

While on Academic Probation, if any remedial course is failed or the originally failed course is failed again, the student will be dismissed from the school.

## **REQUIREMENTS**

#### **PROMOTIONAL JURIES**

Promotional Juries are held during the final two weeks of every semester. With the exception of the Opera department, students must pass a Promotional Jury after their second semester and after each subsequent full year of residency, except during the semester in which they perform their degree/diploma recital. A Promotional Jury may not routinely be delayed to allow a student more time to prepare; health-related or other compelling reasons must be demonstrated, and the delay must be approved by the department chair and the Dean of the Conservatory.

#### **RECITALS AND PERMISSION JURIES**

Candidates for the Undergraduate Diploma, Master of Music Degree, Graduate Performance Diploma, and Artist Diploma must complete the recital requirements of their programs in order to graduate. All students must pass a Recital Permission Jury no less than three weeks before performing a Required Recital. The Recital Permission Jury must be presented with all of the recital personnel, including accompanists and chamber music participants. The Permission Jury for the final required recital must be completed by May 1 of the graduation year. Majors in Composition and Opera must complete final projects as detailed in their programs in lieu of recitals.

#### **DELAYED RECITALS AND EXTRA PRIMARY STUDIO LESSONS**

A student delaying his or her final degree or diploma recital beyond the last semester of required (credit-bearing) lessons must complete the Delayed Recital Form, available in the Academic Affairs Office, indicating the approval of the primary studio instructor, department chair, and Dean of the Conservatory. The anticipated recital date must be indicated. Recitals may not routinely be delayed to allow students more time to prepare or to extend their residency at the school. Health-related or other compelling reasons must be demonstrated.

On the form, the primary studio instructor will agree to supervise the final recital without further lessons or will indicate the number of additional lessons he or she recommends the student complete in order to be ready for the recital. This number will subsequently be approved by the department chair and the Dean of the Conservatory.

Students will normally register for these as non-credit lessons, paying an additional tuition amount

based on the primary studio instructor's hourly conservatory teaching rate, available on request from the Registrar. No grade will be given for extra, non-credit lessons. The primary studio instructor may, at his or her discretion, award a grade of Incomplete during the final semester of credit-bearing lessons in cases where the recital will be delayed. Exceptions to the non-credit rule may only be made by the Dean of the Conservatory, and students enrolling in extra lessons for credit may be asked to pay a surcharge so that the total tuition paid is not less than the hourly conservatory teaching rate.

The department chair and the primary studio instructor reserve the right to call for a new Recital Permission Jury if the decision to delay the recital occurs after the initial jury. The Recital Permission Jury must be presented with all of the recital personnel, including accompanists and chamber music participants.

Students interested in taking additional primary studio lessons concurrent with the required block of 14 one-hour lessons per semester must seek the permission of their primary studio instructor, department chair, and Associate Dean for Academic Affairs. Students must register for these as non-credit lessons, paying an additional tuition amount based on the instructor's hourly conservatory teaching rate, available on request from the Associate Dean for Academic Affairs. No grade will be given for extra, non-credit lessons.

### **NEW MUSIC BY LONGY COMPOSERS PERFORMANCE REQUIREMENT**

The interaction with composers and performance of new compositions is an integral and necessary component of any aspiring performer's training. To that end, in order to graduate, all MM candidates in Voice, Piano, Collaborative Piano, Strings, and Winds and Brass are required to perform at least one work by a Longy student composer or recent alumnus during their tenure at the school. (With the approval of his or her department chair, a student may opt to perform a work of a Longy faculty composer instead.) The composition can be a solo or chamber piece; song or song cycle, or a work with electronics. Acceptable venues for performance include a departmental concert (e.g., Listening In: New Music of Longy composers, departmental showcase event), student recital (non-degree or degree), or student performance hour.)

### **PORTFOLIO PROJECT**

Required of all master's students, this one semester class will enable students to develop and sound their individual voice; all students will develop a resume, biography, website, artist statement, along with other important supportive collateral (head shot, video and audio samples). In addition to this tangible evidence of "who am I?" students will also be trained in public presentation, stage presence, and interview techniques.

### **TEACHING ARTIST PROGRAM**

The Teaching Artist Program (TAP) is a vital component of Longy's Conservatory curriculum and is at the core of Longy's ideal of social change through music. By giving students both the understanding and skills necessary to create

engaging musical experiences for a wide variety of participants, the TAP is concrete preparation for "making a difference in the world." Required of all students, this one-semester course includes active learning experiences, discussions, foundational readings, and interactive presentations.

### **PROFICIENCY EXAMINATIONS**

Master of Music candidates must successfully demonstrate proficiency in Music History, Music Theory, and Secondary Piano in order to graduate. Candidates majoring in Piano Performance, Collaborative Piano Performance, Organ Performance, pianists majoring in Modern American Music Performance, and harpsichordists majoring in Early Music Performance are exempted from demonstrating piano proficiency. All other Master of Music candidates must pass the piano proficiency exam, even if they have passed a test or class during their undergraduate studies. This requirement will not be waived.

Undergraduate Diploma candidates (except for piano and organ majors) must successfully complete an examination in Secondary Piano in order to graduate.

Music History and Music Theory examinations are offered twice per year, at the start of the fall and spring semesters. Piano Proficiency examinations are offered three times per year, at the start of the fall and spring semesters and at the end of the spring semester. Students may not receive their degrees or diplomas, or participate in the annual graduation ceremony until all proficiency requirements have been met. Descriptions of these examinations are provided to all new students the summer before matriculation and are available from the Academic Affairs Office.

Students are expected to prepare for these examinations before enrolling. Master of Music candidates must take the Music History and Music Theory examinations for diagnostic purposes during New Student Orientation. Students failing any sections of these examinations will be required to enroll in non-credit review courses. Successful completion of the review course(s) will satisfy the proficiency requirement.

A review course is also available for Master of Music students who fail the piano proficiency exam. Alternatively, Master of Music students who feel they may need more work can register for private secondary piano lessons. A surcharge is applied for secondary piano, and one elective credit per semester must be used.

Students with insufficient backgrounds in the proficiency areas may need to extend their residency and enroll in remedial instruction at additional costs.

### **ADDITIONAL POLICIES ON SECONDARY PIANO FOR UNDERGRADUATE DIPLOMA CANDIDATES**

Undergraduate Diploma candidates (except for piano and organ majors) must enroll in Secondary Piano lessons in their first semester and continuously thereafter, taking up to four semesters of lessons (1 credit per semester) without incurring surcharges, until the Secondary Piano proficiency examination is passed. Students who pass the Secondary Piano examination before completing some or all of these credits may choose to forego

further piano study and take additional electives in its place (the total credits required for graduation is not reduced), or may choose to take the remaining free credits of piano (up to a total of four credits) anyway. Students needing lessons beyond the fourth semester must pay the Secondary Studio Fee.

### **ELECTIVE INDEPENDENT STUDY PROJECTS**

Students in graduate programs or upper-level undergraduates (at least third-year status) interested in carrying out independent research on a focused musical topic may pursue an Independent Study Project, with permission of their department chair and the Dean of the Conservatory. Independent Study Projects will lead to a public presentation, such as a lecture or lecture-recital, and the submission of a paper (no less than 2,500 words). Any topic suitable to this type of inquiry is permissible, and projects may be theoretical, analytical, pedagogical, historical, or performance-practice oriented in nature.

Students must register for the Independent Study Project (one credit) during the published registration period and will be charged the Secondary Studio fee. Since careful consideration of the project is required, students may not add the Independent Study Project to their schedule after the published registration period is over or during the drop-add period.

Interested students must complete the Independent Study Approval Form before registration. On the form, students will be asked for the proposed title and a brief description (at least 100 words) of the project. They must identify their advisor and secure the signatures of their advisor, department chair, and the Dean of the Conservatory. The Dean of the Conservatory will appoint a second reader (see below).

The student must submit a draft of the paper to the advisor, second reader, and Dean of the Conservatory no less than three weeks before the final presentation is scheduled. The advisor and second reader will provide comments to the student within one week of receiving the paper. The advisor will notify the Dean of the Conservatory that the draft paper provides sufficient evidence that the student is ready to proceed to the public presentation. The Dean of the Conservatory will sign the Independent Study Approval Form, authorizing the public presentation.

Public presentations must be made by the end of the thirteenth week of the semester. The paper in its final form must be re-submitted to the advisor and the Dean of the Conservatory within one week of the public presentation. The advisor will assign the final grade, consulting with the second reader as necessary.

### **GRADUATION REQUIREMENTS**

Students may verify the completion of all program requirements with the Registrar. In order to be eligible for graduation, students must

- File an Intent-to-Graduate Form with the Registrar during the fall semester preceding graduation.
- Complete their prescribed programs, with a minimum GPA of 2.0 for undergraduates or 3.0 for graduates, and with no Incomplete grades.

- Fulfill the Minimum Residency requirement and have completed all required juries, proficiencies, and other required examinations, courses and recitals.
- Fulfill individual departmental graduation requirements.
- Meet all other obligations to the school, including the return of library materials and all other school property and the payment of all outstanding fees, tuition charges, and fines.
- Complete a financial aid exit interview, if applicable.
- Be released from Academic or Disciplinary Probation. Students may not graduate while on Probation.

### **COMMENCEMENT CEREMONY PARTICIPATION AND AWARDS**

Longy School of Music of Bard College expects that students participating in the annual Commencement Ceremony will have completed all requirements for graduation. The following are the only standing exceptions:

- Students who have passed the Recital Permission Jury for their final, required degree or diploma recital and have their recital scheduled within one month of the ceremony.
- Students pursuing Dalcroze certification who, in the estimation of the department director, will complete all required projects, portfolios, and examinations by June 1.
- Students pursuing Dalcroze certification who must enroll in one remaining Summer Institute.
- The Associate Dean for Academic Affairs may allow students who have one or more unfulfilled academic requirements to participate in the ceremony, if in his or her estimation the remaining work will be complete within one week of the ceremony. The faculty member(s) involved and the department chair will be consulted. This permission is not automatic; it is only extended at the discretion of the Associate Dean for Academic Affairs.
- Students who have outstanding financial or library obligations to the school or who have failed to complete a financial aid exit interview, if applicable.

Exceptions Nos. 1-4: The diploma will be held until the requirements have been met. If the requirements are not met within the stated timeframe, the student will not be recognized on his or her permanent record as a graduate that spring and must enroll as a Continuation Status student for the following fall semester.

Exception No. 5: The diploma will be held indefinitely until all financial or library obligations have been met or until the financial aid exit interview has been completed; in addition, requests for official transcripts will not be processed.

Except in unusual circumstances under number 4 above, no students with unpassed proficiency requirements will be allowed to participate in the ceremony.

### **AWARDS**

The following awards are presented to graduating students at the annual Commencement Ceremony:

**Roman Totenberg Award:** Established in honor of former Longy Director Roman Totenberg, this award is given to a student with stellar academic and artistic achievement who embodies a deep commitment to perpetuating the art of music. The recipient will be selected by the Conservatory Academic Council and must be present at the Commencement Ceremony.

**Patricia Sherman Award:** Established in honor of former Longy student Patricia Sherman, this award is given to the student who, in addition to achieving a distinctive artistic and academic record, has exhibited outstanding citizenship and contributions to the community, and an exemplary attitude. The recipient will be selected by the Conservatory Academic Council and must be present at the Commencement Ceremony.

**President's Award for Excellence in Teaching Artistry:** This award recognizes a graduating student who has completed an outstanding Experiential Education project and who demonstrates skill and artistry in engaging audiences of all ages and contexts in musical experiences.

**Mary Ellis Smith Prize:** Established through the generosity of Longy Board of Governors member Marilyn Ray Smith in honor of her mother, long-time piano teacher Mary Ellis Smith, this award is presented each year to a graduating pianist in recognition of outstanding achievement in piano and the art of piano pedagogy and demonstrated commitment to the transformational power of music to make a difference in the world.

**Margaret Rohde Award:** This award, for excellence in solfège and theoretical studies, was established in honor of Margaret Rohde, who served as a valued member of the Longy faculty for many years, instructing hundreds of aspiring musicians in the rigors of solfège and the intricacies of harmony. Ms. Rohde also lent her talents by serving as the Acting Director of Longy in 1977–78.

## CONDUCT

### ATTENDANCE

Regular and punctual attendance is expected at all lessons, classes, and rehearsals.

Excused absences for reasons of illness or other compelling emergencies are granted at the discretion of individual faculty members.

Students with excessive or unexcused absences from lessons, classes, or rehearsals may be subject to a failing grade, or, in extreme cases, academic probation or dismissal.

Examinations and quizzes are given in classroom subjects throughout the semester at the discretion of the instructor. Final examinations are held during the final two weeks of each semester. All students must be available to take these examinations. Unexcused absence from any final examination may result in a failing grade being recorded for that course.

Students are expected to attend all scheduled private lessons, primary or secondary. Faculty members are required to make up one lesson per semester that has been missed because of a

student's absence, provided that the student notified the instructor at least 24 hours in advance of the scheduled start of the lesson or, in the case of evening lessons beginning 5:00 p.m. or later, by 5:00 p.m. of the previous day. Exceptions to this deadline are made in cases of sudden hospitalization or physical accident. Other student absences are made up only at the faculty member's discretion. In cases of extended student illness, special arrangements should be made with the faculty member, in consultation with the Associate Dean for Academic Affairs or the Registrar.

Regarding absence due to religious beliefs, the Commonwealth of Massachusetts has enacted Chapter 375, Acts of 1975, the following addition to Chapter 151C of the General Laws.

Any student in an educational or vocational training institution other than a religious or denominational education or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which she/he may have missed because of such absence on any particular day, provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student who avails him/herself of the provisions of this section.

### OTHER RESPONSIBILITIES OF STUDENTS

- All students are expected to abide by the rules and regulations of Longy School of Music of Bard College. Those whose attendance, punctuality, and conduct is unsatisfactory will be subject, depending on the nature and severity of the infraction, to Warning, Probation, Suspension, or Dismissal.
- Participation in the Longy Conservatory Orchestra and other required ensembles is expected according to the requirements for the appropriate degree or diploma program. Attendance at all rehearsals and performances is required and takes precedence over all outside commitments. The Orchestra Manager, in consultation with the Dean of the Conservatory, will review chronic unexcused absences from a required ensemble for disciplinary action.
- Academic dishonesty, particularly plagiarism and cheating, may result in automatic failure on the work in question and will be reviewed by the Conservatory Academic Council, which will make a recommendation for action to the Dean of the Conservatory. Depending on the nature and severity of the infraction, the student will be placed on Academic Probation or be recommended for Suspension or Dismissal.
- Students whose conduct has included harassment of any sort, damage to school

or personal property, or other violations of school policy will be subject to disciplinary action. Behavior detrimental to the well-being of any member of the school community and which is inconsistent with the school's expectations may be cause for Disciplinary Probation. Serious or repeated offenses will be cause for immediate Dismissal.

- Any student who is absent from studies for more than five consecutive days is required to present medical documentation to the Registrar.
- Professional training in performance and teaching often includes occasional work assignments or short-term employment outside the school. While professional work opportunities are necessary to musicians' development, outside engagements must be approved in advance by the major teacher and, if extended in any way, the department chair and Dean of the Conservatory. International students must consult an International Student Advisor before undertaking any employment outside Longy School of Music of Bard College.
- Students are not permitted to schedule teaching, courses, or outside work during the hours reserved for required ensembles and classes.

### **ACADEMIC INTEGRITY**

Academic integrity is critical to the school's ability to realize its educational mission, as effective teaching and learning are dependent upon the fair and equitable assessment of student achievement. Academic dishonesty is not only wrong from a moral and ethical standpoint, it also undermines the very process of education. It is a breach of trust which devalues the efforts of other students as well as instructors, distorts the institution's educational standards, threatens the school's reputation, and ultimately, calls into question the value of the degrees and diplomas it confers. Longy School of Music of Bard College expects its students to adhere to high standards of academic integrity and takes very seriously violations of these standards, regardless of whether they are committed deliberately or out of ignorance.

### **PLAGIARISM**

Plagiarism is the appropriation of another author's words and/or thoughts and passing them off as one's own. In written academic exercises, textual passages quoted from other sources must be clearly identified through the use of quotation marks or indentation. All quotations, textual paraphrases, ideas, or any creative constructs taken from other sources must be acknowledged through proper citation in the form of footnotes or endnotes.

This applies regardless of the medium, whether from printed sources or the internet, whether it is a research paper or assignments for a theory class.

### **CHEATING**

In an academic context, cheating often involves the unauthorized access to information while taking

part in an evaluative academic exercise such as an examination. This can include using notes or other aids without permission, copying work from another student, or having someone else produce work on one's behalf.

### **FABRICATION**

Fabrication involves inventing or falsifying information in the course of an academic exercise. An example would be when a student cites a source that does not exist to back up a claim made in a research paper.

### **AIDING AND ABETTING ACADEMIC DISHONESTY**

A person who provides someone else with unauthorized information during an examination, or who allows another person to copy his or her own work and submit it in an academic assignment made in a research paper without permission, copying work from another violation of academic integrity.

# STUDENT LIFE

## BUILDING HOURS DURING THE ACADEMIC YEAR

Zabriskie House  
27 Garden Street  
Mondayden Street RING THE ACADEMIC Y  
Saturday: 9:00 a.m.NG THE ACADE  
Sunday: 10:00 a.m..NG THE ACA

Rey-Waldstein Building  
33 Garden Street  
Mondayden Street gdingTHE ACADEMIC  
\*Open by access card evenings and weekends.

## CLASSROOM ASSIGNMENTS

The room schedule for all classes, lessons, and coachings is maintained using ASIMUT online software. Students can access the room schedule by logging into [longy.asimut.net](http://longy.asimut.net) or by using one of the ASIMUT kiosks located in the lobby of each building.

## PRACTICE ROOM POLICIES

Please be considerate of fellow students in the use of Longye practice rooms. For rooms that contain instruments other than pianos (harps, harpsichords, percussion, etc.), priority access should be given to majors in those instruments. If one leaves a practice room for more than 15 minutes, it will be considered vacant; leaving personal belongings does not hold a room for later use and should never be done for security reasons.

In an effort to maximize functionality, rooms should be left as neat as possible by returning chairs and stands to where they were found. Pianos should never be moved. Windows should be left closed. Never bring food or drinks in practice rooms.

Edward M. Pickman Concert Hall, the Wolfsohn Room, the Homburger Room, and Recital Room N-1 are performance spaces and are not for general practice use. Any use of these spaces must be reserved through the Concert Office.

Students are not permitted to teach private lessons in Longy practice rooms unless done specifically as a Longy course requirement.

No brass or woodwind instruments are allowed in the following rooms: 9, 10, 12, 13, 17, 18, 20, and 21.

Faculty teaching hours and locations are available by looking in Asimut or by asking at the Front Desk in the Zabriskie House. If there is any question regarding an unassigned room that is being used for teaching purposes, please consult the Front Desk. Unassigned rooms must be reserved by faculty for teaching and coaching purposes by 4:00 p.m. the day before they are needed. A faculty member may only ask a student to vacate a room if he or she has previously reserved it. If a room has not been reserved in advance, it is available on a first-come, first- served basis.

## ASIMUT BOOKING SYSTEM POLICIES

LongyT practice room reservations system is called ASIMUT. Students can use ASIMUT to reserve practice rooms in both Longy buildings during the school year.

The following are ASIMUT's booking rules:

- All reservations are provisional until confirmed by you at a kiosk by swiping your student ID card and clicking the box with a check mark. You must confirm no earlier than one hour beforehand and no later than 15 minutes after the reservation starts. If you fail to confirm a reservation 15 minutes after a reservation starts, the reservation is released and anyone can use your reservation block.
- You are restricted to no more than two (2) hours of practice per day.
- You can make reservations no more than two (2) weeks in advance.
- Minimum booking length is 30 minutes
- Maximum booking length is 2 hours.
- The minimum gap between reservations is 30 minutes.
- The visible horizon is 1 year.
- Rooms labeled Practice Rooms are available for reservation from Open to Close 7-days a week
- Rooms labeled Classrooms are available for reservation from 8am-9am and 6pm-Close, Monday-Friday and from Open-Close, Saturday-Sunday. Exception: ASIMUT does not currently allow you to make a reservation in the system for Classrooms from 8am-9am, Monday-Sunday and 9am-6pm, Saturday-Sunday. During those times the rooms are first come, first serve.
- Practice rooms are for practicing. Do not use them for studying, napping, emailing, etc.
- Double bookings are not allowed, i.e. booking a reservation in two separate rooms during the same time period.
- Room swapping is not allowed; you may not ing a reservation in two separate ro
- If you do not plan on using your full reservation time, cancel the remainder of your reservation so that others may use the room.
- ASIMUT is viewable from any computer or tablet with a web browser, from the two kiosks in the foyer of LongyT two buildings, or from a mobile phone once the App is released.
- There is a \$25 replacement fee for lost student IDs.
- Chamber music bookings will be handled by the front desk.
- The ber music bookings will be handled by the front desk. eased. , from the two kiosks in the foyer of Longyers may use the room.nday

A room may be booked right now without using your daily quota limit using the 2-hour rule.

The 2-hour rule is the ability to book a room right using 2 hours of time in any combination of advance notice/reservation time.

E.g. it is 3pm and you notice that a practice room is free for the next two hours but you have already used your 2-hour daily practice time limit. You can book the room:

- For the next 2 hours at most OR
- At 3:30pm for 1.5 hours at most OR
- At 4pm for an hour at most OR
- At 4:30 for half an hour at most

### **SCHOOL CANCELLATION POLICY**

Classes and lessons may be cancelled due to serious winter weather or other emergencies. Announcements of closings will be carried on WHDH-TV (Channel 7), WCVB-TV (Channel 5), and appear on the home page of Longy's website and Facebook page. Longy's phone system greeting will also carry the announcement. The facilities manager will send an email out to the school community with any important announcements. Only one snow day per semester will be made up.

### **LONGY CONCERT OFFICE**

The Student Guide to the Concert Office is distributed to students at the beginning of the fall semester. This guide lists important policies pertaining to Longy's performance spaces, recording sessions, hall usage, and the production and program services available for student recitals, as well as other important concert information.

### **LIBRARY**

The Bakalar Music Library occupies a three-level wing located at the back of Zabriskie House. It features an upper floor with a space for study and listening, a reference area and computer workstations on the main floor, and open stacks with music scores on the lower level. The library's specialized collections support the school's curriculum with a primary emphasis on music performance, music history and literature, music theory, and music pedagogy. The library's print collections include some 13,000 scores and about 5,600 books. The collection of sound recordings includes over 9,000 discs that are supplemented by streamed audio collections accessible online. In addition, the library provides access to music journals (in print and online) as well as a number of electronic databases and reference resources. For more information about the library's holdings and policies, visit the Bakalar Music Library page at [www.longy.edu](http://www.longy.edu).

### **ON-CAMPUS EMPLOYMENT**

Longy does not participate in the Federal Work-Study Program, and therefore, On-Campus Employment (OCE) is not part of the financial aid package.

Who is Eligible: Full-time conservatory students are given priority consideration during the hiring process. This includes international students on F-1 visas and all U.S. students. Students on the J-1 visa may work with permission of their sponsoring organization.

Hours of Work: While classes are in session, a student can work no more than 20 hours per week on campus. During holiday breaks and summer session, students can work up to 40 hours per week on campus.

Payment: Once hired for a position, a student must visit the Business Office within 3 days to fill out forms W-4 and I-9. All employees must provide a social security number and appropriate identification. Students without a social security number or required identification will not be paid. Timesheets must be approved and signed by the student's supervisor and are due in the Business Office by the posted deadlines. Payday is the 15th of every month, and paychecks may be picked up at the Front Desk. Direct deposit is also available. Contact the Business Office for more information.

Open Positions: OCE job openings will also be communicated to students through e-mail.

How to Apply: Students interested in applying for OCE positions must fill out the standardized OCE application form and submit it to the appropriate supervisor. For more details ask the Student Services office.

### **HOUSING NETWORK**

Longy is not able to serve as an official roommate placement service, but we are happy to let you know of other Longy students who are also looking for roommates or a place to live. Students seeking housing assistance should fill out and submit the Roommate Request Form. For other housing resources, visit Life @ Longy section of the Longy website.

### **CAREER SERVICES**

The Student Services Office can provide information and guidance on a wide variety of career issues and further educational opportunities. Students are welcome to make an appointment with the Dean of the Conservatory or the Assistant Dean of Admission and Student Services to discuss their future musical, vocational, and educational goals and the resources available to them. Additional information is available on the Life @ Longy section of the Longy website.

### **LONGY STUDENT ASSOCIATION**

The Longy Student Association (LSA) is a group of student officers elected by their peers at the start of each academic year. The LSA serves as a means for student concerns and grievances to be brought to the administration, as well as providing for student services and social activities. Past activities have included Halloween and Winter dances, hosting breakfast recitals and performance hours. The LSA By-Laws are available from the Student Services Office.

### **TRANSPORTATION AND PARKING**

Longy is a short walk from Harvard Square, one of the Boston area's largest is a group of student officers elected by their peers at the start of each academic year. The LSA serves as a means for students to call the MBTA at (617) 222-3200. Students who frequently use public transportation can purchase a semester T-Pass, discounted at 11%. Contact the Student Services Office for more information on T-Passes. There is no parking for students on campus at any



time, and options for student parking near the school are very limited.

### **STUDENT HEALTH INSURANCE**

The Commonwealth of Massachusetts requires all students enrolled three-quarter-time or more at the school to purchase and maintain health insurance. Longy offers basic student accident and sickness health insurance coverage through an insurance provider. Students enrolled or planning to enroll at three-quarter or full-time are automatically enrolled in the school's qualifying health insurance program and are billed for this coverage. Insurance enrollment and waiver procedures are provided to new and returning students well in advance of the start of the school year. U.S. students may waive the coverage and fee if they demonstrate satisfactory coverage as required by law. International students must participate in the school's qualifying health insurance program. The deadline for U.S. students to complete the online waiver is August 1 for the fall semester and January 15 for the spring semester.

### **IMMUNIZATION REQUIREMENTS**

According to Massachusetts law (105 CMR 220.00), all undergraduate and graduate students enrolled more than half-time are required to provide documentation of the Immunization requirements below. Students who do not meet the requirements will not be allowed to register. The completed immunization form should be returned to Student Services by August 1 or the student will be fined \$75.

- Hepatitis B: 3 doses (This 3 dose series is given over a six month period).
- Tetanus/Diphtheria/Pertussis: 1 Tdap booster dose within the past 5 years
- Measles/Mumps/Rubella: 2 doses of MMR or 2 doses measles, 1 dose mumps, 1 dose rubella (entering students born prior to 1957 are not required to show proof of immunization to measles, mumps and rubella)

- Varicella (International Students and US Citizens born after 1980): One of the following is required: 1) Two doses of Varicella vaccine 2) Immune Varicella Titer Report
- Tuberculosis (International Students only)

### **EXEMPTIONS**

- A medical exemption is allowed if a physician submits documentation attesting that an immunization is medically contraindicated.
- A religious exemption is allowed if a student or parent/guardian, in cases when the student is under 18, submits a written statement that immunizations conflict with their sincere religious beliefs.
- Philosophical exemptions are not allowed by law in the state of Massachusetts.

### **PROCEDURES**

- Students must fulfill all immunization requirements within 30 days of matriculation.
- Students who do not comply with the requirements within 30 days will be fined \$75. In addition, a hold will be placed on the student's account, and no transcripts will be released. Students will not be allowed to register for their second semester classes until the immunization requirements are met.

# NOTICES AND POLICIES

## ACCREDITATION

Longy School of Music of Bard College is accredited by Middle States Commission on Higher Education (MSCHE). Inquiries regarding the status of Longyui accreditation should be directed to the Dean of the Conservatory. Individuals may also contact MSCHE at 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104, (267) 284-5000, info@msche.org.

## STUDENTS' RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, gives currently enrolled students and alumni the right to privacy of records, files, and data held about them by the school on an official basis. In general, Longy cannot release information from a student's record without his or her permission. However, certain types of information, termed Directory Information, can be released without permission unless a student specifically instructs Longy not to do so. Directory Information includes student's name, local and permanent address, local and permanent phone, e-mail address, program and major, dates of attendance and graduation date/status, honors received, class schedule, and photographs and videos. The Act also gives students the right to inspect and review their educational records and to challenge any contents which they feel are inaccurate, misleading, or otherwise in violation of their privacy and other rights. A student who wishes to challenge information held in his or her record or who wishes to have a privacy hold put on his or her account should contact the Associate Dean for Academic Affairs.

## NON-DISCRIMINATION AND NON-HARASSMENT POLICY

Longy School of Music of Bard College ("Longy" or the "School") supports all employees' and students' rights to work and learn in an environment free from all forms of discrimination, including discrimination or harassment based on an individual's race, color, age, gender identity or expression, national origin, ancestry, citizenship, religion, creed, marital status, veteran or military status, sexual orientation, mental or physical disability, genetic information, or any other protected status or characteristic under federal, state, or local law.

To that end, the School prohibits discrimination and harassment in any form by any student, staff member, faculty member, or other person, including the School's visitors and vendors, in connection with any School-related activity. The School's property (including, but not limited to, telephones, copy machines, facsimile machines and computers) may not be used to engage in conduct that violates this Policy.

"Harassment" is:

Conduct that denigrates or shows hostility or aversion toward an individual because of his or her status, or that of his or her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the

purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts, and/or written or graphic material that denigrates or shows hostility towards an individual or group that is circulated in the workplace or placed anywhere on the School's premises such as on an employee's or student's desk or workspace or on School equipment or bulletin boards.

"Sexual harassment" is a particular form of discrimination that violates both the law and the School's policy. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or (b) such requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not possible to list all of those circumstances which constitute sexual harassment, the following are examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances:

- Assault or coerced sexual acts;
- Unwelcome sexual advances, propositions or flirtations—whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised job benefits, financial aid, or other benefits such as favorable reviews, salary increases, better grades, promotions, increased benefits, continued employment, or scholarship support;
- Sexual jokes; use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

## Internal Complaints of Discrimination or Harassment at Longy

Faculty members, staff members, and students are encouraged to promptly report to the School—

verbally or in writing—any perceived violations of this Policy. To make a report or to receive more information about this Policy and the School's processes for investigating complaints of violations of this Policy, faculty members, staff members, and students may contact the following representatives:

Name: Ellen DiPasquale  
Title: HR Consultant  
617-876-0956,  
x1793

Name: Elvira Reyes  
Title: Director of Student Financial Services  
Longy School of Music of Bard College  
617-876-0956,  
x1797

Longy School of Music of Bard College  
27 Garden Street  
Cambridge, MA  
02138

The School will investigate reports of discrimination or harassment promptly, thoroughly, and with utmost seriousness. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The School's investigation will include a private interview with the person filing the complaint, the person alleged to have violated this Policy, and key witnesses (if any).

If it is determined that inappropriate conduct has occurred, the School will act promptly to eliminate the offending conduct. Where appropriate, the School will impose disciplinary action, up to and including expulsion or termination of employment.

Filing a formal complaint is not required in order to pursue relief from any form of alleged discrimination or harassment.

The internal reporting processes set forth above exist in addition to, and not in lieu of, any other grievance policies and procedures available to the School's employees to address grievances pertaining to their terms and conditions of employment.

It is unlawful to retaliate against any individual for filing a complaint of harassment or discrimination or for cooperating in any investigation of such a complaint. The School will not tolerate any retaliation against anyone who in good faith reports or cooperates in an investigation of incidents of alleged harassment or discrimination. If an individual is found to have violated this policy, he or she may be subject to disciplinary action, including, where appropriate, expulsion or termination of employment.

#### *STATE AND FEDERAL REMEDIES*

While the School hopes that any faculty member, staff member, or student who believes that he or she has been harassed or discriminated against will immediately bring the matter to the attention of the School, they also have the right to file a complaint with the Massachusetts Commission Against Discrimination (MCAD) and the Equal Employment

Opportunity Commission (EEOC) within 300 days of the alleged harassing or discriminatory act.

#### **Massachusetts Commission Against Discrimination**

Boston Office One  
Ashburton Place, Room 601  
Boston, MA 02108  
(617) 994-  
6000

Springfield Office  
436 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

Worcester Office  
484 Main Street, Room 320  
Worcester, MA 01608  
(508) 453-9630

New Bedford Office  
800 Purchase Street, Room 501  
New Bedford, MA 02740  
(508) 990-2390

#### **Equal Employment Opportunity Commission, Boston Area Office**

John F. Kennedy Federal Building  
Government Center 4<sup>th</sup> Floor, Room 475  
Boston, MA 02203  
(617) 565-3200

It is unlawful to retaliate against any individual for filing a complaint of harassment or discrimination or for cooperating in any investigation of such a complaint. The School will not tolerate any retaliation against anyone who in good faith reports or cooperates in an investigation of incidents of alleged harassment or discrimination.

#### **NON-FRATERNIZATION POLICY**

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. Longy desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and breaches of professional standards that can potentially result from romantic or sexual relationships between supervisors and employees or between employees and students. Accordingly, all employees of the School are prohibited from pursuing or maintaining a romantic or sexual relationship with any Longy student. Upon request, the School may grant exceptions to this policy if it determines that an otherwise prohibited relationship (1) existed prior to the student's enrollment and/or employee's employment with Longy, and (2) does not present a likelihood of abuse of power by or exploitation of either party.

In addition, if an employee is romantically or sexually involved with his/her supervisor, each must immediately and fully disclose the relevant circumstances to Human Resources so that a determination can be made as to whether the relationship presents a likelihood of abuse of power by or exploitation of either party and whether remedial measures (e.g., transfer) may be feasible and appropriate.

If an individual is found to have violated this policy, he or she may be subject to disciplinary action, including, where appropriate, expulsion or termination of employment.

### **STUDENT GRIEVANCE**

In an academic community, the resolution of grievances should occur contiguous with the educational process. Longy seeks to help students resolve social problems by inquiry and persuasion rather than judicial procedure. When a dispute occurs, the aggrieved student should first attempt to discuss the problem with the individual who is the source of conflict. If this is not possible or does not succeed, the aggrieved student may seek help from a faculty member, Academic Affairs staff, or the Chief Operating Officer. An aggrieved student may take further action by petitioning the appropriate dean. If the dispute is between students, the Dean of Student Services will investigate; if between a student and a faculty member, the Associate Dean of Academic Affairs or Assistant Dean of Faculty & Curriculum Development will investigate; in disputes between a student and a member of the Student Affairs staff, the Associate Dean of Academic Affairs or Assistant Dean of Faculty & Curriculum Development will investigate; in disputes between a student and any other member of the College staff, the Chief Operating Officer will investigate.

Decisions rendered as described above may be appealed using the following process (note – in the event that the Dean is the subject of the grievance, the Chief Operating Officer will perform all duties assigned to the Dean in the following):

- A letter addressed to the Dean of the Conservatory must be received within 48 hours of the decision to be appealed.
- A Grievance Committee of neutral parties will be appointed including members of the Longy Student Association, department chairs and administrative staff to review the appeal.
- The chair of the Grievance Committee presents a letter of decision to the Dean and sends a copy of the letter to the student and the faculty member or administrator about whom the grievance was made. The committee is not at liberty to discuss the decision with anyone until after the student and faculty member / administrator have been notified.
- The decision of the Grievance Committee may be appealed by the student or the faculty member / administrator to the Dean
- In the case of such an appeal, or if the Dean considers the decision of the committee to be in error, the Dean shall review the evidence with the President, write a response to the committee, and meet with them to discuss the matter seeking to reach a consensus.
- In such cases, the President, as chief executive officer of the School, has the final decision, subject only to appeal to the Board of Governors, and is the person who formally notifies the student and the faculty member/administrator of the outcome.
- The file of each Grievance Committee hearing, any evidence brought to the

committee, and the written decision of the committee, is kept in the Academic Affairs Office as a permanent record.

- This policy is subject to change and revision during the year upon approval of faculty, students, and administration.

### **HEARINGS OF COMPLAINTS**

The Grievance Committee is a last resort for complaints by students against teachers or administrators. For that reason, students contemplating such complaints should first exhaust other legitimate avenues of redress and then seek information about procedure and informal advice from members of the committee before filing a formal written complaint with the committee.

**Procedures for Appealing Grade Decisions**  
In appealing a grade decision, the following procedures should be undertaken by a student before he or she brings a complaint to the Grievance Committee:

- The student appeals the grade to the faculty member.
- If not satisfied, the student appeals to the department chair.
- If not satisfied, the student appeals to the Conservatory Academic Council.
- If not satisfied, the student appeals in writing, outlining the reasons for the appeal, to the Grievance Committee. The student must present proof of prejudice or capricious academic evaluation by the faculty member. Otherwise the committee has no obligation to hear the case.
- The Committee will meet with the student and faculty member concerned and reach its decision. This decision is binding and is transmitted in writing to the Dean of the Conservatory.
- The Dean of the Conservatory formally notifies the student and the faculty member of the outcome.

This policy is subject to change and revision during the year.

### **DISCIPLINE**

The School uses the preponderance of evidence standard [more likely than not] as a guide when involved in the discipline or dismissal of students. With sufficient cause, the School will opt to protect the community rather than find undeniable proof of a serious violation of School Policy. The School's policy with respect to discipline or dismissal of students (on other than academic grounds) is as follows:

- **On-Campus Activities:** A student is subject to discipline or dismissal for their activities if the student interferes with the School's academic or administrative functions or with free speech; uses violence or the threat of violence; disrupts community living on campus; or violates a specific written policy of the School.
- **Off-Campus Activities:** A student is subject to discipline or dismissal for off-campus activities: (a) when they are related to the School's academic or administrative

functions (b) demonstrates egregious or persistent behaviors not commensurate with School policies or (c) constitute a danger to others on campus or in the local community.

- Limitations: Whether official non-School action has been taken or is likely to be taken against the student and whether such non-School action is likely to be effective in deterring similar conduct by the student in the future are factors that will be considered in determining whether discipline or dismissal should be imposed in a particular case. In all cases it is understood that the School's function is educational and not penal.
- Student Illness: Nothing in this statement of policy should be construed as limiting the right of the School to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to others on campus or are otherwise incapable of continuing to function as responsible members of the School community. When there are reasonable grounds to believe that a student's health is so impaired, the School may insist that the student be examined by appropriate medical professionals.
- Enforcement: Facilities Staff, members of the Academic Affairs Office, and other staff members are authorized to enforce School policy. Students are expected to display appropriate IDs to School personnel upon request.

The Academic Affairs Office maintains disciplinary records for 10 years post-graduation date. Records can be obtained by contacting the Academic Affairs Office. A release must be signed for all requests.

### **SEXUAL MISCONDUCT POLICY STATEMENT**

Longy is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. To that end, Longy strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (collectively or individually, "sexual misconduct"). These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education.

It is the policy of Longy that, upon learning that an act of sexual misconduct has taken place, prompt action will be taken to investigate and resolve the situation. This includes working with state and local law enforcement to bring possible criminal charges and seeking disciplinary action through the School.

Longy encourages the reporting of sexual misconduct that is prompt and accurate. This allows the Longy community to quickly respond to allegations and offer immediate support to the victim. Longy is committed to protecting the confidentiality of victims and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused

will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the Longy community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, Longy engages in ongoing prevention and awareness education programs.

### **SCOPE OF SEXUAL MISCONDUCT POLICY**

Longy will respond to all alleged incidents of domestic violence, dating violence, sexual assault, and stalking reported to have occurred:

- On campus;
- Off campus involving members of the Longy community;
- Through social media or other online interactions involving members of the Longy community, particularly if campus safety is affected; and
- During official Longy programs, regardless of location.

This policy applies to all members of the Longy community, including students, faculty, staff, visitors, contractors, and other third parties who are on campus and involved in an incident of sexual misconduct.

### **SEXUAL MISCONDUCT DEFINITIONS**

Longy prohibits domestic and dating violence, sexual assault, and stalking, as defined below:

#### *DOMESTIC VIOLENCE*

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

#### *DATING VIOLENCE*

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the above definition of domestic violence.

### **STALKING**

Massachusetts law defines stalking as willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking may include conduct, acts, or threats conducted by mail, telephone, facsimile, electronic mail, internet communications, instant messages, or in any other manner by telephonic or telecommunication device or electronic communication device.

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **SEXUAL ASSAULT**

Sexual assault is any sexual activity that is forced, coerced or otherwise without consent. Sexual activity that does not meet the legal definition of rape may be prosecuted under Massachusetts law prohibiting indecent assault and battery.

An offense that meets any of the following definitions of rape, fondling, incest, or statutory rape:

#### **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### **Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

#### **Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

Domestic and dating violence, stalking, and sexual assault are also illegal under Massachusetts state law:

### **DOMESTIC AND DATING VIOLENCE**

Massachusetts law prohibits , stalking, and sexual assault are also illegal under Massachusetts stpting to cause or causing physical harm, placing another in fear of imminent serious physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress. “Family or household members” are persons who are or were married to one another, are or were residing together in the same household, are or were related by blood or marriage, having a child in common, or are or have been in a substantive dating or engagement relationship, which shall be adjudged by a district, probate, or Boston municipal court. In determining whether a dating relationship renders participants “family or household members,” courts will consider the length of time of the relationship, the type of relationship, the frequency of interaction between the parties, and, if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

### **CONSENT**

In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment. Incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious or asleep. For purposes of this policy, consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

### **RESOURCES AVAILABLE FOR VICTIM ASSISTANCE**

Any member of the Longy community who believes he or she has been the victim of domestic violence, dating violence, sexual assault, or stalking is encouraged to seek immediate assistance through at least one of the resources listed below.

### **CONFIDENTIAL RESOURCES**

The following resources are required by law to keep all communications confidential without an individual's express consent to release information or as otherwise required by law.

Donna Torney, LCMHC-  
3 Concord Avenue, suite 43,  
Cambridge  
(617) 528-8854  
[donnatorney@gmail.com](mailto:donnatorney@gmail.com)

#### *OTHER LONGY RESOURCES*

Longy offers several resources that, while not legally bound by confidentiality, will endeavor to maintain individual privacy.

- Title IX Coordinator
- Associate Dean for Academic Affairs
- Dean of the Conservatory

#### *OTHER OFF-CAMPUS RESOURCES*

- Battered Women's Resources Affairs, while not legally bound
- Boston Area Rape Crisis Center- 617-492-RAPE (7273) or 800-841-8371
- SafeLink Statewide Domestic Violence Hotline- (877) 785-2020
- National Domestic Violence Hotline- (800) 799-SAFE (7233)
- Victim Resource Center of Cambridge Health Alliance- (617) 665-2992

#### *IMMEDIATE MEDICAL ATTENTION*

Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. A medical exam is also an important way for a health provider to properly collect and preserve evidence of sexual misconduct.

The Sexual Assault Nurse Examiner (SANE) program delivers the highest level of care to sexual assault victims accessing hospital emergency departments, 24 hours a day. They are currently available at designated hospitals in all regions of the state. In the Cambridge area, they may be available at Boston Medical Center, Massachusetts General Hospital, Beth Israel, Brigham and Women's Hospital, Newton-Wellesley Hospital, Cambridge Hospital and Children's Hospital Boston. For information on SANE hospitals, contact the Boston Area Rape Crisis Center hotline at 617-492-RAPE (7273) or 800-841-8371.

For immediate medical attention, Longy community members also may contact any of the following:

- Dial 911
- Cambridge Hospital- 1493 Cambridge Street, Cambridge 617-665-1000
- Mt. Auburn Hospital- 330 Mt. Auburn Street, Cambridge 617-499-5025
- Somerville Hospital- 230 Highland Avenue, Somerville 617-591-4500

*All reports of sexual misconduct made within the Longy community should contact any of the following: assault victims accessing hospital*

*emergent statistical purposes in accordance with the Clery Act. Reports made to off-campus resources are filed and reported for statistical purposes if Longy is made aware of such reports. Licensed or pastoral counselors are not obligated to provide any information to Longy for reporting purposes.*

## **FORMAL REPORTING OF SEXUAL MISCONDUCT**

### *INSTITUTIONAL REPORT*

Any member of the community who wishes to file a report of domestic violence, dating violence, stalking, or sexual assault among members of the Longy community may do so by following the procedures outlined below. Any Longy administrator, faculty, or staff member with knowledge of sexual misconduct occurring among members of the Longy community must contact the Title IX Coordinator to file a report. Individuals who wish to submit a report, or have questions regarding the reporting procedures for sexual misconduct, may meet in person or talk by telephone with the Title IX Coordinator, or designee, to discuss the process, policies, resources, their institutional rights, as well as rights for reporting to the local authorities. They may also discuss options for no-contact notices through Longy or local law enforcement and orders of protection through the court system. When information pertaining to specific incidents of alleged gender-based misconduct is shared, the Title IX Coordinator will attempt to protect the privacy of all parties involved, but is required to initiate a preliminary inquiry and determine what, if any, further investigation is warranted. However, this does not mean a formal investigation is automatically initiated.

Reports can be submitted by contacting the Title IX Coordinator:

Ellen DiPasquale  
HR Consultant  
Longy School of Music of Bard College  
27 Garden Street  
Cambridge, MA 02138  
(617) 876-0956, ext. 1793  
[edipasquale@longy.edu](mailto:edipasquale@longy.edu)

Any person who feels uncomfortable, compromised, or otherwise unable to file a report through the Title IX Coordinator can contact the Associate Dean for Academic Affairs to file an institutional report of sexual misconduct:

Jim Moylan, Associate Dean for Academic Affairs  
617-831-1795  
[jim.moylan@longy.edu](mailto:jim.moylan@longy.edu)

### *ANONYMOUS REPORT*

Anonymous reports may be submitted to the Title IX Coordinator through campus or regular mail at:

Ellen DiPasquale  
HR Consultant  
Longy School of Music of Bard College  
27 Garden Street  
Cambridge, MA 02138  
(617) 876-0956, ext. 1793  
[edipasquale@longy.edu](mailto:edipasquale@longy.edu)

Due to restricted identifying information, Longy's ability to investigate and respond to anonymous complaints may be limited.

#### **CRIMINAL REPORT**

Individuals have the right to decide whether or not to file a report with the Massachusetts State Police or the local enforcement agency where the misconduct occurred. The Title IX Coordinator is available to assist individuals in the process of reporting criminal complaints. What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the misconduct allegedly occurred. Longy's internal system and the legal system have investigation processes that work independently of each other and can happen concurrently. The burden of proof in a criminal proceeding is different than the burden of proof mandated by law for violations of Title IX.

To file a criminal report, individuals may contact:

- Massachusetts State Police- (508) 820-2300
- Cambridge Police Department- (617) 349-3300
- Title IX Coordinator- (617) 876-0956 x1793
- Any other appropriate law enforcement agency

The government agencies below may provide additional resources for students or employees wishing to file a complaint of sexual misconduct:

- U.S. Department of Education, Office for Civil Rights  
<http://www2.ed.gov/about/offices/list/ocr/docs/tixdis.html>
- U.S. Department of Justice, Office on Violence Against Women  
[www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)

If sexual assault occurs, it is important to seek medical care to preserve as much evidence as possible. Preserving evidence of the assault through examination is critical to supporting a criminal prosecution. Victims are encouraged to seek treatment through the SANE program. For information on SANE hospitals, contact the Boston Area Rape Crisis Center hotline at 617-492-RAPE (7273) or 800-841-8371.

#### **NOTE ON FALSE REPORTING**

An individual who is determined to knowingly have made false complaints, or accusations, or provided false information during an investigation, may be subject to disciplinary action by Longy. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

#### **NON-RETALIATION STATEMENT**

Longy is firmly committed to a policy that encourages timely disclosure of sexual misconduct.

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<sup>1/</sup> In the event that a conflict of interest exists for the Title IX Coordinator (e.g., the allegations involve the Title IX Coordinator), the Associate

Any person, who, in good faith, reports sexual misconduct will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, suspension or discharge from an educational opportunity or employment, or any other forms or means of discrimination because this person reported sexual misconduct.

#### **INSTITUTIONAL INVESTIGATION PROCEDURES**

Student reports of domestic violence, dating violence, stalking, and sexual assault will be investigated in a thorough, reliable, impartial, and prompt fashion, with the goal of completing the process as expeditiously as possible and the intention to complete same within 60 days of notice to Longy, if possible. Any deviation from the 60-day time frame will be communicated promptly to both parties. The respondent and complainant will be contacted separately by the Title IX Coordinator<sup>1/</sup>, or designee, to review Longy's policy and procedures and the parties' respective rights. The Title IX Coordinator is available for communication and review of the process throughout the investigation.

Both the complainant and the respondent may have an advisor of their choice, including an attorney, guiding them and present throughout the complaint process, during the investigation, and during the appeal process, as applicable. No party's advisor, however, may speak on that party's behalf during the investigation.

The Title IX Coordinator, or designee, serving as the initial intake officer, will document the statements of both the complainant and the respondent. The complainant and respondent will be afforded at least three (3) business days' advance notice of these initial intake meetings. These statements will then be reviewed by the Title IX Coordinator, or designee, in consultation with their supervisor, to make a determination as to whether or not the allegations potentially constitute a violation of this policy. They may seek additional information to assist in this determination. If a determination is made that the allegations assert a violation of this policy, the matter will move forward into the formal investigation phase.

Formal investigations are conducted by trained investigators who are not employees of Longy, but who are retained by Longy to conduct a full and complete investigation. The investigator will gather information and interview the complainant, respondent, and any witnesses who have material knowledge of the alleged incident(s). Since an investigator does not have the power of subpoena, the evidence gathered by the investigator is restricted to that which is voluntarily submitted.

The investigator will issue a written report of findings to the President of Longy. This report will discuss the evidence submitted and the investigator's opinion as to whether or not the

Dean for Academic Affairs will perform the Title IX Coordinator's role throughout the investigation and appeal process.



preponderance of the evidence<sup>2/</sup> supports a determination that there was a violation of the Longy's sexual misconduct policy. The President, or designee, will review the report and make a determination of outcome along with the sanctions, if any, to be imposed. The President, or designee, may consult with the Dean of the Conservatory, Title IX Coordinator, counsel, or others with specific knowledge or expertise. The President's determination will be shared with the Title IX Coordinator, who will share the outcome with both parties.

### **INSTITUTIONAL INVESTIGATION NOTICE PROCEDURES**

Every effort will be made to ensure that both the complainant and respondent are updated at various points during the investigation. Both the complainant and the respondent are notified in writing at the following times:

#### Notice of Investigation

- Both parties will be notified when a complaint or report is being formally investigated and will be told the nature of the allegations being investigated.
- Both parties will be notified if the alleged violations being investigated are modified or changed.

#### Conclusion of the Investigation

- Both parties will be notified when the investigation interviews conclude and the report has been sent to the President, or designee.
- Once the report has been reviewed and the outcome(s) determined, the decision and outcomes will be shared with the Title IX Coordinator, who will then simultaneously notify both parties in writing of the outcome, and of any sanctions or directives that are imposed. The Title IX Coordinator will also inform the parties of their right to appeal the decision and outcome and the procedures for such appeal.

### **POTENTIAL OUTCOMES OF INSTITUTIONAL INVESTIGATION**

An individual who has been found to have violated Longy's sexual misconduct policy may be subject to outcomes including, but not limited to, reprimand/warning, disciplinary probation, educational programming involving sexual misconduct awareness, community restitution, prohibition from certain Longy facilities and/or activities, disciplinary leave of absence, suspension, expulsion, termination, a combination of these, or any sanction as is deemed just and proper.

Sanctioning outcomes/parameters may be impacted by the following criteria, without

limitation: severity of violation, motivation of behavior, disciplinary record, and impact of safety concerns to the greater campus community. Longy's ability to sanction or otherwise discipline visitors, guests, and contractors may be limited. Longy will endeavor to respond to such violations to the extent possible, practical, and reasonable.

### **INSTITUTIONAL INVESTIGATION APPEALS PROCESS**

Any request to appeal may be submitted, in writing, within five (5) business days from the date of notification of outcome. The grounds on which an appeal may be based are:

- evidence of procedural or material error which could impact the outcome;
- substantial new evidence now available, which was unavailable at the time of the investigation, which could impact the outcome.

The appeal request should be submitted to the Title IX Coordinator for initial review and determination of whether the appeal is timely and within limited grounds. If the appeal is found to be ineligible or not timely, the original finding and sanctions will stand and the decision is final.

If the appeal is proper, both parties will be notified and informed of the grounds for the appeal. If sanctions have been imposed they will remain in place during the appeal process. If both the complainant and the respondent appeal, the appeals will be considered concurrently.

If the appeal is proper, a copy of the appeal will be provided to the other party, who will then be given three (3) business days to submit a written response, which will also be exchanged.

Any statements and evidence submitted will be reviewed by a committee of the Board of Trustees, or designee. If the appeal is denied, the parties will be notified and the matter closed. If the Board of Trustees, or designee, determines that it needs additional information, it may refer the matter back for further investigation. If returned for further investigation, the process will recommence at the formal investigation stage as previously described herein, or as directed by the Board of Trustees, or designee. If the appeal is granted, the committee from the Board of Trustees, or designee, will issue a decision advising that the appeal was granted and which, if any, sanctions or penalties are upheld, overruled, modified, or returned to the President of Longy, or designee, for reconsideration. The Title IX Coordinator will notify the complainant and the respondent, in writing, of the decisions involving the appeal as well as the disposition.

occurred, as compared to "beyond a reasonable doubt," the standard used in criminal cases.

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<sup>2/</sup> "Preponderance of the evidence" means that there is a greater than 50 percent chance, based on all reasonable evidence, that sexual misconduct

## **PROTECTIVE AND INTERIM MEASURES**

Following an allegation of sexual misconduct, Longy may offer any of the following protective measures, without limitation, as appropriate:

- Academic accommodation (e.g., tutoring, independent study, course withdrawal without academic penalty)
- Change in academic schedules
- Change in work schedules or locations of work
- Access to academic support and counseling services
- Issuance of no contact orders pending investigation outcome
- Temporary suspension of accused pending investigation outcome
- Accused denied access to campus pending investigation outcome

Victims of sexual misconduct may seek any of the above-listed protections, whether or not filing a formal complaint, by contacting the Title IX Coordinator.

## **PUBLIC RECORD KEEPING**

It is Longy's obligation to report crime statistics. Information available to the public includes neither the details of the incident nor identifying information of those involved in the investigation. Every effort is made to be compliant with the law and at the same time respect the privacy and confidentiality of those involved in the investigation.

## **BYSTANDER INTERVENTION IN SEXUAL MISCONDUCT**

Longy expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, or calling state or local law enforcement.

No one has the right to be violent, regardless of whether people are in a relationship. Any individual who decides to intervene should do so safely—violence does not stop violence, and, if the bystander cannot stop the act with words, he or she should call law enforcement.

If a victim confides in an individual, it is important for that individual to let the victim tell their story. The individual should listen respectfully and help the victim explain and identify what has happened to them. In addition, the individual confided in should help the victim identify others in their network who they can confide in, ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so.

## ***AMNESTY FOR ALCOHOL AND/OR DRUG USE***

Longy recognizes that students who have been drinking and/or using drugs at the time that domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential

consequences for their own conduct. Longy strongly encourages students to report such sexual misconduct. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Longy's officials or law enforcement will not be subject to any action for violation of Longy's alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## STUDENTS BILL OF RIGHTS REGARDING SEXUAL MISCONDUCT

All students have the right to:

- Make a report to local law enforcement and/or state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault taken seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected against retaliation by Longy, any student, the accused and/ or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Longy
- Access to at least one level of appeal of a determination
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process

### SEXUAL MISCONDUCT RISK REDUCTION TIPS

Tips for risk reduction are not meant to put the responsibility of perpetration on the potential victim, rather they are offered as suggestions for reducing the risk of experiencing a non-consensual sexual act. Those who commit acts of sexual misconduct are solely responsible for their behavior. These tips are offered with no intention of victim-blaming, rather with suggestions that may reduce the risk of experiencing non-consensual sexual acts:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Avoid being in the physical presence of someone you find to be sexually aggressive.
- If you are being isolated by someone you find to be sexually aggressing, remove yourself from the situation and/or find someone nearby and ask for help.
- Take affirmative responsibility for your substance and alcohol use and acknowledge that, while being in an altered

state does not make you responsible for a non-consensual act, it may make you more vulnerable.

- Take care of your friends and ask that they take care of you. Make a plan before you go out. A true friend will challenge you if you are about to make a mistake. Give them permission to and respect them when they do.
- Understand and respect personal boundaries:
  - Never use physical force to have a sexual encounter with anyone.
  - Never use intimidation to have a sexual encounter with anyone.
  - Never use power, status, or finances to have a sexual encounter with anyone.
  - Never take advantage of someone's to have a sexual encounter with anyone before you go out. A true friend will challenge encounter.
  - Listen to your sexual partner when they are saying NO to a sexual engagement, even when there has been consensual interaction in the past.
  - Be aware of body language and eye contact, if there is avoidance or discomfort do not continue to request or push for a sexual encounter.
  - Avoid making verbal sexual comments with someone who has not invited or been welcome to such interaction.
- Never make assumptions about consent. If there are questions or ambiguities of whether both parties are actively and affirmatively engaged in a sexual interaction there is NOT consent.
- Mixed messages from a sexual partner are a clear indication to STOP; postpone any sexual interaction until a time where both parties have openly communicated and mutually agreed on how they want to sexually engage.
- Recognize there are many factors that could cause a potential partner to be intimidated and fearful, never interpret silence or passivity as affirmative consent.
- Recognize that alcohol and other substance use impacts an individual's ability to affirmatively consent to sexual activity, even if they are engaged and enthusiastic.
- Recognize that consent, even when initially given, can be withdrawn at any time and once consent is withdrawn or can no longer be given, sexual activity MUST STOP.

### **CAMPUS SMOKING POLICY**

There is no smoking allowed inside Longy i buildings or directly outside of the buildings, can be withdrawn at any time and once consent is withdrawn or can no longer be given, sexual act Pickman Hall and the Rey-Waldstein building parking lot. Smokers are asked to refrain from smoking anywhere else on the grounds and to place cigarette butts in the receptacles provided.

### **ANTI-HAZING POLICY**

The Massachusetts Board of Higher Education requires all institutions of post-secondary education to comply with its anti-hazing policies, as stated in Massachusetts General Law, Chapter 269, Sections 17-19. Hazing is there defined as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.” The Longy School of Music of Bard College will not tolerate any hazing activities. Violators will be subject to disciplinary action, possibly including expulsion. A full copy of the relevant statutes is available from the Associate Dean for Academic Affairs.

### **DRUG AND ALCOHOL POLICY**

Longy is concerned about drug and alcohol abuse with its far reaching effects on individuals, communities, and workplace performance and safety. The School also complies with the federal Drug-Free Workplace Act, which requires an employer who contracts with or receives grants from the federal government to certify to the contracting or funding agency that it maintains a drug-free workplace. In addition, under the requirements of the federal Drug-Free Schools and Community Act, educational institutions must provide drug-free learning environments to students. As part of a good faith effort to comply with these laws, the School has adopted the following policy:

The School expects that all members of the community will, through year-round educational programming and orientation events, familiarize themselves with the physical risks of and legal constraints on alcohol and drug use, and that they will make informed decisions regarding their own behavior. The use, sale, transfer or manufacturing of illegal drugs, the abuse of alcohol and the abuse of prescription medications disturbs and offends members of the Longy community bringing unintended consequences that create an atmosphere of fear and distrust at odds with the educational mission of the School. The unlawful handling of a controlled substance is prohibited in or on School premises, in vehicles owned or operated by the School, or at any work site or location at which School duties are being performed by a School employee or student. Common examples of controlled substances, as defined by law, include, but are not limited to, cocaine, marijuana, LSD, and heroin.

Students are recognized as adults and, therefore, held responsible for their own behavior. All students are expected to obey all local, state, and federal laws as well as school policies and regulations. The School expects moderation, restraint, and care in the use of alcohol for students of legal age; only

students age 21 or older may consume alcohol in designated campus locations or at college-sponsored events. Those students are permitted to consume alcohol only at authorized college events that have been approved to serve alcohol. Possession of open containers of alcohol outside an authorized event will result in disciplinary action. The responsible use of alcohol on campus by those of legal age is a social privilege which, if abused, may be revoked.

The Drug-Free Workplace Act makes strict compliance with this policy a condition of employment for School employees. Any employee who is convicted of a violation (which includes a plea of nolo contendere) of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor within 5 days after such conviction.

Within 10 days after receiving notice from an employee or otherwise learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, the School shall notify the relevant contracting or funding agency that a violation of this policy has occurred.

Any student or employee who engages in prohibited activity, comes to work under the influence of any controlled substance and/or alcohol, or is convicted of any criminal drug law is subject to immediate disciplinary action up to and including immediate termination, as well as possible legal consequences, which may include serious criminal sanctions consistent with federal, state, and local laws. The School also may require students or employees who violate this policy to participate satisfactorily in a drug/alcohol treatment program, counseling, or education program as a condition of reinstatement or continued employment with the School.

Through educational activities and programs or referral to appropriate resources, the School will communicate to the School and/or alcohol, or is convicted of any criminal drug law is subject to immediate discipline information about treatment and counseling options available.

The School recognizes alcohol dependency as an illness and a major health problem. It also recognizes drug and/or alcohol abuse as a potential health, safety, and security problem. Students or employees needing help in dealing with such problems are strongly encouraged to seek appropriate treatment.

Seeking, obtaining, and cooperating in treatment programs for drug or alcohol abuse is the responsibility of the individual. Participation in such treatment programs does not relieve the individual of his/her other responsibility to meet expectations, nor is the School required to pay for any special treatment.

The School takes its obligations under these laws very seriously and expects each student and employee will do the same to maintain a drug-free campus and to provide the high quality performance essential to accomplish the goals of the School.

Substance abuse is potentially harmful to health. For information about substance abuse prevention and treatment, call the Massachusetts Department of Health, Bureau of Substance Abuse Services at (800) 327-5050.

### **CAMPUS SECURITY REPORTING**

Pursuant to the Campus Security Act of 1990, Longy School of Music of Bard College is required to publish information related to the safety of its campus. This information is distributed annually to its students, faculty, and staff. The information deals with both Longy policies and procedures regarding safety and security and the statistics concerning crimes committed on Longy90 campus. This report is available to all Longy applicants by contacting the Facilities Office.

### **SAFETY AND CRIME AWARENESS**

Longy strives to ensure the safety of its students and its facilities. However, the School applicants by contacting the ing requires that students be aware of potentially dangerous situations and take prudent steps to avoid threats to their personal safety or to their belongings. It is not advisable to leave valuables unattended at any time, and Longy is not responsible for items that are lost or stolen.

**Reporting crimes and other emergencies:** Any type of crime or unusual activities in or around Longy facilities should be reported to the front desk staff or the Facilities Manager as soon as possible. In the case of an emergency, report immediately to a Longy staff member, who will call 911 for assistance.

**Campus facility access:** Longy monitors access to the building when it is open. All students, faculty, and staff are issued ID cards and are required to produce them upon demand by any school official.

Any problems with personnel, lighting, or maintenance that may compromise personal safety or that of the building should be reported to the Facilities Manager.

**Description of security awareness and crime prevention programs:** Students are encouraged to report any thefts or suspicious actions and are warned not to leave any possessions unattended or unsecured for any reason. Longy gives timely notice of crimes which are considered a threat to students and employees to aid in the prevention of similar occurrences through notices posted throughout the building and e-mail alerts.

### **ELECTRONIC COMMUNICATION SERVICES POLICY**

The School utilizes various forms of electronic and digital communications, including e-mail, voicemail, computer networking and Internet access services (together, the School's "Electronic Communication Services" or "ECS"). This policy is designed to help students understand our expectations for the use of these resources and to help students use them responsibly.

The School's ECS are business tools for the School, provided at significant cost. Therefore, we expect students to use the ECS access exclusively for School-related purposes. Students have no privacy rights in electronic and digital communications

transmitted through or stored on the School's ECS. All computer files, software, data, documents and messages received, transmitted, or stored on the School's ECS, regardless of the format or place of origin of such files, are subject to access and inspection by the School at any time, without prior notice, at Longy's sole discretion. Even electronic tracks or messages that have been deleted remain subject to Longy's review.

Students are prohibited from using Longy ECS to transmit harassing, off-color, or otherwise inappropriate messages or remarks; any breach of this prohibition may subject a student to disciplinary measures. To ensure an environment free from discrimination and harassment, Longy reserves the right to review and monitor student usage of the School's ECS, as stated above. In addition, such data is discoverable by opposing parties in litigation.

All existing School policies apply to students. School policies apply any breach of this without limitation, those that deal with non-discrimination and non-harassment and use of School property. Students may never use the Internet or e-mail in any manner that violates the law of the United States or the applicable laws of another nation, state, city, province, or other local jurisdiction. Students may not utilize the internet or e-mail for gambling, trafficking in stolen property, firearms, or illegal drugs, or illegally using copyrighted material. Additionally, Longy prohibits students from viewing, storing, printing, or transmitting any form of offensive, derogatory, inappropriate, or sexually explicit information via the Internet or e-mail.

While our direct connection to the Internet offers a variety of benefits, it can open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. The overriding principal here is that security must be everyone's first concern.

Students are prohibited from downloading and/or installing any software programs or data (including, but not limited to, copyrighted material). No student shall use Longy Internet resources to upload, download, or pirate any software. Students are also prohibited from using Longy Internet resources to propagate any virus, worm, Trojan horse, trap-door, or similar program or code. Students may not use Longy Internet resources to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Longy-issued user IDs and passwords help maintain individual accountability for Internet resource usage. Any student who obtains an ID and password for Internet access must keep that password confidential. School policy prohibits the sharing of user IDs and passwords obtained for Internet usage.

### **AUDIO AND IMAGE RECORDING POLICY**

By registering for classes and/or lessons at Longy, Longy students grant the Longy School of Music of Bard College, and those acting on its behalf, the authorization to:

Record all students' performances in ensemble and class concerts, record all students' work, including musical compositions, on video media, audio media, film, photograph, or any other medium, and use all students' names, likenesses, voices, and biographical materials in connections with these recordings.

Students who may have commitments to any other person or entity, which would conflict with the rights granted above, are responsible for informing the School in writing of these relationships at the time of registration.

For complete information regarding Longy's recording policy, please see the Student Guide to the Concert Office.

### **DISCLAIMER**

The information contained in this catalog does not constitute a contract between the school and the student. Longy reserves the right to make corrections or change any provision and requirement in this catalog at any time within the student's term of residence. The school specifically reserves the right to change its tuition rates and other financial charges. The school also reserves the right to rearrange its course and class hours, to drop courses for which registration falls below the required minimum enrollment, and to change teaching assignments.

## TUITION AND FEES

Financial obligations of enrolled students are indicated below. The primary responsibility of meeting the financial obligations to the school lies with students, their families, and sponsors. Students are responsible for knowing and understanding charges and fees and for meeting financial obligations to the school on time. The amounts listed in this section are for the 2016-2017 academic year only and are subject to change.

### 2016-2017 TUITION AND FEES

#### Master of Music

Full Time	8-10 credits/semester	\$37,900
Three Quarter Time	6-7 credits/semester	\$27,340
Half Time	4-5 credits/semester	\$18,950

#### Undergraduate Diploma

Full Time	12-14 credits/semester	\$37,900
Three Quarter Time	9-11 credits/semester	\$29,770
Half Time	6-8 credits/semester	\$21,540

#### Graduate Performance Diploma

Full Time	7-8 credits/semester	\$30,500
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#### Artist Diploma\*

Full Time	5-6 credits/semester	\$24,280
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#### MAT

Full Time	63 annual quarterly credits/year	\$37,900
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\*Full Tuition Remission

### 2016-2017 FEES CHARGED TO ALL STUDENTS

Technology Fee	\$150
Student Services Fee	\$320
Library Fee (MA campus only)	\$130
Matriculation Fee (One-time fee)	\$300
Commencement Fee (Charged in final semester)	\$75
Health Insurance Fee	\$2,093

The Commonwealth of Massachusetts requires all students enrolled three-quarter time or more in a higher education institution to maintain adequate health insurance. Some U.S. citizens and permanent residents may be permitted to waive the insurance provided through Longy School of Music of Bard College. U.S. citizens or permanent residents in California are not required to enroll but may be covered upon request. International students are required to purchase the School's insurance.

### NON-BILLED EXPENSES

	<b>MA</b>	<b>campusCA campus</b>
Estimated off-campus living	\$10,170	\$13,200
Book, supplies, instrument repair, recital fees	\$500	\$500
Transportation	\$1,000	\$932
Miscellaneous/Personal	\$2,500	\$2,500
(including health insurance)		\$424 (CTC Fee)

Only students in the Master of Music Degree and Undergraduate Diploma programs may be enrolled less than full time. Permission of the Registrar is required. Less-than-half-time students must pay a tuition charge of \$2150 per credit (as of the 2016-2017 academic year). Students should expect routine tuition changes from one year to the next.

### **PAYMENT OF TUITION AND FEES**

The deadline for payment of fall tuition and fees is August 1. The deadline for payment of spring tuition and fees is December 15. Bills will be mailed well in advance of these dates to the billing address the student has provided to the school and/or the student's Longy email account. Students may not use the address of Longy School of Music of Bard College as their billing address. The school accepts personal checks, MasterCard, Visa, Discover and American Express for payment of tuition and fees. Students may also make direct electronic wire transfers to the school's bank. Please see the Business Office to arrange this method of payment. Students are responsible for any applicable bank wiring fees.

The school reserves the right to withdraw administratively any student at any time and to deny use of any and all school facilities if payment of tuition and fees is not made according to published deadlines. Outstanding balances will be referred to a collection agency. Any additional costs of collection, such as agency fees, will be the student's responsibility.

### **TUITION PAYMENT PLAN**

The school offers a convenient payment plan through Tuition Management Systems. Please see the Business Office for details and a brochure or visit the Tuition Management Systems website at [www.afford.com/longy](http://www.afford.com/longy). A student who is successfully maintaining a payment plan that covers the full amount owed to the school is considered in good financial standing. If the payment plan covers less than the full amount owed to the school, the balance is payable by the deadlines stated above and is subject to finance charges.

### **FINANCE FEE FOR LATE PAYMENTS**

Failure to meet all payment deadlines through direct payment to the school's Business Office or by written evidence of grants, loan awards, or payment plans will result in a monthly finance charge of 1.5% (compounded monthly) applied to the full outstanding balance. All payments made via mail must be received on or before the end of the business day on which payment is due.

### **TUITION DEPOSIT**

A nonrefundable deposit of \$500 is required to secure a new student's place in the incoming class, payable by the date indicated on the Decision Form through the online application system. This deposit is credited to the student before the

### **SPECIAL FEES**

Late Registration Fee: \$50. Charged to students registering after the published registration period.

Secondary Studio Fee: \$700. Charged by the semester to students enrolling in secondary private lessons or other private work with a faculty member, not including extra primary studio instruction or tutorials substituting for required coursework. Students receive 8 hours of private lessons and must use one of their allotted credits.

Tutorial Fee: \$675. Charged each semester to students permitted to take tutorials that substitute for required coursework. Students registering for tutorials normally receive eight hours of contact

time per credit. Additional contact time will increase this fee. All such tutorials must be approved by the appropriate department chair and the Registrar.

Opera Surcharge: \$600. Charged each semester to students concurrently enrolled in Dramatic Coaching and Musical Coaching.

Continuation Fee: \$500. Charged each semester to students intending to complete their program but not enrolled in credit-bearing activity, including delayed recitals or pending proficiency requirements. Students who are removed from the graduation list for unpassed proficiencies or other reasons must pay the Continuation Fee for the following semester and any subsequent semesters during which requirements remain incomplete, even if all requirements are completed before the subsequent semester begins.

Enrollment Change Processing Fee: \$100. An administrative fee charged when a student withdraws from the school, begins a leave of absence, or lowers his or her enrollment level after the first day of classes. This amount is deducted from any tuition refund, which is calculated according to the policies below.

Damaged or Lost Property Fee: cost, plus \$50. Students are charged in full for willful or careless damage, breakage, or loss of school property, including library materials. The documented cost of lost or damaged equipment or furnishings will be added to the responsible student's account, plus a \$50 processing fee. Failure to pay this fee may result in Disciplinary Probation, Dismissal, or criminal prosecution.

Returned Check Fee: \$35.

### **REFUNDS**

Refunds when a student withdraws from the school are processed according to the following procedures:

- Students must submit the Withdrawal/Leave of Absence form to the Registrar indicating intent to withdraw or take a leave of absence. All refunds will be calculated from the official withdrawal date as determined by the Registrar.
- The Enrollment Change Processing Fee of \$100 will be deducted from all refunds, when the change occurs after the first day of classes.
- Students who officially withdraw after tuition and fees are paid, but before a semester begins, will be given a full refund of all charges.
- Beginning with the first day of classes, tuition is refunded according to the schedule below. Longy scholarship awards will be prorated according to this schedule as well.

Within the first two weeks: 80% refund;  
student owes 20% of semester obligation  
Within the third week: 50% refund; student  
owes 50% of semester obligation  
Within the fourth week: 25% refund; student  
owes 75% of semester obligation



After the fourth week: 0% refund; student owes 100% of semester obligation

The student, if necessary, will be billed separately for any unpaid institutional charges. Refunds will be processed within 30 days of approved withdrawal.

- A student who withdraws after classes begin having not yet paid his/her Longy bill will be charged according to the above schedule. For example, a student who withdraws during the first two weeks of school will be responsible for 20% of his/her semester obligation, regardless of whether he/she actually attended class.
- Any refund to a recipient of Federal or State financial aid will occur only after any required repayment of Federal or State funds according

to applicable regulations. For students withdrawing before the first day of classes, no type of student financial assistance funds may be used to pay any portion of a student's the first two weeks

- A student who is considering withdrawal may wish to confer with the Office of Student Financial Assistance concerning any anticipated refund. Students receiving Federal financial aid are entitled to the percentage of those funds that corresponds to the percentage of the term for which the student was registered. This is known as the Return of Title IV Funds calculation (see the Financial Aid section for more information on Return of Title IV).

## FINANCIAL AID

Longy School of Music of Bard College has several forms of financial assistance available to students. While the primary responsibility for financing the cost of education remains with students, their families, and sponsors, Longy's aid programs help qualified students finance their education. Financial plans should be made well in advance of Longy's payment deadlines, generally one month prior to the start of the term.

### **SOURCES OF ASSISTANCE INCLUDE:**

#### *INSTITUTIONAL*

Longy Scholarship, Presidential Scholarship, Dean's Scholarship, Named Scholarships, Assistantships

#### *FEDERAL TITLE IV*

Pell Grant, Direct Loans: Subsidized, Unsubsidized, GradPLUS Loan, and Parent Loan for Undergraduate Student (PLUS)

#### *PRIVATE LOANS*

Students who are eligible to apply for federal aid must do so prior to using private education loans. Longy does not provide a preferred lender list. Private education loans should be considered after all federal aid has been exhausted.

To be eligible for the full range of financial aid available, students must apply for financial aid each year and meet Satisfactory Academic Progress (see the "Academic Policies" section) to retain institutional as well as federal funds.

#### *OUTSIDE SCHOLARSHIPS*

Students interested in outside scholarships should apply at least a year before the academic year in which they intend to use the funds. Students are encouraged to do online scholarship searches for outside funding. Check with the financial aid office if you have questions about the legitimacy of a website. Returning students are encouraged to search for scholarship information on SaltMoney.org or FinAid.org.

### **HOW TO APPLY FOR FINANCIAL AID**

Prospective students interested in a Longy Scholarship are automatically considered during the application process based on the strength of the application and audition. Returning Longy Scholarship recipients will be provided with a "Longy Scholarship Renewal Application" at the start of the Spring semester. The priority date for renewal applications is the last Friday in February prior to the next academic year for full consideration. Financial aid and scholarship recipients must re-apply for aid each year. Students who plan to change their program of study must notify the Financial Aid Office and make an appointment with the Admissions Office to discuss their plans.

Students interested in federal financial aid must complete the FAFSA. Those who can apply are U.S. citizens, permanent residents with an ARN (I-551), and "eligible" noncitizens. An "eligible" noncitizen is a conditional permanent resident (I-551C) or an I-94 holder from the Department of Homeland Security with any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms holder was paroled for a minimum of one

year and status has not expired), T Visa (T-1, T-2, T-3, etc.) or "Cuban-Haitian Entrant," or the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of human trafficking."

Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Returning students are asked to meet the priority date, which is the last Friday in February preceding the start of the academic year. The FAFSA school code is 021430 and the school is listed as Bard College-Longy School of Music.

Students selected for "Verification" must submit the "Verification Worksheet" and either use the "IRS Data Retrieval Tool" on the FAFSA or submit an "IRS Tax Return Transcript." Copies of actual tax returns are no longer acceptable for verification purposes. Students selected for Verification might be asked to verify household size, income, child support, Food Stamps, high school completion, identity and statement of educational purpose. Non-tax filers will be asked to complete the "Verification Worksheet" and provide all W-2 forms and documentation of their unearned income. Students with extraordinarily low income might be requested to complete the "Low Income Form" in addition to the Verification Worksheet. Once verification is completed, the student will be awarded.

### **AWARD NOTIFICATION**

Written notification of scholarship awards and financial aid eligibility will be emailed to incoming and continuing students. Students are responsible for providing the school with a valid email address.

A student designates how much of the financial aid he or she wishes to receive by returning one signed copy of the award letter to the Office of Student Financial Assistance. Funds are posted as "pending aid" until the disbursement date. Students are responsible for completing Entrance Counseling and the Master Promissory Note online at [StudentLoans.gov](http://StudentLoans.gov) for federal loans to disburse.

Federal Title IV student aid programs are administered in accordance with applicable regulations concerning eligibility, awards, and disbursement. Students with unresolved loan defaults or drug convictions or, who do not meet satisfactory academic progress as detailed in the Academic Policies section of this catalog are not eligible for financial aid.

### **FEDERAL FINANCIAL AID DISBURSEMENTS**

Financial aid and scholarships will be credited to the student's account at the beginning of the term or as funds are received. The Associate Dean's Office will notify you of the funds credited toward your account after disbursement(s). All proceeds received by the school are posted on to the student's account within three business days per the rules of the U.S. Department of Education (ED).

### **REFUND CHECKS**

If there is a credit on the student will be credited to the student's account, and disbursement. Students with unsatisfactory academic progress as detailed in the Academic Policies section. Current progress as detailed in the Academic Policies section. Disbursement has been credited on your student account. Students must bring their student ID to sign for their refunds. Students who do not pick up their refund check within 10 days will be notified one last time. Current regulations require that refund checks be cashed promptly or the funds might be returned to the federal government (as opposed to being allowed to escheat, or revert, to the state).

### **INSTITUTIONAL AID LONGY SCHOLARSHIPS**

Longy Scholarship awards are made by the Scholarship Committee based on the student's artistic and academic accomplishments and the school's programmatic needs upon entry to the program.

Scholarships are awarded based on full-time enrollment and remain at the same dollar amount throughout the normal residency of the program. The Scholarship Committee will prorate the award (scholarship and assistantship, if any) for students who are approved for less than full-time enrollment. Assistantship assignments and duties will be addressed on a case-by-case basis. Students who register less than half time are not eligible for scholarships or federal student aid. The Admission Office and Scholarship Committee reevaluates scholarship and assistantship awards for students applying/requesting a change of program or major.

### **NORMAL RESIDENCY**

Scholarships are not awarded for semesters beyond the normal length of residency for any program.

Undergraduate Diploma - 8 semesters  
Master of Music, Graduate Performance Diploma,  
Artist Diploma -4 semesters

### **LONGY PRESIDENTIAL SCHOLARSHIPS**

The Longy Presidential Scholarship is a distinction awarded to the most promising students in each new class, as identified by the Admissions and President's Offices.

### **DEAN'S SCHOLARSHIP**

The Dean's Scholarship is a distinction awarded to the most promising students in each new class, as identified by the Admissions and Offices.

### **NAMED SCHOLARSHIPS**

Longy designates named scholarships to outstanding students who meet the eligibility requirements of each award. No separate application is required, and all financial aid applicants are considered for the awards for which they are qualified. Named scholarship designations

are made both upon admission and at the beginning of the fall semester. A student's Longy Scholarship amount does not change as a result of the designation.

**Virginia Payton Bacon Scholarship:** This award honors the memory of Virginia Payton Bacon, cello and chamber music faculty member at Longy from 1944-1986.

**Nadia and Lili Boulanger Scholarship (2):** A tribute to renowned pedagogue Nadia Boulanger, who taught at Longy between 1938 and 1944, and her sister, composer Lili Boulanger.

**Cherubini Scholarship:** This award was established by Barbara and Julian Cherubini.

**Barbara Roth Donaldson Scholarship:** Drs. John and Harriet Carey established this scholarship in memory of their daughter's first piano teacher, Barbara Roth Donaldson.

**Minnie Goldberg Scholarship:** This award was established in 1999 by Arthur Goldberg in honor of his mother.

**Elise Coolidge Hall Scholarship:** This award celebrates pioneering saxophonist Elise Coolidge Hall and was established by her daughter Charlotte Salisbury.

**The Roy and Sylvia Hammer Scholarship Fund:** Established in 2016, this scholarship honors the late Roy Hammer and his longtime commitment and dedication to Longy. Together, Roy and Sylvia were truly partnered in work and life, with a shared love for music. Roy was a long-standing member of the Board of Trustees, and he was instrumental in helping Longy pursue its mission to prepare musicians to make a difference in the world.

**Joseph L. Horner Endowed Scholarship:** This award was established by Matina Horner in honor of her late husband, a violinist and a longtime Longy Trustee.

**Janet Irving Scholarship for Vocal Studies:** A tribute to Janet Irving's career of more than 30 years on the voice faculty of Longy.

**Natasha Jacoff Scholarship:** An endowed scholarship by Richard Jacoff and his daughter Rachel in memory of his wife, Natasha.

**Frank H. Keith Scholarship:** Lisa Dufresne established this scholarship in honor of Frank, a lover of music and friend of Longy.

**Eugene Lehner Scholarship:** A scholarship endowed by an anonymous donor in 2001. Eugene was a teacher at Longy, a violinist, and a preeminent musician.

**Mona Lu Scholarship:** This scholarship was established in 2001 to honor the life of Mona Lu, a talented piano student who was part of Longy's former Community Programs. This fund was started by her family and the Longy community.

Nancy Peery Marriott Scholarship: An endowed scholarship established by Longy alumna Nancy Peery Marriott.

Pappenheimer Scholarship: This award was established by Rosamond Zimmermann, in memory of her parents, John and Hylie Pappenheimer.

Lia and William Poorvu Scholarship: This scholarship was established by former Longy Trustee Lia Poorvu and her husband, William.

Irene Epstein Rosenthal Scholarship: This scholarship was established by Ralph and Leila Rosenthal in memory of Ralph's wife and Leila's mother. Irene was a Longy graduate who spent her life teaching piano.

The Roman and Melanie Totenberg Scholarship Fund: A scholarship established in memory of violinist Roman Totenberg and his wife Melanie, who both led remarkable lives in music.

Ted Twohig Memorial Flute Scholarship: This award honors the memory of flutist Ted Twohig, longtime Longy friend and former student.

Weiss-Washburne Scholarship: This award was established by former Longy Trustee Bonny Boatman in honor of her mother, piano instructor Sharon Weiss-Washburne.

#### **ASSISTANTSHIPS/FELLOWSHIPS**

Longy offers graduate assistantships and teaching fellowships to a limited number of qualified incoming students. Each assistantship/fellowship requires students to work in an assigned area and report to their supervisor. Assistantship/fellowship awards are applied toward tuition costs and are renewable each year. Students are expected to meet the requirements of their contract throughout the year to ensure renewal of their assistantship/fellowship. Questions about graduate assistantship assignments should be directed to the Assistant Dean of Admission & Student Services. Questions about teaching fellowships should be directed to the Assistant Dean for Faculty & Curriculum Development.

#### **EDUCATION BENEFITS FOR VETERANS, MILITARY PERSONNEL, AND THEIR FAMILIES**

Students who served on active duty might be eligible for education benefits through the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001 or to individuals discharged with a service-connected disability after 30 days. An honorable discharge is required to be eligible for the Post-9/11 GI Bill.

Students currently serving in the military might be eligible for funding offered through the Department of Defense Tuition Assistance Program. Students must check their eligibility and the amount available to them with their branch of service prior to enrolling. Spouses or children of service members who are serving on active duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2 might be eligible for financial assistance from the Department

of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. In addition, in some cases it is possible to transfer a veteran's unused Post-9/11 GI Bill benefits to his/her spouse or children.

The Associate Dean's Office handles enrollment verification for VA benefits forms.

#### **FEDERAL STUDENT AID PROGRAMS – TITLE IV FUNDS**

##### **PELL GRANTS**

This Title IV federal program provides grants to U.S. Citizens, Permanent Residents, and special categories of "eligible" noncitizens determined by the federal government who have not yet completed an undergraduate program. Applicants must complete the Free Application for Federal Student Aid (FAFSA). The duration of a student's eligibility for Pell Grant is 12 semesters or its equivalent. The 12 semester duration limit is the equivalent of six years of Pell Grant funding. Pell Grant amounts are based upon the expected family contribution (EFC), as determined by the FAFSA.

##### **DIRECT LOANS**

The William D. Ford Federal Direct Loan Program (Direct Loans) provides students and parents with a number of federal education loans to help students finance their education. Direct Loans are federal Title IV long term loans made to eligible students who complete the FAFSA; the funds come from the U.S. Department of Education (ED). Students must be enrolled at least half time, not be in default of any Title IV student loans, and satisfy other federal Title IV eligibility guidelines such as Satisfactory Academic Progress, described in the "Academic Policies" section.

##### **DIRECT STAFFORD LOANS**

###### **First Time Borrowers**

Beginning July 1, 2013, "first time" borrowers have a limit on Direct Subsidized Loan eligibility. A first-time borrower is a borrower who has no outstanding balance of principal or interest on a Direct Loan (DL) or FFEL loan on July 1, 2013, or on the date the DL borrower obtains a Direct Subsidized Loan after July 1, 2013. A borrower who had a loan balance and paid it off prior to receiving loans on/after July 1, 2013, becomes a "first-time borrower."

A "first time" Direct Loan borrower is eligible to receive Direct Subsidized Loans for a period of 150% of the length of the borrower's educational program. This applies to undergraduate students only as graduate students are not eligible for Direct Subsidized loans. The maximum eligibility period for the four-year Undergraduate Diploma program is six years.

A "first-time" borrower loses eligibility for additional subsidized loans and loses interest subsidy on subsidized loans received from July 1, 2013, if the borrower did not complete the program and, continues enrollment in the same program or enrolls in another program of the same length.

There is no effect on Unsubsidized Direct Loans, PLUS or GradPLUS eligibility.

## ANNUAL LOAN LIMITS

The annual loan limits for Direct Loans are based on academic levels as shown in the table below.

ANNUAL LOAN LIMITS	SUBSIDIZED STAFFORD LOAN	UNSUBSIDIZED STAFFORD LOAN
<b>Dependent Students</b>		
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000
Junior/Senior	\$5,500	\$2,000
<b>Independent Undergraduate Students and Dependent Students Whose Parents Cannot Borrow a PLUS loan</b>		
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000
Junior/Senior	\$5,500	\$7,000
Graduate and Professional Students	N/A	\$20,500

## ENROLLMENT ELIGIBILITY FOR TITLE IV LOANS

For Direct Loans, students must be enrolled at least half-time. Students who drop below half-time or register for Continuation Status must schedule an appointment to complete an Exit Counseling. Dropping below half-time will initiate the six-month grace period that precedes repayment of the Stafford loans.

The definition of half-time for Longy's programs, for financial aid purposes, is as follows:

Program	Minimum Attempted Credits Per Semester
Undergraduate Diploma	6
Master of Music Degree	4
Master of Arts in Teaching	*
Graduate Performance Diploma	*
Artist Diploma	*

\*Students must be enrolled full-time in these programs.

For the Pell Grant, an undergraduate student's EFC and enrollment level determine award eligibility. The enrollment level is defined as follows:

Number of Credits	Enrollment Level
12	Full time
9ull Three-quarter-time	
6hreHalf time	

## DIRECT PLUS LOANS

Parents can borrow a Direct PLUS Loan to help pay a dependent undergraduate student's educational expenses up to the annual cost of attendance minus other estimated financial assistance, if the dependent student is enrolled at least half-time and maintaining Satisfactory Academic Progress, as described in the "Academic Policies" section. To apply, parents must go online to [www.StudentLoans.gov](http://www.StudentLoans.gov) and with their own FSA ID "Request PLUS loan" and complete the PLUS Master Promissory Note. Parents will be required to pass a credit check and be approved for the PLUS

loan. If denied, a parent might still be able to receive the Direct PLUS loan with a co-signer, who agrees to endorse the loan and is able to pass the credit check. An endorser promises to repay the loan if the parents fail to do so. The non-FAFSA parent is eligible to apply for parent PLUS in cases of separation or divorce.

## GRADPLUS LOANS

Graduate and professional degree students are eligible to borrow a GradPLUS loan up to their annual cost of attendance minus other estimated financial assistance for Department of ED "approved programs". Requirements include a determination that the applicant does not have an adverse credit history. Students also must have applied for their maximum annual loan under the Federal Stafford Loan Program before applying for a GradPLUS loan. Entrance counseling is required prior to disbursement.

## ORIGINATION FEE

Origination fees impact the net disbursed loan depending on when the loan disburses. The origination fee changes twice a year, July 1 and October 1. Please visit <https://studentaid.ed.gov/sa/types/loans/interest-rates> to view current origination fees.

## ENTRANCE AND EXIT COUNSELING

Students must complete Entrance Counseling online at [www.StudentLoans.gov](http://www.StudentLoans.gov). Loans will be put on hold until entrance counseling is completed.

Exit Counseling must be completed upon graduation or a student's decision to reduce enrollment to less than half time status or withdrawal. Exit Counseling is held in a group session at the end of the Spring semester. Students who depart prior to Spring will be sent an email for an online Exit Counseling. The following information is reviewed: detailed information about payment plans, debt management strategies, pre-payment options, terms and conditions of forgiveness programs and forbearance, consequences of default, effects of consolidation, tax benefits, and availability of the National Student Loan Data System (NSLDS). Students are asked to attend the session and to make special arrangements if they have a scheduling conflict. Transcripts and possibly diplomas are withheld until this requirement is met.

## INTEREST RATES

The interest rate is set each year on July 1 by the US Department of Education (ED). Subsidized Stafford loans do not accrue interest while the student is enrolled at least half-time. Interest accrues on the Unsubsidized Stafford loan and PLUS loans upon full disbursement.

Loan Type	Interest Rate for Loans First Disbursed on July 1, 2016 and before July 1, 2017
Subsidized Stafford Loans	3.75%
Unsubsidized Stafford Loans for UD only	3.76%
Unsubsidized Stafford Loans	5.31%
PLUS and GradPLUS Loans	6.31%

## REPAYMENT

Stafford Loan repayment begins six months after graduation or after the borrower ceases to be enrolled at least half-time. PLUS loan repayment begins 60 days after full disbursement but may be deferred if the student is enrolled more than half time.

## REPAYMENT OPTIONS

Standard: Equal Monthly payments for 10 years.

Graduated Repayment: A multi-tiered repayment plan for up to 10 years which allows lower payments (as low as interest only) for up to 4 years. Later payments increase so that the loan is paid off within 10 years, resulting in more interest being paid over the life of the loan.

Extended and Extended Graduated Repayment: Up to 25 years. Payment will be approximately the same each year (Extended Repayment) or will start out lower and increase over time (Extended Graduated Repayment). This plan is available to borrowers with more than \$30,000 in student loans whose oldest loan originated after October 7, 1998. More interest is paid over the life of the loan.

Income Sensitive (ICR): A monthly payment is chosen of between 4% and 25% of oneximately the same each year (Extended Repayment) or will start out lower and increase over time (Extended Graduated Repayment). This plan is available to bo interest over the life of the loan.

Income-Based Repayment (IBR): The monthly payment is capped at a 15% of your discretionary earnings (the difference between your adjusted gross income and 150% of the poverty guideline for your family size and state of residence (other conditions may apply)). Your payment changes as your income changes. A borrower is eligible for IBR if the monthly repayment amount under IBR will be less than the monthly amount calculated under a 10-year Standard repayment plan. If a borrower repays under the IBR plan for 25 years and meets other requirements, the remaining balance of the loan(s) will be cancelled. The remaining balance becomes taxable income for that year on the federal tax return. Additionally, if the borrower works in public service (as defined by the ED) and has reduced loan payments through IBR, the remaining balance could be cancelled after 10 years in a public service job.

Pay As You Earn (PAYE): The maximum monthly payments in this repayment plan will be 10% of your discretionary income depending on when you first borrowed (<https://studentaid.ed.gov/repay-loans/understand/plans/> for current changes) and the difference between your adjusted gross income and 150% of the poverty guideline and state of residence.

Revised Pay As You Earn (REPAYE): Similar to PAYE however if you are married, both your and your spouse's income or loan debt will be considered, whether taxes were filed jointly or separately (with limited exceptions). Any outstanding balance will be forgiven if you haven't repaid your loan in full after 20 or 25 years.

For current detailed information about any of the repayment plans go to [www.studentaid.ed.gov/repay-loans/understand/plans](http://www.studentaid.ed.gov/repay-loans/understand/plans).

## POSTPONING REPAYMENT

If you have trouble making your education loan payments, contact immediately the organization that services your loan. You might qualify for a deferment, forbearance, or other form of payment relief. It's important to take action before you are charged late fees. For Direct and FFEL Stafford Loans, contact your loan servicer. If you do not know who your servicer is, you can look it up in the U.S. Department of Education's National Student Loan Data System at [www.nslds.ed.gov](http://www.nslds.ed.gov). To log into the system please use your FSA ID.

## PUBLIC SERVICE LOAN FORGIVENESS (PSLF)

The Public Service Loan Forgiveness Program was created to encourage people to enter and continue to work full-time in public service jobs. Under this program, individuals may qualify for forgiveness of the remaining balance due on their eligible federal student loans after they have made 120 payments on loans under certain repayment plans while employed full time by certain public service employers.

Non-Defaulted loans made under Direct Loan are eligible for loan forgiveness. Only loans received under the William D. Ford Direct Loan (Direct Loan) Program are eligible for PSLF. Loans received under the Federal Family Education loan (FFEL) Program, the Perkins Loan Program, or any other student loan programs are not eligible for PSLF.

FFEL and Perkins loans may be consolidated into a Direct Consolidation Loan to take advantage of PSLF. However, only payments made on the new Direct Consolidation Loan will count toward the 120-month payment requirement for PSLF. Payments made on FFEL or Perkins loans, even if they were made under a qualifying repayment plan, do not count as qualifying PSLF payments.

What types of public service jobs will qualify a borrower for loan forgiveness under this program?

Qualifying employment for Public Service Loan Forgiveness (PSLF) Program is not about a specific job. Rather it is about who your employer is. Be sure to check <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> for updates.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FEDERAL FUNDS**

- Students have the right to receive full information about the financial aid programs available, how to apply for aid, and the process by which aid is awarded.
- Students have the right to information about costs of attendance, the tuition refund policy, academic programs, faculty, and the physical facilities at Longy.
- Students have the right to discuss their financial aid eligibility, award, or cancellation with the Director of Student Financial Assistance. Once loans have been disbursed, students may request a reduction or cancellation in writing no later than the 14th day after the date the loans disbursed.
- Students who borrow money have the right to know what their loan obligations are.
- Students are responsible for applying for financial aid for each academic year. FAFSA applications are available in October prior to the start of the academic year. The priority date for filing the FAFSA is by the last Friday in February for the subsequent year.
- Students are responsible for the accuracy of their application for financial aid. Misrepresentation is considered a serious infraction and may result in withdrawal of aid, repayment of funds already disbursed, permanent disqualification in the future, fine, and/or imprisonment.
- Students are responsible for understanding their loan obligation(s) and for repaying their loan(s) promptly.
- Students are required to maintain Satisfactory Academic Progress. See the “Academic Policies” section for details.
- Any financial assistance received by a student must be used solely for expenses related to attendance at Longy. Law prohibits any other use of funds.
- Students are responsible for meeting all deadline requirements and for submitting all documentation requested by Longy.
- Students must notify the Office of Student Financial Assistance of any change of address; marital status; academic, financial, or enrollment status; or outside financial award. Changes may result in a revision of a student’s financial assistance package.

- Due to the Family Education Rights and Privacy Act (FERPA), a student must sign a “Release of Information” form if he or she wishes to allow a parent to have access to information specific to his or her financial aid. Forms are available in the Registrar’s Office.

### **ENROLLMENT VERIFICATION AND LOAN DEFERMENTS**

Students who wish to have previous student loans deferred while studying at Longy should request a Loan Deferment Form from their servicer(s). Complete the Student Section of the form and submit it to the Registrar’s Office, who will process and mail it. Deferment forms must be filled out each semester and will be processed following the Drop/Add period.

Students who need an official letter stating that they are enrolled at Longy may request an Enrollment Verification Letter from the Registrar.

### **WITHDRAWAL AND RETURN OF TITLE IV FUNDS**

Loans and grants issued by the US Department of Education (ED) are classified by the federal government as Title IV Funds; this includes the Pell Grant, Direct Stafford, and PLUS and GradPLUS Loans. When a student ceases enrollment prior to the planned completion date, disbursed aid that is considered to be unearned financial aid must be returned to the US Department of Education.

If a student withdraws (officially or unofficially) after the start of classes and is receiving federal financial aid, a Return of Title IV calculation determines the type and amount of aid that is earned and the amount that must be returned to the ED. The amount of Title IV aid that is earned by a student is based on the percentage of the semester which a student completes. This percentage is computed by determining the total number of days the student attended in the semester (excluding breaks that are five or more consecutive days in length) and then dividing this number by the number of days in the semester. For example, if there are 106 days in the semester and a student withdraws after attending 30 days, the percentage of Title IV funds earned is 30/106 or 28.3%. After a student has attended more than 60% of the semester, that student is considered to have earned the aid awarded for the semester.

The Registrar is responsible for notifying the Office of Student Financial Assistance of a student’s official withdrawal. If a student unofficially withdraws, the Registrar will examine the student’s situation and set a withdrawal date if circumstances such as illness, accident, or grievous personal loss warrant it. Longy will follow ED rules for all other unofficial withdrawals, and the mid-point of the semester shall be considered the withdrawal date.

Funds returned to the US Department of Education based on this calculation have no relationship to the student’s mid-point of the semester shall be considered the withdrawal date. ss, accident, or , Students planning to withdraw may visit the Office of Student Financial Assistance for further information. A student who must return funds determined by this calculation will be notified and must repay the funds to the school and/or to the US Department of Education within the timeframe dictated by the ED.

## POST-WITHDRAWAL DISBURSEMENT

A post-withdrawal disbursement of Federal Title IV aid occurs when the amount of Title IV aid earned by the student is greater than the amount of the Title IV aid disbursed for the semester. A student eligible for a post-withdrawal disbursement will receive written notification. Students have the right to accept or decline, some, or all, of the post-withdrawal disbursement that is being offered. Students are given 14 days from the date of the notification to respond. Students are encouraged to seriously consider whether it is beneficial to accept a post-withdrawal disbursement. If the Title IV disbursement is the result of a Federal Direct Loan, it must be repaid under the terms of the appropriate promissory note being completed or previously completed. Also, any disbursement received from Title IV funds may reduce award eligibility for the corresponding award(s) at Longy, or another college attended during the same award year. Any opportunity to keep loan debt at a minimum should be considered.

## NOTICES AND DISCLOSURES

### Title IV Code of Conduct

- Longy does not participate in revenue sharing arrangements with any lender. Longy does not engage in any arrangements that would result in a lender paying a fee or other benefits, including a share of the profits, to the school, its officers, employees, or agents, as a result of the school recommending the lender to its students or families of those students.
- Longy bans employees of the Office of Student Financial Assistance from receiving gifts from any lender, guaranty agency, or loan servicer. This is not limited just to those providers of Title IV loans but also private education loans offered to students. Lenders, guarantee agencies, or servicers may offer specific types of activities or literature including:
  - Brochures or training material related to default aversion or financial literacy.
  - Food, training, or informational materials as part of training that contributes to the professional development.
  - Entrance and exit counseling as long as the institution's staff are in control.
  - Philanthropic contributions from a lender, guaranty agency, or servicer unrelated to education loans. State education grants, scholarships, or financial aid funds administered by or on behalf of the State.
- Longy bans contracting arrangements whereby an employee of the school is unrelated to education loans. State education grants, scholarships, or financial aid funds any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
- The school is prohibited from steering borrowers to particular lenders or delaying loan certifications. This includes assigning any first-time borrower's loan to a particular lender as part of their award packaging or other methods.
- Longy does not request or accept offers of funds in exchange for private loans. This includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on preferred lender list.

- Longy bans staffing assistance from a lender. This includes any assistance with call center staffing or financial aid office staffing. Lenders may offer assistance related to:
  - Professional development training for financial aid administrators. Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
  - Staffing services on a short-term, nonrecurring basis to assist the school with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters, and other localized disasters and emergencies identified by the Secretary of the Department of Education.
- Longy bans advisory board compensation. Longy employees may not receive anything of value from a lender, guarantor, or group in exchange for serving in this capacity. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

## CONSUMER INFORMATION

Students may obtain information on estimated student expenses (before aid), financial aid, enrollment, admissions, retention/graduation rates, programs, majors, accreditation, campus security, and federal loan default rates from [www.longy.edu](http://www.longy.edu) or from the College Navigator website at <http://nces.ed.gov/collegenavigator>. Bard College-Longy School of Music does not participate in intercollegiate athletics.

The Net Price Calculator (NPC) is required for all Title IV institutions that enroll "full-time, first-time" degree- or certificate-seeking undergraduate students. The NPC calculator is available on Longy's website.

The purpose is to help first time undergraduate students, families, and other consumers estimate the individual net price of the Undergraduate Diploma program. The estimate is based on price of attendance and financial aid provided to students in a previous year. Based on the information you provide the calculator will estimate your total out of pocket expenses. The estimate provided using this calculator does not represent a final determination, actual cost award, financial assistance, or a final net price.

The Net Price Calculator estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award.

Please Note: The Net Price Calculator does not provide net price for any graduate degrees or certificate programs.



Gainful Employment programs (GE programs) are any programs that do not lead to a degree and that are not, by design, fully transferable to a degree program. In order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (like a bachelor's or master's degree) or prepare students for "gainful employment" in a recognized occupation.

Bard College - Longy School of Music offers "gainful employment" certificate programs. The federally funded, gainful employment programs are: Undergraduate Diploma, Graduate Performance Diploma, and Artist Diploma.

**Please note the following additional policies below:**

### **ACCREDITATION**

Bard College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The courses of study leading to the bachelor of arts, bachelor of music, and bachelor of science degrees at Bard are registered by the New York State Education Department. The programs of study leading to the master of arts, master of arts in teaching, master of fine arts, master of business administration in sustainability, master of music, master of science in environmental policy, master of science in climate science and policy, and master of science in economic theory and policy degrees and the master and doctor of philosophy degrees in decorative arts, design history, and material culture at Bard are registered by the New York State Education Department, Office of Higher Education, Education Building Annex, Room 977, Albany, NY 12234; phone 518-486-3633.

Bard is also a member of the American Council on Education, American Council of Learned Societies, Association of American Colleges and Universities, College Entrance Examination Board, Commission on Independent Colleges and Universities, Education Records Bureau, and Environmental Consortium of Hudson Valley Colleges and Universities.

### **NOTICE OF NONDISCRIMINATION**

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

### **EDUCATIONAL RIGHTS AND PRIVACY ACT**

Bard College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act assures students attending a postsecondary institution that they will have the right to inspect and review certain of their educational records and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. College policy relating to the maintenance of student records is available, on request, from the Office of the Registrar.